

BY-LAWS

MISSIONARY BOARD

ARTICLE I – MEETINGS

SECTION 1. The Committee shall meet the **first Saturday of every quarter** at **10:00 a.m.**

SECTION 2. Special meetings may be called by the president or, in the president's absence, by the vice president providing members are given a **twenty-four (24) hour** notice stating the purpose of the meeting.

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ARTICLE II – POWER OF OFFICERS

SECTION 1. The president shall preside at all meetings of the Committee; sign orders of the treasurer; shall represent the Committee before the public either personally or through representative.

SECTION 2. The vice president shall assist the president in the performance of above duties and preside in the absence of the president.

SECTION 3. The secretary shall keep an accurate record of the proceedings of the meetings of the Committee and keep a complete membership roll. In addition, the correspondence secretary shall be responsible for all correspondents.

SECTION 4. The treasurer shall collect all dues and receive all money belonging to the Committee: keep an accurate account of the receipts and expenditures; pay all bills approved by Committee and signed by president; keep the Committee and president informed of the financial condition of the Committee.

SECTION 5. The assistant treasurer shall assist the treasurer in the performance of the above duties.

SECTION 6. Chaplain shall conduct devotion at all meetings or may designate someone to do so.

SECTION 7. The Good Samaritan chairperson shall be responsible for reporting to Committee the names of any member has lost a loved one; shall contact sick persons or have someone on sub-committee to do so.

ARTICLE III – ACCESSION TO THE OFFICE OF PRESIDENT

SECTION 1. Each office shall serve for a one **(1) year** term, at which time may be re-elected by a 2/3 vote of all members present. If approved by the pastor.

SECTION 2. Elections shall be held during the first committee meeting at the beginning of each year.

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ARTICLE IV – DUES DONATIONS

SECTION 1. The Committee shall send flowers or an offering of **\$50.00** to any member of the **Missionary Society** who loses a member of the immediate family, namely; husband, wife, mother, father, sister, brother, or child.

SECTION 2. The committee shall send a card to any member of the Committee who is confined to the home because of illness (*one week or more*)

SECTION 3. The Committee shall send a card with a donation of **\$25.00** to any member who is hospitalized.