

**BYLAWS
of the
EVANGELICAL LUTHERAN CHURCH OF GENEVA**

As adopted by the General Assembly on May 19, 2019

[Note on numbering and definitions: Chapter numbers reflect the corresponding chapters of the Constitution of the Church; terms printed in capitals are as defined in the Constitution]

Chapter 1. FORM, PURPOSE, BASIS, LOCATION, AND DURATION OF THE ASSOCIATION

B1.01 Name of the Church in French

In the French language, the name of the Church shall be:

Église protestante luthérienne de Genève.

B1.03 Appointment of Representatives to BELK

The Church's representatives to governing bodies of the Federation of Evangelical Lutheran Churches in Switzerland and the Principality of Liechtenstein (BELK) shall be appointed by the Church Council, which may delegate such appointments to the Congregational Councils.

Chapter 3. CONGREGATIONS

B3.01 Congregations of the Church

The Congregations of the Church shall be:

- a. The German-Speaking Congregation;
- b. The English-Speaking Congregation.

Text submitted to the General Assembly on May 19, 2019

Chapter 4. ORGANIZATION

B4.07 The Church Council

- a. The Church Council shall consist of:
 - Five members appointed by the German-Speaking Congregation; and
 - Five members appointed by the English-Speaking Congregation.
- b. The term of office of Church Council members shall begin on July 1.

B4.09 Duties of the Officers

- a. The chairperson shall:
 - 1. chair meetings of the General Assembly and of the Church Council;
 - 2. plan for, prepare and ensure the timely dissemination of proposed agendas for such meetings; and
 - 3. be the chief Church signatory for official matters, along with one other officer.
- b. The vice-chairperson shall fulfill the duties of the chairperson when the chairperson is not available.
- c. The treasurer shall:
 - 1. be the custodian and a signatory for all financial matters of the Church;
 - 2. supervise the Church's accounting and preparation of financial reports, and present these to the Church Council;
 - 3. approve and ensure that expenses and disbursements are in accordance with the Church's budget and financial policies; and
 - 4. develop the proposed budget for consideration by the Church Council;
 - 5. cooperate with the auditor(s) to ensure that all necessary documents are made available to him or her in a timely fashion, in coordination with the ELCG accountant and officers.

The treasurer may chair meetings of the General Assembly or of the Church Council if neither the chairperson nor the vice-chairperson is available.

- d. The secretary shall:
 - 1. take minutes of the meetings of the Church Council and the General Assembly;
 - 2. ensure that such minutes are finalized, signed, and filed in the Church office.

B4.11 The Executive Committee

The executive committee shall be responsible for personnel matters. Among other duties, they shall arrange for annual reviews of the work of persons employed by the Church.

B4.15 The Auditors

The Congregations shall annually take turns in proposing an auditor or auditors, who shall then be presented for election by the Congregational Councils.

Chapter 5. FINANCIAL RESOURCES AND ACCOUNTS

B5.01 Contributions by the Congregations and the Associate Congregations

- a. The English-Speaking Congregation and the German-Speaking Congregation shall make equal annual financial contributions to the Church, at a level to enable it to function effectively, in accordance with the purpose set out in the Constitution, and to meet its obligations, including to its employees.
- b. As the primary users of the Church building, they shall contribute to the costs of its upkeep and maintenance. They shall do this by making equal annual contributions to the operational budget of the Church, and to the building and equipment funds set up by the Church Council.
- c. The amount of the annual contributions to the operational budget shall be proposed by the Church Council to the Congregations, and be based on the actual and envisaged costs of the use of the Church building including routine maintenance and repair work.
- d. In addition, as required for large long-term projects requiring capital investment, such as a major renovation of the Church building, the Church and the Congregations shall raise funds in common. The Associate Congregations, individual members and friends of the Church, as well as other potential donors shall be invited to contribute to this common fundraising effort.
- e. Associate Congregations shall make appropriate annual financial contributions to the Church. Depending on their use of the Church building, Associate Congregations shall also make annual contributions to the operational budget of the Church, and to the building and equipment funds set up by the Church Council. The amount of these annual contributions shall be set by the Church Council and reviewed regularly and adjusted accordingly.