

CUCHARA CHAPEL CONGREGATION BYLAWS

ARTICLE I NAME

The official name of this organization shall be CUCHARA CHAPEL CONGREGATION.

ARTICLE II MISSION

The mission of the Cuchara Chapel is to make disciples of Jesus Christ through gracious and inclusive hospitality, worship, and service to the community and larger world.

ARTICLE III MEMBERSHIP

The membership shall consist of those who profess a love of God and neighbor, who have concern for a place of worship at Cuchara, and who have so signified by signing the membership roll.

- a. Members 18 years of age and over are entitled to vote.
- b. Upon request any member of the congregation shall be welcome to appear before the Board of Directors to present any matter he or she may desire.

ARTICLE IV BOARD OF DIRECTORS

The Board of Directors shall consist of no fewer than nine (9) and no more than seventeen (17) members and shall include one Minister to serve as liaison for worship service planning and administration. All board members will be assigned to at least one committee. Board members shall be elected each year at the regular annual meeting of the congregation. Their term of office shall be for one year beginning January 1 following the election in August.

- a. Any vacancy shall be filled with an appointment by the Board Chair, and subject to re-election at the Annual Congregational meeting.
- b. The Board of Directors shall hold no fewer than two board meetings annually between June and August. Meetings of the Board may be held at any other time as determined by the Chair. Electronic attendance is permitted.
- c. Five (5) Board members present shall constitute a quorum.
- d. An administrative year shall begin January 1 and end the following December 31.

ARTICLE V OFFICERS

The officers shall be Chair, Vice-Chair, Secretary, and Treasurer. The officers shall be slated by the Nominating Committee. Their terms shall be for one administrative year beginning January 1 following the election in the August Annual Congregational meeting. In the event of vacancy during the year, the Chair shall name a successor to fill the vacancy until such time as the replacement or another candidate from the Nominating Committee stands for election at the Annual Congregational meeting. The maximum successive terms a person may be elected to the same office shall be three (3). Given the nature and importance of the officers' positions, and upon mutual agreement, exceptions to this term limit may be made.

Duties of the officers shall be those normally assigned to their respective offices. The Chair shall be a voting ex officio member of all regular and special committees. A board member, serving as the Minister-liaison shall be responsible for securing ministers for chapel services and for the form and coordination of services, securing a person to preside at each service, and perform such other duties as may be designated by the Minister-liaison in consultation with the Chair.

ARTICLE VI FISCAL YEAR

The fiscal year of the Cuchara Chapel Congregation shall begin January 1 and end the following December 31.

ARTICLE VII EXECUTIVE COMMITTEE AND STANDING COMMITTEES

The following committees shall be appointed by the Chair of the Board of Directors to serve through the year beginning the next January 1. The chair of each committee shall be chosen from the members of the Board or the congregation. The committee chair or a designee shall make a committee report at the regularly scheduled board meetings.

EXECUTIVE COMMITTEE

There shall be an Executive Committee, composed of the officers of the Board, including the Chair, Vice-Chair, and Secretary, and Treasurer.

During the period of time between meetings of the Board, the Executive Committee shall have and exercise all authority and power of the Board in the management of the business and affairs of the Chapel, which authority and power is hereby delegated by the Board to the Executive Committee. The Executive Committee shall have authority to make such decisions and to take such action as it may deem necessary in the furtherance of the business and welfare of the Chapel on behalf of the Board preferably after consultation with or on

recommendation of the appropriate standing (or ad hoc) committee of the Board, if any, provided, however, that the Executive Committee may not reverse the action taken by the Board. Three (3) Executive Committee members shall constitute a quorum.

A. SCHOLARSHIP

The Scholarship Committee's duty is the annual solicitation of scholarship applications from (1) graduating seniors of Huerfano County High Schools, and (2) previous Scholarship awardees continuing in their education into their sophomore, junior or senior year and or through any vocational education program. The committee is responsible for the evaluation of those applications, and upon consultation with the Treasurer of the Board, the awarding of scholarships to those deemed most worthy and most likely to become productive citizens.

The committee shall be composed of a chair and at least three additional members, appointed by the Chair of the Board of Directors from either the Board or the congregation. The committee chair shall be responsible for the dissemination of the scholarship information and applications and coordination of the review and approval of the applications by the committee.

B. NOMINATING

The Nominating Committee's duty is the selection of nominees for Officers and Directors. The Nominating Committee shall report its slate of nominees to the Board prior to the Annual Meeting. Nominations for Directors may also be made from the floor at the Annual Meeting, provided that the person nominated is present and is willing and able to serve, if elected.

The committee shall be composed of a chair and at least three members appointed by the Chair of the Board of Directors from either the Board or the congregation prior to Annual Congregational meeting.

C. CHAPEL BUILDING and GROUNDS

The Building and Grounds Committee's duty is the care and maintenance of the physical facilities, Chapel grounds and Memorial park. The committee shall select, purchase, plant, and maintain all landscape materials for the Chapel grounds and the Memorial Park.

The committee shall be composed of a chair and at least three members appointed by the Chair of the Board of Directors from either the Board or the congregation.

D. CHAPEL EVENTS AND USE

The Chapel Events and Use committee shall be responsible for hiring and supervising an Events Coordinator, and overseeing the scheduling of special

events in the Chapel and providing orientation for volunteers engaged in Chapel special events. The committee should also hire janitorial personnel as needed to maintain the Chapel.

The committee shall be composed of a chair and at least three members appointed by the Chair of the Board of Directors from either the Board or the congregation.

E. FINANCE

The Finance Committee's duty is to oversee the Chapel's financial operations, ensuring that a viable long-range fiscal plan is in place, and recommending financial policies to the Board. The committee shall conduct annual financial reviews of the Chapel together with such other fiscal policies of the Chapel as the Board may request, including, but not limited to, policies regarding insurance, risk management, operating funds, temporarily restricted funds, and allotments awaiting use.

Additionally, this committee advises the Board on the institution's investment policy including its rate of return and spending rate/draw assumptions and the allocation of invested assets. The committee shall ensure that all donated endowed funds and quasi-endowed funds are invested in a manner that meets the terms of the donor's instructions, if any, and in a manner that maximizes the returns to the institution within an appropriate amount of risk while providing adequate working capital liquidity to meet the Chapel's ongoing financial operations.

The committee shall be composed of a chair, who shall be the Treasurer of the Board, and at least three members appointed by the Chair of the Board of Directors from either the Board or the congregation.

ARTICLE VIII ANNUAL MEETINGS

The Cuchara Chapel Congregation shall hold its Memorial Service on the first Sunday in August of each year and its regular Annual meeting of the congregation on the second Sunday in August of each year after the 10:00 a.m. service. Special meetings of the congregation may be called at any time by the Chair.

ARTICLE IX AMENDMENTS

These bylaws may be amended by a two-thirds vote of the members of the Board of Directors present at any regular meeting, and thereafter, ratified by a majority of those voting at the Annual Meeting of the Cuchara Chapel Congregation.

**ARTICLE X
ASSISTANCE BY CONGREGATION**

The Congregation members shall support the mission and purpose of the Chapel and invite newcomers and community members into the ministries of the Chapel. The Congregation may also recommend potential Board members to the nominating committee and serve in work areas under the guidance of the Board of Directors.

**ARTICLE XI
ORDER OF MEETINGS**

Meetings of the Board of Directors and the Congregation shall be conducted under Robert's Rules of Order.

**ARTICLE XII
POLICIES AND PROCEDURES**

The Board shall establish a "Policies and Procedures Manual" to be used by the Board and the various committees and coordinators. It may be reviewed and amended by the vote of the Board.

Amended August 9, 2026 (pending approval)