

PARISH CONSTITUTION

St Paul Catholic Community

Note: This is a provisional document, yet to be revised and ratified by the community after our separation from St. Paul Evangelical Lutheran Church (Art. V is no longer relevant).

Vision and Mission of St Paul Catholic Community

As inspired by St. John XXIII and Vatican II, we strive to return to the simplicity of early Christianity.

We aspire to be a community which

- Brings its members into a deeper relationship with God through their relationship with His Son, Jesus Christ and enables them to live joyfully in the freedom of God's children;
- Recognizes the dignity and integrity of its members as they live out their baptismal commitment on this journey of faith;
- Honors the decisions made in faith and prayer which its members make, encouraging them to be adults before God and not children before the church;
- Supports its members in times of struggle and distress and celebrates with them in times of joy;
- Celebrates the diversity which exists in its midst and in the world;
- Yearns for unity in the Body of Christ in the world.

ECUMENICAL CATHOLIC COMMUNION

Though we are autonomous in our Church Governance as a local Ecumenical Catholic Community, we are, at the same time, a Member community of the international Ecumenical Catholic Communion that governs itself with a non-hierarchical integrated structure, made up of a House of Laity, House of Pastors and House of Bishops.

The Presiding Bishop shares in the uninterrupted Apostolic Succession of Catholic Tradition, through the Old Catholic church. We invite all to visit the ECC Web-Site ecumenical-catholic-communion.org

TENETS OF FAITH

We accept the articles of faith in the apostolic creed. We embrace all the teachings of Jesus Christ, handed down through the apostolic tradition. We proclaim the mysteries of Jesus' ministry, death and resurrection until his return. We profess deep faith in the Real Presence of Jesus in the sacramental signs of bread and wine. As laity and clergy we share equally in the

priesthood of Christ through Baptism. We also believe in the Eucharist as the sacrament of reconciliation, celebrated together by laity and clergy.

St. Paul Catholic Community follows the authentic sacramental catholic tradition in that we participate in the full sacramental ministry of the church. The seven sacraments of the universal catholic church: Baptism, Confirmation, Holy Eucharist, Reconciliation, Anointing of the Sick, Holy Matrimony and Holy Orders, are affirmed and practiced by us.

DISTINCTIVES

St. Paul Catholic Community, while keeping with all authentic catholic tradition, has the following Distinctives:

1. We recognize the importance of the symbolism of unity in the Office of Pope; however we view the dogma of the infallibility of the Pope as being inconsistent with authentic catholic theology and tradition.
2. We uphold the primacy of enlightened individual conscience in matters of moral decisions that relate to peace and social justice, the dignity of the individual and the integrity of the community.
3. As a Member community of the ECC, we recognize each adult baptized person to be an equal Member of the Catholic Church. No deacon, priest or bishop owns the sacrament or the gift of Christ's grace. Therefore lay people share equally in the self-governance of the Church. All people participate in the process of selecting their lay and ordained leaders.
4. The clergy are free to marry, raise families, live in responsible monogamous relationships remain single or celibates. St. Paul Catholic Community does not deny marriage or other meaningful partnerships to those who have an authentic vocation to the ordained priesthood: to deny such right may diminish the spiritual and psychological health and growth of the church clergy.
5. St. Paul Catholic Community will promote vocation to priestly ministry among both women and men and will affirm both women and men in all ministries valuing their personal giftedness to serve the church.
6. We will extend a healing hand to all who have been through the pain of divorce and to those who are remarried, with or without annulment, by welcoming them to the Eucharistic table unconditionally and support them in their faith journey toward fuller life in Christ.
7. St. Paul Catholic Community Members participate unreservedly, in the mission, faith, tradition and beliefs of the church. We commit ourselves to promote the Peace of Christ in the lives of individuals, of the community and the world around, actively engaging in the just causes inspired by the Gospel.
8. St. Paul Catholic Community Members believe the use of contraception, if used responsibly, can be a positive good as a means of increasing the frequency of the gift of sexual union, reducing the incidence of abortion for unwanted pregnancies and in some forms limiting the spread of sexually transmitted disease.
9. St. Paul Catholic Community Members affirm the dignity of all human persons regardless of race, national origin, religious affiliation, gender, or sexual orientation.

MEMBERSHIP AND GOVERNANCE

Preamble

The Members of St. Paul Catholic Community (ECC) hereby adopt these covenants and responsible governance policies (collectively, the “Covenants”) and pledge ourselves to be governed and guided by their provisions to assure our continued fidelity to the principles, values, and religious faith that comprise the shared communal foundations that have brought us together.

ARTICLE I

CORPORATE ENTITY

St. Paul Catholic Community ECC Church is a Colorado nonprofit corporation formed under the Colorado Revised Nonprofit Corporation Act (“Act”). St. Paul Catholic Community ECC Church will be affiliated as a Member congregation of the Ecumenical Catholic Communion.

ARTICLE II

DEFINITIONS

St. Paul Catholic Community ECC Church may be referred to as the “Church,” or the “Parish,” or the “Community” or the “Community of Faith.”

ARTICLE III

MEMBERSHIP, NOTICE REQUIREMENTS AND WAIVER

3.01. Membership. Our Members are baptized Christians who pledge themselves in a written covenant to live according to the Distinctives as a Member of St. Paul Catholic Community ECC Church. Membership in the Parish entitles the Member to one vote and to be elected or named to positions of leadership including the Parish Council and other committees of the Church. The Secretary of the Parish Council, or designee, shall maintain the covenants of Members and certify to the Parish Council the Membership roster of the Parish twenty (20) days before the annual meeting or any special meeting of the Membership. A Member may be suspended or removed as a Member by agreement or by action of the Parish Council after reconciliation in the spirit of Matthew 18:15-17 is attempted.

3.02 Notice and Agenda of Meeting, Method and Content. Any notice or agenda will be given by electronic posting of such notice on the Web site of the Parish and through electronic mail notices. Electronic mail notices shall be effective for Parish Members who elect to receive notices and meeting agendas by electronic mail and who furnish the Parish Council with their electronic mail address. Any notice shall state the time and place of the meeting and the items of the agenda.

3.03 Waiver of Notice. Attendance by a Parish Member at any annual or special meeting or the attendance of a Parish Council Member at a Parish Council meeting shall be a waiver of notice,

except when attendance at such meeting is for the express purpose of objecting to the transaction of business because the meeting was not lawfully called or convened.

ARTICLE IV

MEETINGS OF PARISH MEMBERS - NOTICE, QUORUMS, PROXIES, VOTING

4.01 Annual Meetings. An annual meeting of the Membership shall be conducted once every fiscal year on a date and time as specified by the Parish Council.

4.02 Special Meetings. Special meetings of the Membership may be called at any time by the Co-Chairs of the Parish Council or by a majority of the Parish Council or upon written request of twenty percent (20%) of Parish Members.

4.03 Secret Ballot. At the discretion of the Parish Council or upon the request of twenty percent (20%) of the Parish Members present at the meeting or represented by proxy, a vote on any matter shall be by secret ballot. Ballots shall be counted by a neutral third party or by a committee of volunteers selected or appointed by the Co-Chairs.

4.04 Notice of Membership Meetings.

- a. Annual Meeting. Notice, in compliance with Section 3.02, of each annual meeting of the Membership shall be given by, or at the direction of, the Secretary of the Parish Council or some other person who has been authorized to call the meeting.
- b. Special Meeting. In the case of a special meeting, the purpose of the meeting shall be specified. The notice of a special meeting, made in compliance with Section 3.02, shall be made to all Parish Members at least twenty-four (24) hours in advance of the special meeting.

4.05 Proxies and Right to Revoke. At all meetings of the Membership, each Parish Member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary. All votes done by proxy shall be revocable and shall automatically cease upon attendance in person by the Parish Member. The Parish Council may reject a vote, consent, written ballot, waiver, proxy appointment or proxy appointment revocation if it has reasonable basis for doubt about the validity of signature on it or about the signatory's authority to sign for the Parish Member. The Parish Council that accepts or rejects a vote, consent, written ballot, waiver, proxy appointment or proxy appointment revocation in good faith is not liable in damages for the consequences of the acceptance or rejection.

4.06 Majority Vote and Quorum. The presence at the meeting of Parish Members entitled to cast, or of Parish Members holding proxies and entitled to cast, thirty three and one-third percent (33 1/3%) of the votes of the Membership shall constitute a quorum for any action. Except as may be required under other provision of these covenants, at any meeting of the Membership at which a quorum is present, the affirmative vote of Parish Members representing one (1) vote

more than fifty percent (50%) of the votes present in person or by proxy and entitled to be voted shall be the act of the Membership.

ARTICLE V

A separate document (the Covenant) will specify the manner in which the joint Community of Faith will be governed and how members belonging to both the St Paul Catholic Community and the St Paul Lutheran Community shall participate.

Additionally, topics such as budget, shared staff and mutual interactions and responsibilities shall be covered in such a way as to be in accord with the guidelines which each group shall determine. If desired and feasible, the provisions may be amended to take into account the structures, committees and governance determined by and for the joint body of both parts of the Community of Faith.

ARTICLE VI

PARISH COUNCIL MEMBERSHIP AND DUTIES, MEETINGS OF PARISH COUNCIL, NOTICE, QUORUMS, VOTING, CONFLICTS OF INTEREST

5.01 Duties of the Parish Council. The Parish Council is a church decision-making body dedicated to fulfilling the mission of St. Paul Catholic Community. Authority is irrevocably delegated to the Council from Pastor; however, the Pastor retains authority with respect to issues of theology, spirituality and liturgy. The Council shall be responsible for making and implementing decisions on (but not limited to): (1) the physical needs of the Parish environment; (2) the financial needs of the Parish; (3) acquisitions and purchases for the Parish; (4) Parish fund raising; (5) promoting community life and activities; (6) providing religious education; (7) public relations; (8) hospitality; (9) Outreach Ministries; (10) to ensure annual (more often if needed) review of the financial books and records is completed. The Parish Council shall also be responsible to oversee that the Parish meets its legal and financial responsibilities.

5.02 Number of Parish Council Members and Qualifications. The affairs of this church shall be managed by a Parish Council consisting of at least five (5) Parish Council Members, who shall be Parish Members, plus the pastor of the church as a non-voting Ex-officio Member.

5.03 Term of Office of Parish Council Members. For the purpose of establishing a rotation in which Members of the Parish Council are elected, the Council has identified the following rotation schedule: (1) the three Members receiving the most votes in an election to be held in 2017 shall have terms that expire in 2019; and (2) the two Members receiving the fourth and fifth greatest number of votes shall be elected for terms expiring in 2020. At the expiration of the initial term of office of each respective Parish Council Member, a successor shall be elected to serve two (2) years. Each Parish Council Member shall hold office until such Parish Council Member's successor is elected by the Parish Members and qualified. Any Parish Council

Member elected by the Parish Members shall serve for the remainder of the term of the Parish Council Member replaced. Parish Council Members may serve three consecutive terms.

5.04 Initial Parish Council Meeting. There shall be a meeting of the Parish Council immediately following the annual meeting of the Membership if all elected Parish Council Members are present at the meeting, but not longer than two (2) weeks following the annual meeting.

5.05 Regular Meetings. Regular meetings of the Parish Council shall be held quarterly, as the Parish Council, by vote, may determine with written notice to the Membership and at such place and hour as may be fixed, from time to time, by resolution of the Parish Council.

5.06 Special Meetings. Special Meetings of the Parish Council shall be held when called by both or either Co-Chairs of the Parish Council, or by any two Parish Council Members, after not less than twenty-four (24) hours' notice to each Parish Council Member. The notice of a Special Meeting, made in compliance with Section 3.02, shall be made to all Parish Members at least twenty-four (24) hours in advance of the Special Meeting.

5.07 Open Meetings. All meetings (regular and special) of the Membership and of the Parish Council are open to every Parish Member, or to any person designated by a Parish Member in writing as the Member's representative. Before the Parish Council votes on an issue, Parish Members or their designated representatives shall be permitted to speak regarding that issue.

5.08 Meetings by Telephone. The Parish Council may hold special meetings via a telephone conference call, and any action taken by the Parish Council at such a telephone conference call meeting shall have the same force and effect as such action taken at a meeting at which a quorum of the Parish Council was physically present. If a Meeting by Telephone is a Regular Meeting of the Parish Council no notice to the Membership except as required by Section 5.02 is required. If the Meeting by Telephone is a Special Meeting, then notice of a Special Meeting, made in compliance with Section 3.02, shall be made to all Parish Members at least twenty-four (24) hours in advance of the Special Meeting.

5.09 Action Taken Without a Meeting. The Parish Council shall have the right to take any action in the absence of a meeting, which it could take at a meeting by obtaining the written approval of a majority of the Parish Council Members. Any action approved by a majority of the Parish Council pursuant to this section shall have the same effect as though taken at a meeting of the Parish Council. Any actions taken will be included in the minutes of the next Parish Council meeting.

5.10 Quorum. The presence of four (4) Parish Council Members in person at any meeting of the Parish Council shall constitute a quorum.

5.11 Executive/Closed Door Meetings. The Parish Council may hold an executive or closed door session and may restrict attendance to Parish Council Members and such other persons requested by the Parish Council. The matters to be discussed at such an executive session shall include only matters enumerated below:

- (a) matters pertaining to employees of the church or involving the employment, promotion, discipline or dismissal of an officer, agent or employee of the church;
- (b) consultation with legal counsel concerning disputes that are the subject of imminent court proceedings or matters that is privileged or confidential between attorney and client;
- (c) investigative proceedings concerning possible or actual criminal misconduct;
- (d) matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure;
- (e) any matter the disclosure of which would constitute an unwarranted invasion of individual privacy; or
- (f) review of or discussion relating to any written or oral communication from legal counsel.

5.12 Attorney-Client Privilege. Upon the final resolution of any matter for which the Parish Council received legal advice or that concerned pending or contemplated litigation, the Parish Council may elect to preserve the attorney-client privilege in any appropriate matter, or it may elect to disclose such information, as it deems appropriate, about such matter in an open meeting.

5.13 Conflict of Interest. If any contract, decision, or other action taken by or on behalf of the Parish Council would financially benefit any Member of the Parish Council or any person who is a parent, grandparent, spouse, child or sibling of a Member of the Parish Council, or a parent or spouse of any of those persons, that Member of the Parish Council shall declare a conflict of interest for that issue and abstain from participation in that matter.

5.14 Duty to Disclose. A Parish Council Member has a duty to disclose the existence of any actual or potential conflict of interest and all material facts relating to the actual or potential conflict in an open meeting prior to any discussion or action on that issue. After making such disclosure, the Parish Council Member may participate in the discussion but shall not vote on that issue. The action of a Parish Council Member in compliance with this section shall be reflected in the minutes of the Parish Council.

5.15 Committees. The Parish Council may appoint any committee the Parish Council deems necessary to evaluate issues, to help develop and implement church life and formulate recommendations to the Parish Council for its consideration. The provisions of these Covenants as to notice and maintenance of minutes shall not be applicable to the operation of such committees as the function of such committees is advisory in nature. Each Parish Committee shall have at least one Parish Council Member as liaison and representative to the Parish Council.

5.16 Removal of Parish Council Members and Vacancies. Parish Council Members may be removed and vacancies on the Parish Council may be filled as follows:

- (a) By the Members. Any Parish Council Member may be removed, with or without cause, at any regular or special meeting of the Membership at which a quorum is present by a vote of sixty seven percent (67%) of votes of all persons present and entitled to vote. A successor to any Parish Council

Member removed may be elected at such meeting to fill the vacancy created by removal of the Parish Council Member. A Parish Council Member whose removal is proposed by the Parish Members shall be given notice of the proposed removal at least ten (10) days prior to the date of such meeting and shall be given an opportunity to be heard at such meeting.

- (b) By the Parish Council. Any Parish Council Member who has three (3) consecutive unexcused absences from Parish Council meetings may be removed by a majority vote of the Parish Council present at a regular or special meeting at which a quorum is present, and a successor may be appointed by the Parish Council. In the event of the death, disability, resignation or removal by the Parish Council, as set forth in this subsection (b), of a Parish Council Member, a vacancy may be declared by the Parish Council, and the Parish Council may appoint a successor. Any successor appointed by the Parish Council shall serve for the remainder of the term of the Parish Council Member replaced.

ARTICLE VII

CLERGY

6.01 Clergy Responsibility. It shall be the responsibility of the Clergy to (1) provide spiritual leadership to this faith community; (2) ensure the healthy development and growth of our faith community according to the doctrine and theology of the Ecumenical Catholic Community; (3) and ensure that Church decisions and actions reflect the teaching and mission stated in this Constitution.

6.02 Pastor. A Pastor is an ordained priest who is the spiritual leader of our faith community. Pastors are under the authority of a Bishop, and are responsible for the spiritual life of the faith community. A Pastor shall: (1) celebrate the Eucharist and administer the sacraments; (2) provide pastoral care to the sick, elderly, or church Members in need; (3) oversee and guide the activities of all Clergy in their Parish responsibilities; (2) oversee and approve/disapprove the liturgical programs of the Parish; (3) serve as a non-voting ex-officio Member and clergy representative of the Parish Council; (4) assist in the budgeting and business planning of the Parish; (5) supervise the Parish administrator; (6) develop and maintain relationships with Members of the community; (7) fulfill duties as stipulated in the governing documents of the Rocky Mountain Regional Council.

6.03 Delegation. While Pastors are responsible for the general well-being of their Parish, their areas of special authority in their Parish are theological, spiritual and liturgical. All other areas are delegated to the Parish Administrator, Parish Council and Parish Committees. The Pastor is the spiritual advisor to these entities and they shall defer to the Pastor in theological, spiritual and liturgical matters.

6.04 Pastors and Other Clergy. The pastor of the Parish and other clergy will be selected by the Membership from among candidates found to be duly qualified by the Parish Council according

to the norms established by the Ecumenical Catholic Communion. The Pastor's duties and responsibilities are established by the Parish Council in the furtherance of the mission of the church. Both lay and ordained Members of the Parish will vote with equal rights to elect a pastor or other clergy from among applicants nominated and screened by the Parish Council. To meet the needs of the community and the desired characteristics of a Pastor or other clergy, the Parish Council shall establish the procedures for the selection of such individuals

6.05 Compensation and Tenure of the Pastor and Other Clergy. The pastor and other clergy will be hired and terminated subject to the provisions of this section. Compensation shall be determined based upon the duties of the clergy established by the Parish Council and the Parish's financial standing.

6.06 Removal of Pastor. The pastor is considered an at-will employee. Thus, the pastor may be removed, after all attempts at reconciliation have failed, by a two-thirds (2/3) vote of the full Parish Council. The pastor shall not vote in this instance and shall not be counted towards a quorum. The pastor shall have ten (10) calendar days to request that a special meeting of the Members be called, pursuant to Section 4.04(b), in order to overturn the decision of the Parish Council. Of the Members in attendance at the special meeting, a majority must vote to remove the pastor for the action of the Parish Council to become effective. The failure of the pastor to request a special meeting in writing to the Secretary of the Parish Council shall constitute a waiver of his/her right to such relief and the action of the Parish Council shall be deemed effective. The removal of other clergy follows this same process. Removal of the pastor or other clergy shall be reported to the Presiding Bishop of the ECC.

6.07 Conduct of Clergy. Clergy are required to maintain standards in accordance with the Ethical Code of Conduct as outlined by the ECC. The ECC carries no legal responsibility or liability for the conduct of the clergy. The Parish is committed to and responsible for reporting, in full disclosure and cooperation with civil authorities in the investigation of misconduct by the Clergy. Allegations of misconduct shall be reported according to the established canons of the ECC to the Presiding Bishop and the Episcopal Council for review.

ARTICLE VIII

OFFICERS

7.01 General. The officers of the Church shall be two chairs and a Secretary. The officers shall be appointed by an affirmative vote of a majority of the Members of the Parish Council. The Parish Council may appoint such other officers or assistant officers who must be Parish Members but not Parish Council Members, as they may consider necessary or advisable. Other officers shall be chosen in such manner and hold their offices for such terms and have such authority and duties as from time to time may be determined by the Parish Council. No person may simultaneously hold the offices of Co-Chair and Secretary.

7.02 Removal and Resignation of Officers. Upon an affirmative vote of a simple majority of the Members of the Parish Council, any officer may be removed, either with or without cause. Any officer may resign at any time by giving written notice to the Parish Council, either Co-Chair or

Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any successor shall be elected at any regular or special meeting of the Parish Council called for such purpose.

7.03 Vacancies. A vacancy in any office, however occurring, may be filled by an affirmative vote of a simple majority of Members of the Parish Council for the unexpired portion of the term.

7.04 Co-Chairs, House of Laity Membership and Additions. The Co-Chairs shall be the co-chief executive officers of the church. The Co-Chairs shall preside at all meetings of the Membership and of the Parish Council. The Co-Chairs shall have the general and active control of the affairs and business of the church and general supervision of its officers, agents and employees. The Co-Chairs shall authorize in writing the designated officers or agents who shall be authorized to sign all checks and promissory notes and shall establish procedures for the collection and deposit of monies received. The Parish Council shall elect Parish Members to serve as the Parish's lay representatives on the House of Laity, and will attend the regular Synods and other important meetings of the Communion. The Parish will offer to pay the costs of transportation and lodging for representatives to Synods and meetings of the ECC as the finances of the Parish permit.

7.05 Secretary. The Secretary shall keep the minutes of the proceedings of the Membership and the Parish Council. The Secretary shall see that all notices are duly given in accordance with the provisions of these Covenants and as required by law. The Secretary shall be custodian of the corporate records of the Parish Council. The Secretary shall keep a record containing the names and registered addresses of all Members. The Secretary shall, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the Co-Chairs or by the full Parish Council. Assistant secretaries, if any, shall have the same duties and powers, subject to supervision by the Secretary.

ARTICLE IX

FINANCE COMMITTEE, ANNUAL BUDGET AND AUDIT

8.01 Establishment of a Finance Committee. The Parish Council, by resolution of a majority of its Members, shall appoint a Finance Committee. The number of Members of the Finance Committee shall be determined by the Parish Council but the number shall not be fewer than three.

8.02 Annual Budget. The Finance Committee shall prepare an annual operating budget for consideration of the Parish Council. The Parish Council shall adopt an annual operating budget before the annual meeting. Unless at the annual meeting 50.1% of the Membership present reject the budget, the budget shall be ratified, whether or not a quorum of Members is present. In the event the budget is rejected, the budget last ratified by the Membership shall be continued until such time a subsequent budget is adopted by the Parish Council in accordance with the provisions of this section.

8.03 Other Duties. The Finance Committee shall: (i) monitor income and expenses and present recommendations to the Parish Council for budget adjustments; (ii) conduct a continuing review of Parish accounting and financial management procedures; (iii) provide consultation and guidance regarding accounting procedures, practices and procedures; (iv) make recommendations to the Parish Council for policy and procedural matters; (v) implement investment policies of the Parish by proposing, overseeing and evaluating the management of liquid assets of the Parish; (v) prepare and file with tax authorities any tax return or form and/or report as may be required; and (v) provide the Parish Council a quarterly statement of income and a balance sheet reflecting the financial condition of the Parish.

8.03 Audit. The books and records of the church may be subject to an audit at the discretion of the Parish Council. An audit will be required if one- third (1/3) of the Parish Membership request an audit. The audit will be conducted pursuant to generally accepted auditing standards by an independent and qualified person selected by the Parish Council. The person selected for the audit shall be a certified public accountant.

8.04 Accounting Records. The Finance Committee shall have control over all records that are financial in nature and shall maintain accurate and complete accounting records in accordance with generally accepted accounting principles. An annual accounting and preparation of financial statements for the church is required from the Finance Committee.

ARTICLE X

AMENDMENT OF COVENANTS

9.01 Amendment by the Membership. These Covenants may be amended at a regular or special meeting of the Membership by the affirmative vote of a majority of a quorum of the Membership present in person or proxy. Amendments may be proposed by the Parish Council or by petition signed by 20% of the Members. A statement of any proposed amendment shall accompany the notice of any regular or special meeting at which such proposed amendment will be voted upon.

9.02 Amendment by the Parish Council. These Covenants may be amended by the unanimous vote of the entire Parish Council at any regular or special meeting, provided that a quorum is present at such meeting. A statement of any proposed amendment shall accompany the notice of any regular or special Parish Council meeting at which such proposed amendment will be voted upon.

ARTICLE XI

INSPECTION AND COPYING OF RECORDS

The Church shall keep a copy of the records required by the Act. Members are entitled to inspect and copy, at the Member's expense. The Parish Member must make a written request to the Secretary at least five (5) days before the date on which the Parish Member wishes to inspect and copy such records.

CERTIFICATION OF ADOPTION AND RATIFICATION

ADOPTED by the Parish Council on _____ .

ADOPTED by the Parish Membership on _____.