

**CONSTITUTION AND BYLAWS  
HIGHLAND COVENANT CHURCH  
15022 NE BEL-RED ROAD  
BELLEVUE, WA**

**Amended:**

February 1, 1977  
October 4, 1977  
January 19, 1982  
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HIGHLAND COVENANT CHURCH  
of the  
PACIFIC NORTHWEST CONFERENCE  
of the  
EVANGELICAL COVENANT CHURCH

**CONSTITUTION**

**PREAMBLE--(Historical Statement)**

The Highland Covenant Church is affiliated with the Evangelical Covenant Church which has its roots in historical Christianity as it emerged in the Protestant Reformation, in the biblical instruction of the Lutheran State Church of Sweden, and in the great spiritual awakening of the nineteenth century. These three influences have in a large measure shaped its development and are to be borne in mind in seeking to understand its distinctive spirit.

The Evangelical Covenant Church adheres to the affirmatives of the Protestant Reformation regarding Holy Scriptures, the Old and New Testaments, as the Word of God and the only perfect rule for faith, doctrine, and conduct. It has traditionally valued the historic confessions of the Christian church, particularly the Apostles' Creed, while at the same time it has emphasized the sovereignty of the Word over all creedal interpretations. It has especially cherished the pietistic restatement of the doctrine of justification by faith as basic to its dual task of evangelism and Christian nurture, the New Testament emphasis upon personal faith in Jesus Christ as Savior and Lord, the reality of a fellowship of believers which recognizes but transcends theological differences, and the belief in Baptism and the Lord's Supper as divinely ordained sacraments of the church. While the denomination has traditionally practiced the baptism of infants, in conformity with its principle of freedom it has given room for divergent views. The principle of personal freedom, so highly esteemed by the Covenant, is to be distinguished from the individualism that disregards the centrality of the Word of God and the mutual responsibilities and disciplines of the spiritual community.

The Highland Covenant Church in order to accomplish its objectives has formulated and adopted the following Constitution and by-laws. This document seeks to clarify and interpret the derivation of rights and responsibilities and the proper exercise thereof, and sets forth the name, confession, membership, objectives, officers, administration, and meetings of the Church. The Constitution recognizes that the highest constituted authority of the church is the general business meeting known as the annual meeting of the church, which alone can adopt and amend the constitution. Together, the Articles of Incorporation of the Church, the laws of the State of Washington, and the Constitution and by-laws of this church shall constitute the law governing the Highland Covenant Church.

**ARTICLE I  
NAME AND AFFILIATION**

The name of this church shall be “Highland Covenant Church” of Bellevue, Washington. This church is affiliated with the Evangelical Covenant Church and its Pacific Northwest Conference and is pledged to support the program, policies, and institutions inherent in this fellowship.

**ARTICLE II  
CONFESSION OF FAITH**

This Church believes in the Holy Scriptures, the Old and New Testaments, as the Word of God and the only perfect rule for faith, doctrine, and conduct.

**ARTICLE III  
PURPOSE**

**Section 1.**

The purpose of the Church shall be to unite Christians in fellowship for spiritual edification, for winning sinners to Christ, and for the propagation of the gospel of Jesus Christ through Christian education, home and world mission, and the institutions conducted by the Evangelical Covenant Church and its local regional conferences.

**Section 2.**

In order to achieve this purpose, the Church, in unity of spirit, shall use the gifts that God has given it and the means of grace which God has placed at its disposal: the Word of God, Baptism, and Holy Communion.

**ARTICLE IV  
MEMBERSHIP**

Membership in the Church is granted on application to those who through faith in God’s Son, our Lord Jesus Christ, have been born anew to a living hope, have been baptized according to Holy Scriptures, desire to live a “Christian” life, and promise to support the total ministry of the Church and to share its fellowship and obligations.

**ARTICLE V  
OFFICERS AND OFFICIAL BOARD**

The officers of the church shall be Chairman, Vice-Chairman, Secretary, Financial Secretary, and Treasurer. All officers shall be members of Highland Covenant Church.

**ARTICLE VI  
CHURCH COUNCIL**

**Section 1.**

The general administration of the Church shall be vested in a body known as the Church Council. In circumstances where law requires action by “Trustees” the Council shall be known as the “Board of Trustees” and the members of it as “Trustees”. The Council shall also serve as a Diaconate to supervise the spiritual life of the Church, as stated in I Timothy 3:8-13.

**Section 2.**

The Council including Church officers shall consist of no less than nine (9) members, as specified in the by-laws, plus the Senior Pastor (and Associate Pastors), who shall be an ex-officio member(s) of the Council. All Council members shall be members of Highland Covenant Church.

**ARTICLE VII  
MEETINGS**

The Church shall meet regularly for worship, for preaching of the Word, for prayer, and for Holy Communion.

Regular congregational business meetings shall be convened at stated intervals, at least semi-annually. The annual business meeting shall be convened as near the end of the fiscal year as practical. The fiscal year shall be defined in the by-laws.

At the annual business meeting, written reports shall be submitted by the Pastors and each organization of the Church. Financial reports shall be submitted by the Financial Secretary, the Treasurer of the Church, and each organization regularly handling funds. These reports shall be accompanied by the results of an independent financial review. Council members and Church officers for the ensuing year shall be elected from the membership by a majority vote of the eligible voting members present casting a secret ballot.

**ARTICLE VIII  
PROPERTY**

In the event of schism within the Church, from which we earnestly pray God to spare us, the title of all Church property, real or personal, shall remain with the group which abides by this constitution, as determined by the Executive Board of North Pacific Conference. In the event of dissolution, the property and all assets of the Church shall become and be the property of the Evangelical Covenant Church and the Pacific Northwest Conference.

**ARTICLE IX  
CONSTITUTIONAL AMENDMENTS**

Amendments in harmony with this constitution and not in conflict with Covenant Principles and Policies may be adopted only by two-thirds majority vote of those members in attendance at a legally constituted annual business meeting of the Church, after the proposed amendment has been presented in written form at the preceding annual meeting. Articles II, III, VIII, and IX may be amended only with the approval of the Executive Board of the Regional Conference.

**ARTICLE X  
BY-LAWS AND AMENDMENTS THERETO**

by-laws and amendments thereto not in conflict with this constitution may be adopted at any business meeting by a two-thirds majority vote of those members present, provided that the proposed by-law or amendment has been first presented in writing at a preceding business meeting.

**BY-LAWS  
ARTICLE I  
MEMBERSHIP**

**Section I Admission into Membership**

a) Application for Membership

A written application for membership shall be placed with the Senior Pastor or enlistment Chairman of the Council. The applicants should complete a course in an inquirer's class, after which they shall appear before the Council to give a confession of their Christian faith, according to Article IV of the Constitution. When the Council has reviewed their applications and received their testimonies favorably, their applications shall be submitted to the next congregational business meeting for action.

b) Transfer of Membership

Applicants from other Christian Churches shall submit letters of transfer when available, to the Senior Pastor and/or the enlistment Chairman of the Council, who shall act upon the application according to the requirements of paragraph (a) of this section.

c) Reception of New Members

Applicants who are voted into membership of the Church shall be welcomed at the next service of Holy Communion and shall make public confession of their Christian faith, as outlined in "A Book of Worship for Covenant Churches".

**Section 2 Children of Members**

Children of the members of the Church and its constituency shall be nurtured under its spiritual care. When they have reached confirmation age, they shall receive instruction from the Pastors in the Word of God, Christian Doctrine, and the History of the Church, using the confirmation material of the Covenant Church. Following confirmation or an inquirer's class, they may apply for Church membership as outlined under Section (1a) of this Article.

**Section 3 Responsibility of Membership**

All members shall assume the responsibilities and obligations placed on them by the Word of God and the Church. They shall through their witness by life and word, consecrated service, prayer, and financial support further the cause of Christ in the local Church and the Covenant.

**Section 4 Discipline**

a) Negligent Members

Members who willfully neglect their duties or fail to attend services of the Church regularly or to contribute to its support according to their means shall be admonished by the Council. If this admonition is not heeded, they shall be dealt with as erring members.

b) Erring Members

A member known to err in doctrine or conduct shall be admonished according to the procedure outlined in Matthew 18:15-18 and Galatians 6:1. Another member having knowledge of such error shall in the spirit of Christian love seek to restore the brother or sister. If he or she fails to heed this counsel, the matter shall be brought to the attention of the Church Council, which shall in meekness and gentleness seek to restore him or her. If he or she fails to heed the counsel of the Church Council, the error shall be brought before a congregational business meeting. Discipline shall then be administered in the spirit of Christ with due regard for the welfare of the individual as well as the Church. If he or she fails to heed the counsel of the Church, he or she is liable to dismissal.

c) Dismissal of Members

Dismissal of a member under paragraphs (a) and (b) of this section must be acted upon by the Church, which alone has the authority. A two-thirds vote of those present and voting by closed ballot at a congregational business meeting is necessary for such action.

d) **Forfeiture of Rights**

A Member who has been properly dismissed from the Church, or has withdrawn membership, has forfeited all rights and privileges of membership of the Church.

**Section 5. Transfer of Members**

Members who move to another community should soon thereafter identify themselves with the local Covenant Church. If there is not a Covenant Church, they should identify themselves with some other evangelical Christian Church. Application for transfer of membership shall be made in writing to the Senior Pastor, who shall issue the transfer to the Church with which a member is uniting. Withdrawal of said membership shall be reported through the Council to the next congregational business meeting, where it shall be made a matter of record.

**Section 6. Removal of Membership**

Request for withdrawal from membership in the Church shall be made in writing to the Senior Pastor or the Council. After careful consideration the Council may present a recommendation for withdrawal to a business meeting of the Church.

**Section 7. Non-member Friends**

Non-member parish friends shall be enrolled by the Church as a part of its total constituency. The Church and its Pastors shall serve them in all their spiritual needs, and they shall be encouraged to consider this their Church home. They shall be kept informed of the activities of the Church.

**ARTICLE II  
OFFICERS**

**Section 1. Chairman**

The Chairman shall preside at business meetings of the Church Council. He or she shall confer with the Senior Pastor preparing the agenda for such meetings and shall utilize the counsel that the Senior Pastor gives by virtue of his or her training, experience, and call. The Chairman shall be responsible for leadership of the Church services in the absence of the Pastors.

**Section 2. Vice-Chairman**

The Vice-Chairman shall assist the Chairman and during his absence assume that office and its duties.

**Section 3. Secretary**

The Secretary shall keep and preserve the minutes of all business meetings of the Church and of the Council. He or she shall conduct and preserve all official correspondence as shall be delegated him or her. He or she shall be responsible for the official seal and documents of the Church.

**Section 4. Financial Secretary**

The Financial Secretary shall receive, record, and transmit to the Church Treasurer all funds contributed to the Church.

**Section 5. Treasurer**

The Treasurer shall be responsible for all funds committed to him or her and shall make disbursements as authorized by the Church or the Council. The Treasurer shall also present a written report of the receipts and expenditures to each regular meeting of the Council and to each annual business meeting of the Church.

**ARTICLE III  
THE CHURCH COUNCIL**

**Section 1. Size, Composition, Election, and Tenure**

a) The Council shall consist of 12 members plus the Senior Pastor (and the Associate Pastors), who are ex officio member(s).

b.) Those 12 members shall include the five (5) Church officers who shall be elected annually to their specific offices of Chairman, Vice-Chairman, Secretary, Financial Secretary, and Treasurer and seven (7) other members who shall serve for terms of three (3) years in such a manner that the terms of approximately one-third of the members shall end each year. Council members shall not serve more than two (2) consecutive terms or six (6) consecutive years but may be re-elected after a minimum one (1) year sabbatical. Church Officers shall not hold the same office more than three (3) successive years nor serve more than six (6) successive years in any combination of offices or Council membership without a minimum one (1) year sabbatical.

## **Section 2. Organization**

Following the annual congregational business meeting the Council shall convene to appoint from its own number sponsors for the Church committees. The Council sponsor shall recruit and convene the specific Church Committee charging them with their assigned responsibilities. The committee shall select their own Chairman and Secretary. The Council member sponsor shall continue to be responsible to the Council and Church for the effective performance of the committee.

## **Section 3. Duties**

The Council in its performance of responsibilities in cooperation with the Pastors shall fulfill the functions defined by the Constitution and by-laws, including the following:

- a) Supervise Church membership, including recommendations relative to reception or removal of members.
- b) Assist the Pastors in nurturing the spiritual life of the Church and in the service of Holy Communion as planned by the Pastors, in cooperation with the Worship and Music Committee Chairman.
- c) Establish administrative and program policies in conformity with the spirit of the Church constitution.
- d) Evaluate the total Church program on a continuing basis relative to its accomplishments compared to its constitutionally stated purpose (Article III).
- e) Plan and recommend the annual budget and stewardship opportunities for the Church.
- f) Review and approve the assignment of personnel and the schedule of the Church activities.
- g) Appoint Church Committee members and Church workers as defined by the Constitution and by-laws.

## **Section 4. Church Committees**

Implementation of policies and programs established by congregational or Council action shall be accomplished through the following Church committees. These committees will coordinate and work with the Pastoral staff in the following areas of responsibilities:

### **a) Worship and Music Committee**

This committee will provide the congregation with the opportunity to meaningfully worship God.

Areas of responsibility:

- (1) Communion and Baptism
  - (a) Preparation
  - (b) Procedure/Method/Format
  - (c) Participants
- (2) Music
  - (a) Choir and Choir Director
  - (b) Organist and Instrument

- (c) Pianist and Instrument
- (d) Other special music and Church instruments
- (3) Ushering
  - (a) Participants
  - (b) Schedule
  - (c) Procedure/Method/Format
- (4) Youth
  - (a) Nursery-Church Time
  - (b) Toddler Church, Staff/Schedule/Material
  - (c) Chapel Time and Junior Church  
Staff/Schedule/Material

**b) Missions and Evangelism Committee**

This committee will provide the congregation with the opportunity to participate in a Home and Foreign Mission Program and in providing an Evangelistic Outreach Program within the congregation and the community.

Area of responsibility:

- (1) Development of Missionary Educational and Support Programs
  - (a) Home Missions
  - (b) Foreign Missions
  - (c) Implement the Programs
  - (d) Provide assistance and programming of visiting Missionaries
- (2) Development of Varied Outreach Programs

**c) Congregational Care Committee**

This committee will provide the congregation with the opportunity to participate in the nurture and care ministry of the Church and community.

Areas of Responsibility: (not limited nor mandatory)

- (1) Prayer Support
  - (a) Prayer Chain
  - (b) Individual
- (2) Visitation
  - (a) Hospital
  - (b) Home Sick and Elderly
  - (c) Meals
  - (d) Flowers
- (3) Benevolence
- (4) Liaison to the Covenant Women of the Church
  - (a) Covenant Women chairperson shall be a member of the Congregational Care Committee.
  - (b) Congregational Care Committee is responsible to assure that all ministries listed in Article V of the By-laws are being accomplished.

**d) Christian Education Committee**

This committee will provide the congregation with the opportunity for a meaningful Christian Educational Program.

Areas of Responsibility:

- (1) Sunday School (Nursery through High School)
  - (a) Staff
  - (b) Material
  - (c) Schedule including Special Events
- (2) Youth Groups
  - (a) Staff
  - (b) Material
  - (c) Schedule
- (3) Church Library (Covenant Women as Friends of the Church Library)

**e) Properties Committee**

This committee will provide for the congregation to become effective stewards of the physical properties, facilities, and equipment owned/leased/used by the Church.

Areas of Responsibility:

- (1) Maintenance
  - (a) Grounds
  - (b) Buildings
  - (c) Vehicles
  - (d) Other facilities/equipment
- (2) Custodial Staff and Functions
- (3) Capital Improvement
  - (a) Planning, budgeting, execution of major repair items (such as roof, paint, heat etc.)
  - (b) Remodeling
- (4) Insurance
  - (a) Facilities
  - (b) Liability

**f) Discipleship Committee**

This committee will provide the congregation with the opportunity for a meaningful adult education program.

Areas of Responsibility:

- (1) Adult Education (Including Sunday School)
  - (a) Staff
  - (b) Material
  - (c) Schedule
- (2) Growth Groups
  - (a) Staff
  - (b) Material
  - (c) Schedule
- (3) Develop other Discipleship Ministries

**g) Fellowship Committee**

This committee will provide appropriate group functions promoting a Godly spirit and of fellowship within the body of the congregation.

Areas of Responsibility:

- (1) Traditional Church gatherings (not limited nor mandatory)
  - (a) Smorgasbord
  - (b) Church Picnics
  - (c) Socials
- (2) Adult fellowships and Service Groups
  - (a) "Young at Heart"
  - (b) Young Marrieds
  - (c) Etc.

**h) Administrative Committee**

The administrative committee, consisting of the Church Chairman, Vice-Chairman, Secretary, Treasurer, and Financial Secretary, together with the Senior Pastor (and the Associate Pastors), shall strive to promote effective working relationships and communications in the Church. The committee shall function in an advisory capacity to the Council with specific responsibilities assigned to it by the Council or the Church.

Areas of Responsibility:

- (1) Overall coordination of the Church schedule calendar, budgetary discipline, and allocation of resources to plan.
- (2) Coordination and supervision of personnel.

- (3) Coordination and supervision of the Nominating Committee, Pastoral Relations Committee, and any special committees or task forces.
- (4) Stewardship

**i) Youth Ministries Committee**

The Youth Ministries Committee shall be responsible for the Christian nurture, development, and education of school age youth beginning with the sixth grade.

Areas of responsibility (not limited or mandatory)

- (1) Regularly scheduled events
  - (a) Sunday School
  - (b) Youth Groups
  - (c) Confirmation
- (2) Special events
  - (a) Retreats
  - (b) Mission experiences
  - (c) CHIC
  - (d) Service projects
- (3) Coordination with compatible para-church youth organizations

**ARTICLE IV  
HIGHLAND CHRISTIAN SCHOOL**

The Highland Christian School is an important and distinctive ministry of Highland Covenant Church. Its purpose is to provide a quality Christian learning environment for the children of the Church and the surrounding communities. This purpose shall be accomplished through a Christ-centered curriculum which meets the spiritual, educational, emotional, and physical needs of children. The overriding concern of this ministry is to make known the love and saving grace of Christ to the children and their families. The administration of the school shall be accomplished by the Church Council and its Administrative Committee. The director of the school shall be appointed by the Council and serve as an advisory consultant in school matters to the Council through the administrative committee. The director shall be a member of Highland Covenant Church. The areas of budget and staff are subject to approval by the Council.

**ARTICLE V  
HIGHLAND COVENANT WOMEN**

The name of this organization shall be Highland Covenant Women of Highland Covenant Church, Bellevue, Washington, and shall be affiliated with the Covenant Women of the North Pacific Conference and the National Organization of Covenant Women of the Evangelical Covenant Church. In that role we incur financial obligations; however, any obligation assumed by our participation on the National and Conference level does not become a part of the Highland Covenant Church budget.

As Covenant Women sharing a faith in Jesus Christ, we unite to:

- a) Advance the Kingdom of God through worshipping, working, and witnessing in all areas of our life, the home, the community, the nation and the world.
- b) Grow in personal devotion to Jesus Christ as Lord and Savior
- c) Provide for Christian edification and fellowship

We seek to achieve these goals by study, prayer, service and giving, supporting the work of the Evangelical Covenant Church. We seek to bring the women of our Church through district and conference channels into active affiliation with the national organization of Covenant Women.

Areas of shared ministry: (not limited or mandatory)

- a) Receptions, wedding and all other

- b) Wedding coordination
- c) Coffee Hour
- d) Potlucks
- e) Supervision of Church Kitchen
- f) Food Bank projects
- g) Bible study (midweek)
- h) Friends of Church Library
- i) Missionary Projects
  - (1) Missionaries of Covenant Women
  - (2) Coordinated with Church Council
- j) Special programs and retreats to edify the women in their faith.

## **ARTICLE VI PASTORS**

### **Section 1. Qualifications**

The Pastors of the Church shall meet the New Testament requirements of their office (I Timothy 3:2-7) and shall be members of the Covenant Ministerium and follow the rules of the Board of the Ministry. They shall by virtue of call be members of the Church.

### **Section 2. Duties**

The Pastors shall devote themselves to the service of the Church, preaching and teaching the Word of God, administering the sacraments, and faithfully giving themselves to pastoral work. They shall provide the Church with an accurate record of their pastoral acts and present a written report to the congregational annual business meeting. They shall practice good administrative Procedures and cooperate with the Church Boards, Council, committees and task forces. The Senior Pastor (and the Associate Pastors) shall be an ex officio member(s) of all boards and committees of the Church.

### **Section 3. Cooperation**

The Pastors shall, both in word and precept, work in harmony with the Covenant, the Regional Conference, and other Covenant ministers.

### **Section 4. Call**

The Pastors shall be called at a regular or specially called congregational business meeting, the purpose of which shall be announced two weeks in advance. The Pastors shall be nominated by a Pastoral Search Committee. This committee shall be elected by a congregational business meeting. It shall be representative of the congregation and have 5 to 9 members and shall consult with the regional Conference Superintendent. The Pastors shall be called by ballot with two-thirds vote required for a call. The call shall be for an indefinite period of time with a minimum of six weeks notice required by the Church or the Pastor for termination of Pastoral duties. When the Church receives aid from the Conference and/or the Covenant through subsidy or loans, a call to a Pastor shall be extended jointly by the Church and the regional Conference subject to approval by the Executive Secretary of the Covenant Church for Growth and Evangelism.

### **Section 5. Charges Against a Pastor**

Charges against a Pastor shall be submitted confidentially in writing to the Church Council, charging a Pastor with indiscretion, immorality, doctrinal error, unethical behavior, or disloyalty to the Covenant (Matthew 18:15-18). If in the judgment of the Church Council there is substance to the charges, the case shall be referred to the regional Conference Superintendent. The Superintendent shall confer with the Covenant Executive Secretary of the Ministry. These two officers shall confer and determine the order of responsibility in pursuing the matter according to the Rules of the Board of the Ministry of the Covenant regarding discipline, prior to further action by the Church.

**ARTICLE VII  
OTHER COMMITTEES**

**Section 1. Nominating Committee**

The Nominating Committee shall consist of not less than three (3) members who shall be elected at a business meeting at least three (3) months prior to the annual meeting. The Senior Pastor (and the Associate Pastors) shall be an ex-officio member(s) of the committee. After being convened by the Church Chairman, committee members shall elect their own Chairman and Secretary. The responsibilities of the committee shall include the following:

a.) Prepare a ballot for the annual business meeting of the congregation listing at least one qualified candidate for each position to be filled. The Nominating Committee shall be guided by the qualifications stated in 1 Timothy 3 and the leading of the Holy Spirit. This proposed ballot should be published one (1) week prior to the annual business meeting.

b) Confirm the willingness of each candidate to serve before listing his or her name on the ballot.

**Section 2. Pastoral Relations Committee**

The Pastoral Relations Committee shall consist of the Church Chairman, the Church Vice-Chairman, the Council Secretary, and one (1) member-at-large appointed by the Church Chairman with the concurrence of the Council. This committee shall meet at least semi-annually with each member of the Pastoral Staff in keeping with the program and purpose of the Covenant Commission on Pastoral Relations as adopted by the Covenant annual meeting.

**Section 3. Special Committees and Task Forces**

Special committees and/or task forces for specific purposes may be appointed by any duly constituted business meeting of the congregation or by the Council according to need, but shall be automatically terminated at the next annual business meeting unless specifically extended.

**ARTICLE VIII  
MEETINGS**

**Section 1. Church Business Meetings**

Church Business Meetings shall be held regularly not less than semi-annually, as specified in Article VII of the Constitution. Special business meetings may be called by the Chairman of the Church, or shall be called by the Chairman if ten (10) members who are entitled to vote present a written request for such a meeting. All specifically called business meetings shall be announced at least one Sunday before the meeting at a public Worship Service.

**Section 2. Church Council and Committee Meetings**

Regular meetings of the Council shall be held not less than monthly. Committees, Boards, and Task Forces shall meet as specified by the Council or congregational business meeting and as called by their respective chairmen.

**Section 3. Organization Meetings**

Meetings and activities of the organizations of the Church shall be planned and conducted regularly under the direction, sponsorship, encouragement, and supervision of the Council.

**ARTICLE IX  
GENERAL PROVISIONS**

**Section 1. Quorum**

a) Fifteen (15) members of the Church including two (2) officers, shall constitute a quorum of the Church.

b.) The quorum for Council, committee, or task force meetings shall be a majority of its membership. Although an “ex-officio” member is allowed to vote, he or she is not to be considered when counting a quorum.

**Section 2. Additional Qualifications of Council Members**

Any elected officer or Council member shall have been a member of the Highland Covenant Church at least one year prior to his or her installation.

**Section 3. Rules of Order**

All business meetings of the Church and of the boards, committees, and organizations of the Church shall be conducted according to Scripture and Robert’s Rules of Order

**Section 4. The Fiscal Year shall end December 31 each year.**