



CONSTITUTION & BYLAWS

Approved at the Annual Meeting on 02/12/2023

Article I: Incorporation

This spiritual center is duly incorporated under the laws of the Commonwealth of Massachusetts under the corporate name of Common Street Spiritual Center. Our signage, official correspondence, and materials related to public activities shall bear the name "Common Street Spiritual Center" or abbreviated forms of the name such as "Common Street", "CSSC", "Spiritual Center," etc.

Article II: Mission and Values

1. Our Mission and Vision:

We are an inclusive and love-centered community. We value many spiritual paths. We welcome and embrace people of all beliefs and cultures.

We envision a life-sustaining society and cultivate activities that bring peace, justice, and healing to the earth. We find meaning and a sense of community through ritual, dialogue, food, and the arts.

We seek to know and expand our personal spiritual centers through study, practice, and contemplation. We actively support one another by demonstrating love, truth, creativity, and inspiration which flow from our innermost centers.

2. Our Values:

Freedom—we are a pluralistic and non-sectarian community where each person is free to discern and express what they believe.

Diversity—we strive to cultivate a diverse and inclusive community.

Creativity—we see creativity and the arts as integral to faith and spirituality.

Family—we support the participation of children, parents, and caregivers.

Peace & Justice—we lament violence and injustice, and seek to repair our world.

Hospitality—our facility is common ground, open to the community.

Community—we seek to build community across cultures, generations, and beliefs.

Balance—we try to attune our lives with the harmony and rhythm we find in nature.

Love—we aspire to love one another unconditionally and to grow in love for Spirit, self, neighbor, and all life.

Article III: Denominational and other affiliations

1. Common Street Spiritual Center is affiliated with the American Baptist Churches USA (ABCUSA) by its membership in the Samuel Stillman Association, and the American Baptist Churches of Massachusetts (TABCOM); it will cooperate and maintain fellowship with ABCUSA, through participation in the TABCOM and our local regional association of TABCOM, the Samuel Stillman Association, as long as it is affiliated with these organizations.

2. Common Street Spiritual Center may enter into association, affiliation, or partnership with other spiritual communities, organizations, causes, associations, businesses, etc., which help to further our mission and align with our values.

Article IV: Membership

1. Basis for Membership

a. Membership. Members of Common Street Spiritual Center identify with our mission and vision, participate in the life of our community, contribute time and resources to support our mission and vision, and live out our values within and beyond our community.

b. In determining membership within the community there shall be no discrimination based on race, economic status, gender, age, sexual orientation or gender identity, marital status, ethnicity, nationality, ability, religion, or beliefs.

2. Process for Membership

Each person seeking to become a member of Common Street Spiritual Center shall:

- a. identify with our mission and vision
- b. participate in the life of our community
- c. contribute time and resources to support our mission and vision
- d. live out our values within and beyond our community
- e. complete an application for membership
- f. be confirmed by the Membership Committee
- g. be welcomed into the community as members at a new member welcome ceremony or other appropriate community event

3. Confirmations

New members will be confirmed by the Membership Committee; their names will be added to the membership list.

4. Acceptance and Presentation to the Congregation

At the time when new members are welcomed into the community each will be given an opportunity to publicly share their personal motivations and aspirations for joining the community; current members will support the integration of new members into the community in meaningful and life-giving ways.

5. **Inactive or Former Members**

a. Removal of Inactive Members: Members who have not actively engaged in the support of, or otherwise shown their interest in, Common Street Spiritual Center for a period of one or more years may be dropped from active membership by action of the Membership Committee; as appropriate, those dropped from the active membership list may be designated as friends by the Membership Committee.

1. Before being dropped from the active membership list, members should be contacted and invited to renew their participation in the life of the community.

b. Reinstatement: Members dropped from active membership may be reinstated by action of the Membership Committee if they are satisfied that the action taken in removing them was unwarranted, or that they have returned to an active participation as members of Common Street Spiritual Center.

6. **Removal or Suspension from Membership**

a. The Council may drop from the rolls of the community any member whom inquiry shows to be engaged in behavior that is incompatible with the mission, vision, and values of the community and who, after good faith efforts at conflict resolution and reconciliation, is unwilling or unable to reform their behavior; the Council may also choose to suspend the membership of any individual member and establish certain boundaries to their participation in the community during a time of inquiry regarding their behavior, or while efforts at conflict resolution and reconciliation are underway.

b. If the Council removes or suspends one of its own members, and they are a community officer (moderator, treasurer, clerk), the Council will choose another elected member of the Council to act in that role until the next annual or special business meeting, where that role will be filled for a two year term by a vote of the community. If the Council removes or suspends one of its own members, and they are not a community officer, the Council may or may not choose to add another acting member to the Council to take their place, pending confirmation for a two year term at the next annual or special meeting.

c. The Safe Community Policy and Relational Covenant will inform such actions by the Council.

Article V: Leadership

- Common Street Spiritual Center is led by staff, volunteer leaders, and various committees authorized by these bylaws, and these community officers: Moderator, Clerk, and Treasurer. These leaders and committees come under the general oversight of the Council.

1. Council

a. Responsibilities

1. The Council (Council) shall support the Director, other staff, volunteer leaders, and the community as a whole in building an inclusive, love-centered community that seeks peace, justice, and the healing of our planet; be active in the committee work and spiritual life of the community; set an example in terms of giving of time and resources to support our mission; have fiduciary responsibility for the buildings and resources of Common Street Spiritual Center; seek the feedback and perspectives of other members of the community; foster healthy patterns of direct communication and transparent decision-making; reflect annually on their individual and collective performance; keep the community's mission, vision, and values before the community; deal with such community business as cannot be delegated.
2. The Council shall be accountable to the community of members. As such, its decisions are subject to review and modification at business meetings of the membership.

b. Duties

1. The Council will be responsible for establishing and delegating authority to the various teams and committees of the community in their respective areas, such as (but not limited to) membership, finance, building, fundraising, programs and events, children's programming, music and arts, social action, etc.; the Council shall be responsible for approving, denying, or approving with modifications the budgets of all committees and teams, as well as other programs, events, and projects that community members may propose.

i. Members of the Council may serve on the various committees, teams, projects and programs of the community. Each committee, team, or project will elect its own chair(s) or determine some other form of organization.

ii. Subject to the approval of the Council, each committee, team, project, or program shall make such provision as it considers necessary for its organization and for the conduct of its business.

iii. The Director is a non-voting member ex-officio of the Council and all committees with bylaws responsibilities.

2. The Council shall be responsible for reviewing and making decisions regarding lease agreements between Common Street Spiritual Center and all its tenants. Decisions regarding leases shall be made by a majority vote.

3. The Council shall annually review the service of all its members, including the Director. The Council shall assist the Director in the review of other members of the staff. Such reviews will be confidential to the Council.

4. Within one month following the Annual Meeting, the Council shall confirm members of the various standing committees, teams, and programs of the community.

5. The Council has responsibility for the oversight of all monies belonging to the community, for assuring that these monies are used for the purposes designated, and for the approval of all budgets within the scope of the annual budget, which is approved annually by the membership as a whole at the annual meeting.

6. The Council is responsible for implementing a comprehensive safe community policy, for the physical and emotional safety of all persons who participate in the life of our community, both on-site and off-site.

7. The Council will require a majority of voting members in order to make decisions.

c. Qualifications

Council members shall be members in good standing, and shall meet such other qualifications as set forth by the community. Council members shall

be in full accord with the community's mission, vision, and values. They must be willing to serve, and help grow the holistic wellbeing of the whole community. Each member shall have demonstrated leadership in the community, and an ability to work well with others. They shall also have demonstrated a consistent willingness and proficiency to service in various ministries, teams, committees, or programs of the community, and in other areas of their lives.

d. Number

The Council shall consist of the Director (ex-officio, non-voting), the Moderator, Treasurer, Clerk, and 2 to 6 Members-at-Large.

e. Conflict of Interest

In deciding matters in which a member of the Council, or their spouse or family member, stands to benefit financially or otherwise, they shall be excused from the voting process.

f. Election

With the exception of the Director, Council members are elected for two-year terms. Elected members of the Council are eligible for nomination and re-election for up to two consecutive terms. After completing two consecutive terms as a member of the Council, or leaving membership on the Council for any reason, a person may not be nominated again for membership on the Council until at least two years have expired. To be elected, a person must receive the positive vote of not less than two-thirds of the members entitled to vote who are present at the Annual Meeting of the community, or at a special meeting called for the purpose.

g. Removal or suspension

Any Council member who is removed or suspended from membership in the community, as described in Article IV, Section 6, shall also be removed from their position on the Council and be unable to serve again in that capacity for at least two years and until their membership is restored to good standing by action of the Council. The Council may also, by a majority vote, at any time decide to suspend or remove a council member, officer, or other committee member from their particular role.

h. Acting members

The Council may at its discretion add acting members to its number, in

between annual and special meetings, either to fill required officer roles that become vacant for any reason, or to add to its number of at-large-members. These acting members will have the right to vote and participate as regular members, but their membership on the Council will be considered pending and must be approved or not by a vote of the membership at the next business meeting of the community.

2. Volunteer Leaders

a. Responsibilities

1. Volunteer leaders shall be responsible for leading various teams, groups, and programs of the community.
2. Volunteer leaders are accountable to the teams, groups and programs they lead, to the Council, and to the community as a whole.

b. Duties

1. Volunteer leaders exercise their spiritual gifts, leadership skills and abilities in service to the Spiritual Center community and the wider communities we serve by initiating and supporting the functioning of various teams and programs; recruiting, training, and encouraging volunteers; caring for all involved; leading with consistency, creativity, and purpose; seeking support when needed.
2. Volunteer leaders shall implement the safe community policy of Common Street Spiritual Center in the teams, groups, and programs they lead, and report violations of this policy promptly to the Council. They shall also lead in ways that are consistent with the relational covenant of Common Street Spiritual Center.

c. Qualifications

Volunteer leaders shall be members in good standing of the community, and shall meet such other qualifications as set forth by the community. Volunteer leaders shall be in full accord with the community's mission and values. They must be willing to serve, and help grow the holistic wellbeing of the whole community. Each volunteer leader shall have demonstrated leadership in the community, and an ability to work well with others. They

shall also have demonstrated a consistent willingness and proficiency to service in various teams, committees, or programs of the community, and in other areas of their lives.

d. Selection

The Council shall annually identify the teams, programs, initiatives, and projects of the community. Each of these shall in turn identify one or more volunteer leaders to the Council. The Council shall confirm the leadership of these individuals.

e. Number

There shall be no specified number of volunteer leaders.

3. **Moderator**

The Moderator shall serve as chair at the Annual and any Special Meetings of the community. The Moderator shall serve a term of two years, and be eligible for reelection for a second term of two years; after their term(s) are expired, they shall have the option of continuing to serve on the Council for an additional year as Past-Moderator in an ex-officio, non-voting capacity; after serving as Past-Moderator for one year, they shall end their term of service on the Council, and they shall not be eligible for reelection to the position of Moderator for a period of four years or to election as a Council member for a period of two years. Should the Moderator be unable to fulfill the Moderator's duties, the Council shall select an Acting Moderator from among its number excepting the Director until a successor is elected by the community.

4. **Clerk**

a. The Clerk shall keep a written record of the Annual and Special Meetings of the community, especially of all decisions, and have charge of its membership records.

b. The Clerk shall give legal notice of all the Annual and Special Meetings of the community as specified by these bylaws.

c. The Clerk shall record the number and names of additions to membership and the number and names removed from the roll during the year by death and for other reasons.

- d. The Clerk shall make a written report at the Annual Meeting of the numerical strength of the community and the changes during the preceding year.
- e. The Clerk is responsible for sending requested information for the denominational report to TABCOM, and sending a copy of the Annual report to the Association, as long as CSSC is affiliated with TABCOM.
- f. The Clerk is a member of the Membership Committee and the Council.
- g. The Clerk is elected for a two-year term and is eligible for reelection for up to a total of three consecutive terms, after which they are not eligible for reelection for two years.

5. **Treasurer**

- a. The Treasurer shall receive, have custody over, and be responsible for all moneys belonging to the community and its organizations.
- b. The Treasurer shall make no payment of money belonging to the community above \$2500 except as authorized by the Council, the Finance and Administration Committee, or other duly authorized committee or ministry.
- c. The Treasurer shall keep adequate accounting records.
- d. The Treasurer shall make an annual written report of the finances of the community at its Annual Meeting, and shall report to the Common Street Council quarterly, and at such other times as the Council may request.
- e. The Treasurer may execute contracts when authorized by a vote of the congregation, a vote by the Council, or a vote of the Finance Committee. A vote of the Finance Committee is subject to review and modification by the Council, and a vote of the Council is subject to review and modification by vote of the congregation at a Special or Annual Meeting.
- f. The Treasurer is a member of the Council and the Finance Committee.
- g. The Treasurer is elected for a two-year term and is eligible for reelection for up to a total of three consecutive terms, after which they are not eligible for reelection for two years.

6. Vice Treasurer

The Vice Treasurer shall serve as vice treasurer of the community, and may make payments authorized by these bylaws at any time, and, in the event of absence or incapacity of the Treasurer, shall exercise the authority given to the Treasurer by these bylaws. The Vice Treasurer is elected for a two-year term and is eligible for reelection for up to a total of three terms, after which they are not eligible for reelection for two years.

7. Elections

At each Annual Meeting there shall be an election by ballot or by verbal roll call of members of the community nominated to fill any vacancies in the offices stated below for a two year term:

- o Members of the Council
- o Moderator
- o Clerk
- o Treasurer
- o Vice Treasurer

The Council is responsible for the policies and procedures associated with the election of officers. In the case that an officer position becomes vacant in between Annual Meetings, the Council shall choose one of its members to fill that position.

8. Ineligibility for Reelection

a. Council

No person who has been elected as a member of the Council for two consecutive terms, or who has left membership on the Council for any reason, shall be eligible for reelection to serve on the Council for a period of two years following the expiration of such term or the departure.

9. Vacancies

Any vacancy in an office required to be filled by election may be filled for the unexpired term by election as required by these bylaws at an Annual Meeting or at a Special Meeting. In determining ineligibility for reelection as a Council member, service for a partial term shall be considered a full term.

10. Bonds

The Treasurer and the Vice Treasurer need not be bonded unless the Finance Committee votes it necessary.

Article VI: Staff

1. Director

a. Responsibilities.

The Director is responsible for leadership of the community, including its spiritual, relational, and organizational aspects. The Director shall supervise the other members of the staff. The Director is responsible for ordering the public spiritual activities of Common Street Spiritual Center.

b. Election. When the position of Director becomes vacant, a committee, consisting of the Moderator who will serve as chair, at least two other members of the Council appointed by the Council, and at least two additional members of the community appointed by the Council, shall seek out and recommend a candidate for this leadership position. Once appointed, committee members will continue to serve, even though their status as members of the Council may change, until the committee's responsibilities are discharged, or the committee is discharged by the Council. The committee may seek the advice and assistance of TABCOM staff regarding the search process and selection of the candidate.

The recommendation of such Director Search Committee shall be submitted to the Council. If at least two-thirds of the members of the Council present concur, the recommendation of the committee shall be reported to a Special Meeting of the community. At such Special Meeting the community shall vote by ballot upon the call of the candidate so recommended. An affirmative vote of two-thirds of the members present shall be required to elect.

Before entering upon their duties, a Director shall enter into an employment contract with Common Street Spiritual Center, in a form to be determined by the Council.

c. Termination of Staff

1. The Council may recommend to terminate the employment of the Director by a majority vote. If passed, this recommendation of

the Council to terminate the employment of the Director will be reported to a Special Meeting of the community called specifically for the purpose of deciding whether or not to terminate. An affirmative vote of a majority of the members present shall be required to terminate the employment of the Director.

2. The Director may terminate the employment of any staff members directly under their supervision, in consultation with the Council.

3. The Council may terminate the employment of staff members besides the Director by a majority vote of its members, without a vote of the community.

2. Members of the Common Street Staff

With the approval of the Council, the Director may hire other staff as required to assist them in carrying out the work of the community. To the best of our ability, all staff members will be fairly and equitably compensated for their work.

Article VII: Committees with By-law Responsibilities

1. Membership Committee

a. Organization

There shall be a Membership Committee appointed by the Council. The Membership Committee shall include the Clerk or another Council member, and at least two other members of the community. The committee shall annually elect its own chair or co-chairs, or otherwise determine how to work together in a collaborative model.

b. Duties

The membership committee seeks to grow the community of Common Street Spiritual Center, both quantitatively and qualitatively. They welcome in new members and help them find a sense of belonging and engagement in the community. They reach out to inactive members to welcome them back, and also invite friends of the community to become members. They run an annual membership drive and in general maintain our membership list and membership directory. They also model and promote a culture of acceptance, mutual support, and collaboration among members.

2. Finance Committee

a. Organization

The members of the Finance Committee shall consist of the Treasurer, the Vice Treasurer, and at least one other member of the community as approved by the Council. The Committee shall annually elect its own chair or co-chairs, or otherwise determine how to work together in a collaborative model.

b. Duties

Subject to the authority of the Council, the Finance Committee shall have the following duties:

1. Hold, manage, invest, and reinvest at its discretion all funds of the community for which no other provision is made by these bylaws or by vote of the community, including but not limited to the operating finances, or any other fund established by gifts, legacies, bequests, or the community (in keeping with the directives of the donors). The Committee may employ investment counsel, having investment discretion, to manage the endowment and other invested funds of the community, subject to periodic review by the Committee.
2. Authorize the Treasurer to execute contracts in the name of Common Street Spiritual Center for periods not exceeding one year unless a longer period shall be authorized by the Council.
3. Empower the Treasurer to pay all authorized bills of the community.
4. With the approval of the Council by a two-thirds vote, may authorize the Treasurer to borrow in the name of Common Street Spiritual Center such amounts as the committee deems reasonable and appropriate.
 - a. For debt amounts over \$30,000, the congregation shall be informed at a duly called special meeting and asked to approve the decision.
5. The Finance Committee shall submit an annual budget for the ensuing year with its recommendation to the Council. After review by the Council, the budget will be submitted for adoption to the Annual Meeting of the community.

6. A copy of the budget with a letter of explanation shall be available to each member not less than thirty days prior to the Annual Meeting.

7. Employ a competent accounting firm or bookkeeper. Such accounting firm or bookkeeper shall examine, in accordance with accepted review procedure, the records of the Treasurer, the Vice Treasurer, and all other accounts of the community. The report of the findings of such review shall be presented periodically to the Finance Committee, and a copy made available for reading by any member of the congregation.

c. Deeds and Contracts

Deeds and contracts shall be signed by the Treasurer and, if required, sealed with the corporate seal of the community and signed by the Clerk.

d. Annual Report

The Committee shall submit a written report to the Annual Meeting of the community.

e. Delegation

After approval of the budget by the Annual Meeting, the Council may delegate to the committee authority to expend funds as authorized by the budget without further approval by the Council.

3. Building Committee

a. The members of the Building Committee shall consist of at least three members of the community as approved by the Council. The Committee shall annually elect its own chair, co-chairs, or determine some other way to organize their work.

b. Duties

Subject to the authority of the Council, the Building Committee shall have the following duties:

1. The management of all property, real and personal, held in the name of Common Street Spiritual Center, its operation, preservation, improvement wherever feasible, and its protection, including adequate insurance coverage.

2. Make contracts with service providers as it shall deem necessary for the operation, preservation, and improvement of the community's

properties as authorized in the budget. Contracts that exceed the budget must be reviewed by the Finance Committee and approved by the Council prior to execution.

3. Conduct an annual review of contractors mentioned in the above clause.
4. Provide adequate supplies and equipment for the proper operation of the community.

Article VIII: Spiritual Life

1. Guidance and Support

The Director is responsible for guiding and supporting the spiritual life of the community in collaboration with the Council and with the committees, teams, and volunteer leaders of the community appointed by the Council, in accordance with our mission, vision and values.

2. Rituals and Ceremonies

Rituals, ceremonies, and spiritual practices shall be celebrated on site or off-site, as led by the Director, other staff, volunteer leaders, members or friends of the community specifically designated by the Director, Council, or other duly authorized committee or team such as the Programs and Events Committee, Open Circle Team, etc.

Article IX: Meetings

1. Annual and Special Business Meetings

a. Annual Meeting

The Annual Meeting of the community shall be held within the first three months of the calendar year for the purpose of hearing annual reports, electing officers, adopting the budget, and transacting any and all business that may properly come before the meeting. The fiscal year will be the calendar year.

b. Special Meetings

Special Meetings shall be called by the Clerk at the request of the Council or upon the request in writing by twenty percent of the members of the community specifying the purpose of the meeting. In the event of a vacancy in the office of the Clerk, the Moderator shall call Special Meetings.

c. Notice. Each Annual or Special Meeting shall be called by a notice stating the purpose of the meeting. The notice shall be delivered 30 days in advance of the meeting to every member, posted prominently on all bulletin boards, and announced in gatherings of the community for two weeks preceding the day of the meeting. Background materials associated with each agenda item, including matters to be raised as new business and amendments to these bylaws, shall be made available to the community at least two weeks in advance of the meeting.

d. Voting. Only active members of Common Street Spiritual Center shall be able to vote at its business meetings, but all present shall have a voice. Members may not vote by proxy or by absentee ballot.

e. Quorum. Twenty percent of the active members shall constitute a quorum at any business meeting of the community.

Article X: Properties

1. The building on 13 Common Street in Natick will remain a functioning house of worship in perpetuity, and this condition will remain attached to the building in the event of its sale by Common Street Spiritual Center.

2. In the event of the dissolution or closing of Common Street Spiritual Center, or if it should decide to withdraw from the American Baptist Churches of Massachusetts (TABCOM) prior to January 1, 2037, all properties belonging to Common Street Spiritual Center will be transferred to the trusteeship of the American Baptist Churches of Massachusetts (TABCOM). In the event of the dissolution or closing of Common Street Spiritual Center after January 1, 2037, all funds and properties belonging to Common Street Spiritual Center will be transferred to non-profit organizations selected by the Council, that align with its mission, vision, and values, as determined by a vote of the members of Common Street Spiritual Center at a duly called Business Meeting.

Article XI: Amendments

A recommendation may be made to amend these By-Laws, or that new By-Laws be adopted, at any Annual or Special Meeting by a majority vote of the members present and voting; if passed, the recommendation may be approved at the next duly called Annual or Special Meeting, by an affirmative vote of a majority of the members present and voting.

Proposed amendments must be submitted in writing to the Council at least forty days before the meeting at which the matter will be considered with the signatures of at least 15 members of the community. The proposed amendments will be published in the notice of the initial meeting for consideration and, if the recommendation passes, at the meeting where the recommendation will be voted on.

Article XII: Standing Rules

There shall be a body of standing rules, accompanying and interpreting these bylaws, which will be maintained by the Council and amended by majority vote of the Council members present at any regular meeting thereof.

APPENDIX 1: STANDING RULES (as of 2/13/23)

Standing Rules of Common Street Spiritual Center

These standing rules may be amended or added to by a majority vote of the Council.

1. Annual Meeting:

Suggested Order of Business

The order of business at the Annual Meeting, unless changed by the Moderator with the consent of the meeting, shall be as follows:

Call to order by the Moderator

Prayer by the Director

Review and approve minutes of previous meeting

Election of officers

Reports of staff, officers, committee and team leaders, other leaders

Consideration of the budget

Unfinished business

New business

Adjournment

2. The Safe Community Policy and Relational Covenant shall inform the decisions of the community and be upheld by all staff, leaders, and members.

3. The Membership Committee shall use the membership flow chart as a guide and amend it accordingly if the membership process changes.

4. Members of the Council and Finance Committees will undergo a CORI check prior to commencing their terms of service.

5. Due to the complications of dual relationships, the Spiritual Center will not hire members of the community for paid staff positions.

6. The Spiritual Center will provide or otherwise support annual opportunities for leadership development, training, and equipping of staff and volunteer leaders.

7. The Common Street Council shall rotate the roles of chair/facilitator and note-taker with each member taking two month turns in both of these roles. The person in the chair/facilitator role will be responsible for setting the agenda

cooperatively with other council members, sending it out in advance, and organizing the meeting. The note-taker will be responsible for producing minutes and sending them to the other council members for review.

Definitions:

1. Consensus

a. In the Council or other committees or meetings of the community, consensus is defined as an unopposed decision, which does not require everyone to be in favor, but for no one to be opposed. Whoever is chairing a meeting should attempt to reach decisions by consensus, and only resort to voting when a consensus cannot be reached after goodwill attempts have been made to hear all sides of the issue.

2. Friends of Common Street Spiritual Center

a. Anyone who fulfills one or more of the marks of membership (identification, participation, giving, and living out our values) may be considered a friend of Common Street Spiritual Center. Friends of Common Street Spiritual Center may participate fully in the life of the community, with the exception that they cannot vote at community meetings, serve on the Council or any committee with bylaws responsibilities.