

**DELAWARE VALLEY CHAPTER
OF
THE CHURCH NETWORK

CONSTITUTION AND BYLAWS
(rev. 1/17)**

ARTICLE I - NAME

The organization shall be known as the Delaware Valley Chapter of The Church Network (TCN), formerly known as the National Association of Church Business Administration (NACBA).

ARTICLE II - OBJECTIVE

The objective of this chapter is to facilitate the extension of the spiritual Kingdom of God through the meeting of members in a program of study, service, fellowship, and an exchange of information and problem- solving discussions, leading to more effective and efficient utilization of church facilities and resources.

ARTICLE III - MEMBERSHIP

1. Active Membership shall be granted to all persons who, upon application, qualify for Active or Associate membership in TCN. Active members are encouraged to obtain and maintain a TCN membership.
2. Member Emeritus and Honorary Membership conferred by TCN shall receive full recognition and due privileges should they desire to become members of the Delaware Valley Chapter.
3. Dues. To maintain active membership status in the Chapter, all members shall pay annual dues to the Treasurer before the first day of January each year. The amount of the annual dues shall be determined by the Board and presented for approval by a majority of the active Members in attendance at the October meeting.

ARTICLE IV - OFFICERS

The officers of the Chapter shall be President, (2) Vice Presidents, Secretary, and Treasurer, who, collectively are referred to as the Board. Chapter officers are encouraged to be Active Members of TCN. The manner of election and the primary duties of the officers shall be as follows:

1. Election of Officers: During the regular February meeting, the President shall appoint a Nominating Committee composed of at least three past officers to prepare a slate of candidates for office. The slate shall be communicated to all active members at least two weeks prior to the June meeting.

- a. Nominations of candidates for addition to the slate may be made from the floor by active members during the June meeting. The person(s) being nominated from the floor must have given their prior approval to be nominated.
 - b. Current officers may stand for reelection, however, no person may hold the same office for more than two consecutive terms. After being out of an office for at least one term, a person may be elected to a previously held office.
 - c. Officers shall be elected for a period of two years, starting with their installation at the June meeting.
 - d. The election shall be held during the June meeting, and when at all possible, be the final item on the agenda. If there is more than one candidate for an office, election for that office shall be made by secret ballot by the active members in attendance, with the majority vote determining the outcome.
 - e. To help prevent the terms of all officers ending at the same time, the following election schedule will be followed:
 1. The positions of President and 2nd Vice President will occur with even numbered years.
 2. The positions of 1st Vice President, Secretary, and Treasurer will occur with odd numbered years.
2. Vacancies: In the event of a vacancy in the office of the President due to health, resignation, or other cause, the 1st Vice President shall immediately assume the office. In the event of a vacancy in any other officer's position, the President shall appoint an Active member in good standing to fill the vacancy for the remainder of the term. Such appointments must be confirmed by the members of the Chapter at the next regular meeting.
3. Precedence: The order of precedence of officers is as follows: (1) President, (2) 1st Vice President, (3) 2nd Vice President, (4) Secretary, (5) Treasurer. No officer shall automatically move to the next higher office, except as provided in Article IV, Paragraph 2; however, precedence is stated for unforeseen circumstances or catastrophe.
4. Duties of Officers: Immediately following the June meeting, each outgoing officer shall present to their successor all papers, records, and reports associated with that office.
- a. The President is expected to preside at all general and Board meetings, direct the general work of the Chapter, and to be an ex-officio member of all committees.
 - b. The 1st Vice President is expected to preside in the absence of the President. The 1st Vice President shall serve as co-partners with the 2nd Vice President in the development of programs for Chapter meetings.

- c. The 2nd Vice President shall serve as co-partners with the 1st Vice President in the development of programs for Chapter meetings.
 - 1. Both Vice Presidents will collectively be responsible to distribute a printed schedule of the meeting locations and programs to the membership no later than September of each year.
 - d. The Secretary is expected to record the minutes at each meeting, to send a copy of approved minutes and any other required documents to TCN, to prepare or have prepared a current Chapter Roster and Directory, shall send out notification of Chapter meetings, and shall carry on all necessary Chapter correspondence. The Secretary shall work with the monthly Chapter meeting host/hostess, providing attendance estimates and special set-up information at least one week prior to the meeting. The Secretary shall transfer all minutes, rolls and records to the incoming Secretary so that a permanent record of the Chapter history can be maintained.
 - e. The Treasurer shall handle and shall present a summary financial report at each regular meeting. The Treasurer shall collect annual dues, shall remind active members who have not paid their annual dues prior to the January meeting, and, following the January meeting, will provide a list of current membership to the Secretary and President. The Treasurer shall deposit all Chapter funds in a Chapter account, and shall maintain current signature cards including at least one additional Executive Officer's signature. The Treasurer shall prepare all financial records for presentation to his/her successor.
5. Chaplaincy: At the option of the President, a Chaplain may be appointed to be in charge of opening and closing exercises and to advise the Chapter of any calamities affecting members. (The Chaplain should give prior notice to those members who will be requested to pray in public.)

ARTICLE V - COMMITTEES

The Board shall have the authority to create committees on an as-needed basis. The committees will function for as long as the need exists, or the Board, otherwise, determines the need no longer exists.

ARTICLE VI - MEETINGS AND ORDER OF BUSINESS

- 1. The Chapter shall hold meetings on the first Thursdays of October, November, December, February, April, and June of each month, except as indicated below. The location of the meetings will be rotated on a voluntary basis among the churches represented by the membership.
 - a. A chapter meeting may be canceled or rescheduled by majority vote of the active members present or in an emergency situation by the Board.
 - b. Special meetings of the Chapter or committees may be called at the discretion of the Board.

2. The order of business will generally follow Robert's Rules of Order-Newly Revised. Following the call to order by the President, each meeting should start with a prayer for guidance from our Heavenly Father. Meetings shall be kept informal, but orderly.
3. A quorum for the transaction of business at any meeting shall consist of 15% of the dues paying membership.
4. All elections and questions shall be decided by a majority of the vote represented at any meeting at which there is a quorum, except in such cases as shall otherwise be required by statute or this Constitution and Bylaws.

ARTICLE VII - AMENDMENTS

The Constitution and Bylaws of the Chapter may be amended at any regularly scheduled monthly meeting by a two-thirds majority vote of the quorum present or sending a written absentee vote provided that notice of the proposed amendment has been circulated to the full membership at least two weeks prior to the meeting at which the vote will be taken.

ARTICLE VIII - OTHER PROVISIONS

1. There shall be no personal liability of members for the obligation of the Chapter.
2. This Chapter shall not afford pecuniary gain, individually or otherwise, to its members.
3. This Chapter shall have no capital stock.
4. In the event of liquidation or distribution of all or any part of the assets of the Chapter in case of dissolution or otherwise, such assets shall be distributed first to The Church Network or other organizations or entities exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code.

ADOPTION

This Constitution of the Delaware Valley Chapter of The Church Network is hereby adopted by a two-thirds majority vote of the quorum present on December 7, 2000, and is hereby amended by a two-thirds majority vote of the quorum present on February 2, 2012. All references to the National Association of Business Administration was changed to their new name, The Church Network, on January 16th, 2017.

President

1st Vice President

2nd Vice President

Secretary

Treasurer

Article 10 - Local Chapters

- 10.1 Local Chapters of The Church Network may be organized. They will be responsible to the national organization and governed by the National Constitution and Bylaws. No local constitution shall supersede in any way the National Constitution and Bylaws. All officers of local chapters will be members of the National Association. Local Chapters will be chartered by the National Association when the following conditions of membership have been met:*
- a) Officers are duly elected*
 - b) When a local Constitution not at variance with the National Constitution has been adopted and approved by the Executive Committee of the National Association*
 - c) When regularly scheduled meeting time has been established*
 - d) When matter of dues is determined*
 - e) Upon agreement to support the National Association's program and be governed by its Constitution and Bylaws, insofar as they apply.*
- 10.2 Compliance. The Board of Directors of TCN shall annually review the functions, operations, and activities of all chartered chapters. If such review reveals failure on the part of any chapter to comply with TCN's Constitution, Bylaws, or directives given to all chapters, the Board of Directors may, at its option, revoke that chapter's charter.*

