

**DELAWARE VALLEY CHAPTER  
OF  
NATIONAL ASSOCIATION OF CHURCH BUSINESS ADMINISTRATION  
CONSTITUTION AND BYLAWS**

**ARTICLE I - NAME**

The organization shall be known as the Delaware Valley Chapter of 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, are found to qualify for Active or Associate membership in NACBA. Active members are encouraged to maintain their NACBA membership.
2. Member Emeritus and Honorary Membership conferred by NACBA shall receive full recognition and due privileges should they desire to become members of the Delaware Valley Chapter.
3. Dues. To maintain membership in the Chapter, all Active members shall pay annual dues to the Treasurer before the first day of January each year. The amount of the annual dues shall be recommended during the October meeting by the Treasurer and approved by a majority of the Active Members in attendance at the October meeting.

**ARTICLE IV - OFFICERS**

The officers of the Chapter shall be President, Vice President, Secretary, and Treasurer. Chapter officers must be Active Members of NACBA. The manner of election and the primary duties of the officers shall be as follows:

1. Election of Officers: During the regular April 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 mailed to all active members at least one week 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.
  - b. Present officers may stand for reelection, however, no person may hold the same office for more than two 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 and serving until the installation of new officers.

d. The election shall be held at the June meeting. If there is more than one candidate for an office, election for that office shall be made by secret ballot and a majority shall be necessary to elect.

2. Vacancies: In the event of a vacancy in the office of the President due to health, resignation, or other cause, the 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) Vice President, (3) Secretary, (4) 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 executive committee meetings, direct the general work of the Chapter, and to be an ex-officio member of all committees.

b. The Vice President is expected to preside in the absence of the President and shall serve as Program Chairman. The Vice President shall distribute to the membership a printed schedule of the meeting places and programs no later than the September meeting each year.

c. The Secretary is expected to record the minutes at each meeting, to send a copy of approved minutes to NACBA, to prepare or have prepared a current Chapter Roster and Directory, shall send out notification of monthly 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.

d. 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 interest-bearing accounts, 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

There shall be the following standing committees with members appointed by the President, and as many other committees as shall from time to time seem necessary to the President and approved by the Executive Committee:

1. Executive Committee, composed of Chapter officers and chaired by the President.
2. Program Committee, chaired by the Vice President.
3. Finance Committee, chaired by the Treasurer.
4. Membership Committee, chaired by a past President.

## 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 members present or in an emergency situation by the Executive Committee.

b. Special meetings of the Chapter or committees may be called at the discretion of the Executive Committee.

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 our Master's guidance. Meetings shall be kept informal.

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 National Association of Church Business Administration 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 National Association of Church Business Administration is hereby adopted by a two-thirds majority vote of the quorum present on December 7, 2000.

Secretary/Treasurer

President

Vice President

## *Article 10 - Local Chapters*

- 10.1 Local Chapters of National Association of Church Business Administration 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 NACBA 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 the NACBA Constitution, Bylaws, or directives given to all chapters, the Board of Directors may, at its option, revoke that chapter's charter.*

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