**BYLAWS**

**OF**

**THE TABERNACLE BAPTIST CHURCH**

**ARTICLE I**

**Organization**

**Section 1.    Officers**

The officers of the Church shall be as follows: Pastor and Associate(s), Clerk, Associate Clerk, Treasurer, Historian, and Associate Historian.

**Section 3.    Standing Committees**The Standing Committees of the Church shall be as follows: Buildings and Grounds, Finance, Personnel, and Child Care Administrative and Ministry.

**ARTICLE II**

**Duties of Pastors, Officers, Boards and Committees**

**Section 4.    Treasurer**

The Treasurer is elected annually by the church membership and shall be bonded under the Crime section of the church’s Commercial Package Insurance Policy. There is no established limit on the number of consecutive terms the Treasurer may serve. The Treasurer shall, without previous vote or authority, authorize the pay-out from the general expense checking account, invoices for approved purchases, repairs or services; salaries; and any fixed charges included in the budget.

Other budgeted or restricted funds shall be expended only upon authority of the chairmen or heads of respective committees or teams and in accordance with established financial procedures.  All other expenditures shall be first approved by the Administrative Board and, if required, also by the Church.

The Treasurer shall present a summary of the financial condition of the church at each Administrative Board meeting and at each quarterly Church business meeting.

1. In the case of absence of the Treasurer or vacancy in the position, any member of the Finance Committee may, upon authorization of the committee, perform all duties of the Treasurer which shall include serving on the Administrative Board until such absence or vacancy has ended.

**Section 8.    Administrative Board**

The Administrative Board shall be the chief management arm of the Church and shall be composed of thirteen members, as follows: Chair, Board of Deacons; Church Representative Member, Tabernacle Child Care Center Administrative Committee; Chair, Board of Trustees; Treasurer;

Chair, Buildings and Grounds; Chair, Finance Committee; Chair, Personnel Committee; and 6 members-at-large to be elected by the Church.

**ARTICLE III**

**Nominations and Elections**

**Section 1.    Nominations**

*Paragraph 2*

The nomination of a person to the Administrative Board or the Board of Deacons, or both, shall not bar such person from nominations to any Church elective office, provided, however, that anyone elected to any one of the Church elective offices may not act in such capacity or be concurrently Chair of the Board of Deacons or Chair of the Administrative Board, and provided further that no one person may be Chair of both of said Boards. The Treasurer may not serve as Chair of the Board of Deacons or the Administrative Board.

**Section 3.    Terms of Service**

Persons elected to the following offices shall serve for one year and may succeed themselves: Church Clerk, Associate Clerk, Treasurer, Historian, and Associate Historian. Persons elected to all other boards and committees shall serve a three-year term with the exception of the Board of Trustees who may succeed themselves.

**ARTICLE IV**

**Section 3. Quorum**

In regular business meetings, twenty (20) members shall constitute a quorum. In the case of meetings for business such as calling a Pastor, sale or purchase of property, amending the Constitution or Bylaws, or the assumption of a large financial responsibility which is not budgeted, fifty (50) members shall constitute a quorum.

**ARTICLE VI**

**General**

**Section 1. Fiscal Year**

Effective July 2022, the fiscal year shall be from July 1 to June 30, and all financial reports shall be for this term.

*Only change in the following section is the use of the term “Chair” rather than “Chairman”.*

**ARTICLE II**

**Duties of Pastors, Officers, Boards and Committees**

**Section 1.**    **Pastor and Associates**

The Pastor shall minister to the spiritual needs of the Church, conduct the public services of worship, act as Moderator of business meetings of the Church except where discussion or transaction concerns the Pastor and/or their family, in which event the Chair, Board of Deacons or, in their absence, the Chair, Administrative Board, shall preside.  The Pastor shall be an *ex officio* member of all boards and standing committees except the Nominating Committee.