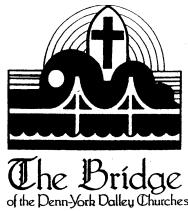


*Bridging the gaps of life in the name of Jesus Christ.*



*"Come to me, all you who are weary and burdened, and I will give you rest."*  
Matthew 11:28

## The Bridge of the Penn-York Valley Churches Bylaws

### Article I: Name

**Section 1.1.** The name of this organization shall be The Bridge of the Penn-York Valley Churches. It shall be known as The Bridge.

### Article II: Purpose

**Section 2.1.** Everything done under the authority of The Bridge will be done in the name of our Lord and Savior Jesus Christ, and should be guided and supported by the prayers of our members. The Bridge will witness to the love of God by reaching out to those in need. Projects and activities undertaken by The Bridge will be for the purpose of giving assistance to people who have needs that are not otherwise being met by existing services, including both crisis intervention for persons awaiting help from other sources and long-term aid. Other potential areas of activity include services that compliment existing ones offered by individual churches or community agencies. Hands-on involvement by persons belonging to member churches will be encouraged to provide a maximum of contact between the source and the recipient of service, to fulfill the intent of our name, "The Bridge."

### Article III: Membership

**Section 3.1.** Membership on The Bridge is open to any person who is a current member of a Christian church in the communities making up the area known locally as the Penn York Valley. Membership will consist of two categories. Voting membership will consist of one clergy person and two lay persons from each parish or church, to be chosen by election or appointment as each church determines, and certified to be that church's voting members of The Bridge either by its pastor or lay governing board. Participating members will consist of any additional persons who are elected or appointed by their churches to represent them. Certification of all members shall be reaffirmed annually.

**Section 3.2.** Voting members will have a seat, voice, and vote in all general meetings. Participating members will have seat and voice, but are not entitled to vote at general meetings of The Bridge. If a voting member does not attend a general meeting, he or she may designate a participating member of the same church to vote in his or her place. Any members of either category who are appointed or otherwise chosen to serve on a subcommittee of The Bridge will have full privileges of seat, voice, and vote on that subcommittee.

### Article IV: Officers

**Section 4.1.** Officers of The Bridge shall consist of a President, Vice President, Secretary, and Treasurer elected from among the voting members. Officers shall be elected by a majority of voting members present for a term of one calendar year. The election is to be held at the general meeting in December. Each officer's term of office shall continue until duly elected replacement is ready to assume authority, which shall occur on January 1<sup>st</sup> or as soon as possible thereafter. These four officers must represent four different churches and not more than two of them may be clergy persons. No officer may serve in the same office for more than six (6) consecutive years.

**Section 4.2.** The President's duties shall be to preside at general meetings and to provide leadership and guidance to the membership both during and between meetings.

**Section 4.3.** The Vice President shall assist the President as desired and practicable, and act in the President's stead if the President is not available.

**Section 4.4.** The Secretary shall record the minutes of all general meetings, notify churches and/or individuals of meetings as required in the bylaws and/or established policies of The Bridge, and safely maintain all records and correspondence except that which is in the care of the Treasurer, passing them intact to the new Secretary when leaving office.

**Section 4.5.** The Treasurer shall maintain all general funds in local bank accounts as deemed practical, and make disbursements for legally incurred obligations in accordance with the will of the voting members as expressed at general meetings. Checks and withdrawals from savings accounts shall require two signatures by persons appointed for that purpose at the December general meeting, with the Treasurer being one of the authorized signatories. All records, deposit books, checkbooks, and other items pertaining to this post will be passed on to the new Treasurer when the retiring Treasurer leaves office.

**Section 4.7.** Inability of any of the officers to perform necessary duties shall be communicated to the President, or if the President is unavailable, the Vice President, or to the Secretary, or to the Treasurer, in that order, at which time the officer notified should make provision for the temporary fulfillment of the duties involved. If an office becomes vacant, it may be filled by election for the remainder of the calendar year at the next general meeting.

## **Article V: General Meetings**

**Section 5.1.** A regular date and time for general meetings in the succeeding twelve months will be determined by the voting members present at the September General Meeting, with a meeting scheduled at least every second month. The location of meetings, which may vary, will also be established by the voting members at this time. This schedule may be revised by the voting members at any general meeting. The schedule of meeting dates or any changes in it, approved by a general meeting and duly circulated to churches with no voting members present, will be considered sufficient notice of all general meetings included therein. General meetings may also be called by any two of the officers, or by four voting members from four different churches, with at least ten days notice given each church with active voting members, by mail or telephone at their church office. Nothing herein will preclude efforts to notify all area churches or individuals of any or all meetings, in order to promote activity.

**Section 5.2.** All meetings will be opened and closed with prayer in the name of Jesus Christ.

## **Article VI: Quorum**

**Section 6.1.** A quorum at a general meeting shall consist of at least four voting members from four different churches. The President shall preside at all general meetings, or in his or her absence the Vice President, the Secretary, or the Treasurer in that order of preference. If no officer is present, the voting members present may elect and acting chairperson and secretary for the meeting.

## **Article VII: Subcommittees**

**Section 7.1.** Members of subcommittees shall be appointed at a general meeting, subject to the approval of the voting members present. At least one appointee must be a voting member. The General Meeting may either designate the chairperson, or allow the subcommittee to choose from among its own number, provided that the chairperson must be a voting member.

Organization of subcommittees is left to the discretion of each one's members, provided that the chairperson will be responsible to see that records are kept, funds are protected and accounted for, and a record of each meeting is made to the subsequent general meeting. If specific subcommittee members are assigned any of these functions, such appointments are to be made known to the President and announced at the following general meeting. Frequency of meetings of subcommittees and other organizational details are left to their members, except that all designated members of a subcommittee must be given proper notice of any meetings scheduled, and the President advised likewise. Where it seems appropriate, notice of meetings should also be given to all member churches, and anyone attending be given seat and voice as suitable to the topics being covered.

### **Article VIII: General Funds, Liabilities, & Obligations**

**Section 8.1.** All matters dealing with the general funds of The Bridge, including both income and disbursements, must be voted on at a general meeting, except as may otherwise be allowed in these bylaws. If a general meeting authorizes a subcommittee to make decisions regarding specific sums of money from general funds, or money which may come from a specific source for a specific purpose, that subcommittee may act accordingly until such authority is revoked at a general meeting. All matters which may incur any liabilities or obligations for The Bridge, financial or otherwise, must be decided at a general meeting unless authority in specific areas is delegated to a subcommittee by a general meeting, with appropriate limitations.

### **Article IX: Designated Gifts**

**Section 9.1.** Gifts of money accepted for particular projects will be channeled to those projects as much as practicable. If that is not feasible, reasonable effort shall be made to follow the desires of the donor as to its use, including its return to the donor if required. This will not apply to donations of less than \$100, nor do we invite stringent conditions to accompany donations of any size.

### **Article X: Reversion of Property**

**Section 10.1.** In case of dissolution of the organization, remaining assets will be distributed as the voting members at a general meeting may decide, to be used for the same general purposes for which The Bridge was formed.

### **Article XI: Amendments**

**Section 11.1.** The Charter and Bylaws may be revised by vote of two-thirds of the voting members present at any general meeting, provided that notice of the desired changes and the specific wording thereof is given at the previous general meeting and distributed immediately thereafter to all member churches. Wording of the changes may be amended as desired by the voting members at the general meeting, provided that the scope of the amendments does not go beyond that of the notice given.