

# **Evangelical Lutheran Church In America**



## **Tanque Verde Lutheran Church**

### **Bylaws to the Constitution May 2013**

**With Updates thru May 2015**

# Bylaws to the Constitution of Tanque Verde Lutheran Church - 2015

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**Bylaws to the Constitution of Tanque Verde Lutheran Church - 2015**

**Bylaws to the Constitution  
of Tanque Verde Lutheran Church (TVLC)**

**Revision History**

Starting April 15, 2012, the known and continuing history of changes to the Bylaws of Tanque Verde Lutheran Church of Tucson Arizona.

<b>Date</b>	<b>Section</b>	<b>Description</b>
May 2013	All	Initial release with the revised TVLC constitution of May 2013.
04/27/2014	BL05	Mission Endowment Fund changes at congregational meeting.

## **Bylaws to the Constitution of Tanque Verde Lutheran Church - 2015**

### **Bylaws of Tanque Verde Lutheran Church (TVLC)**

Bylaws as approved by the congregation are documented and maintained in this Bylaw Supplement as required by TVLC Constitution Chapter 16.05.

#### **BL01 (C04.05.01) Mission Statement**

The Mission Statement of this congregation as adopted on April 22, 2012, is:  
To follow Christ Jesus and share His love.

#### **BL02 (C04.05.02) Vision Statement**

The Vision Statement of this congregation as adopted on April 22, 2012, is:  
To become a dynamic, inviting, growing church participating in God's mission for the sake of the world.

#### **BL03 (C04.04.01) Organizational Structure**

In collaboration with the lead pastor(s), the Congregation Council shall create, guide and oversee the committees, programs, task forces, staff, and organizations within the congregation, as delegated by the congregation. The Organizational Structure of this congregation shall be defined by the congregation council.

#### **BL04 (C04.03.01) The TVLC Memorial Garden/Columbarium**

A Memorial Garden and Columbarium is maintained by TVLC for the exclusive inurnment of members of TVLC and their immediate families. Exceptions may be made with the permission of the Congregational Council.

Permanent records of inurnment in niches and ownership shall be maintained in the church office as directed by the Congregation Council.

Guidelines and rules setting forth operation of the Memorial Garden/Columbarium shall be specified in continuing resolutions of the Congregation Council.

The columbarium & content will be maintained in perpetuity by TVLC or its successor in accordance with the laws of the state of Arizona.

#### **BL05 (C05.05.01) The TVLC Mission Endowment Fund**

The purpose of the Tanque Verde Lutheran Church Mission Endowment Fund, established on October 31st, 1993, is to sustain the faithful Christian ministry through the receipt and management of gifts and bequests, that reflect love for family, neighbor and God's work through the church, apart from the general operation of the Congregation. No portion of the income generated by the Endowment Fund shall be used for the annual operating budget of the Congregation. Undesignated principal of the Endowment Fund may only be used when, in the opinion of the Endowment Committee or the Congregation Council, circumstances are so dire and of such an emergency nature that the future of the congregation is at stake.

Endowment Committee. The Congregation Council shall appoint a committee (the "Endowment Committee") to administer and manage the Endowment Fund. The committee shall report regularly to the council on the status of the fund but at a minimum annually.

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Distribution of funds. Income from the endowment fund shall be distributed at the discretion of the Endowment Committee in accordance with the Committee's approved policies and budget. The budget shall be approved annually by the Congregation Council.

### **BL06 (C08.05.01) Membership terminated by inactivity**

Membership in this congregation terminated by inactivity is defined as a member who has not participated in congregational life for a period of a year, has not responded to pastoral contacts, and has not transferred. This member shall be placed on the inactive roll, but shall be included in the mail and visitation programs of the congregation. A year after being placed on the inactive roll, the case of an inactive member shall be reviewed by the Council or its designee, and, if still inactive, the member shall be advised that membership in the congregation will be terminated; however, the advice of the termination of membership shall contain invitation to become active in this congregation or suggestion to become active in another Lutheran or other Christian congregation.

### **BL07 (C10.01.01) Annual Congregational Meeting**

The annual congregational meeting shall be held during the month of April of each year.

### **BL08 (C11.01.a.01) Duties of Congregational Officers**

The duties of Congregational Officers shall be as follows:

- a. The president shall be chairperson of the congregation and the Congregation Council. In the event of the president's inability to perform the duties of the office the vice-president shall serve instead.
- b. The vice president shall perform the duties of the president when the president is absent or unable to fulfill his/her duties.
- c. The secretary shall be responsible for 1) recording, keeping, and transmitting minutes of the meetings of the church council and congregation, 2) drafting outgoing correspondence of the church council and congregation, 3) receiving incoming correspondence of the church council and congregation, 4) maintaining congregation documents for archival and availability purposes, 5) preparing, transmitting, and filing documents and reports required by the church, synod, and government agencies.
- d. The Treasurer shall oversee all financial matters and ensure that acceptable accounting methods are used in keeping all books of account. The Treasurer shall advise the Council of financial status and implications of short and long-term decisions; shall provide guidance to the accounting staff, establish accounting policies and procedures as required and ensure that policies are followed; shall oversee the management of the budget and all external financial dealings. The Treasurer shall make written reports of all transactions to the Congregation Council monthly and to the congregation, together with a satisfactory audit, at its annual meetings. All financial officers shall give corporate surety, in amounts determined by the Congregation Council, for which the premium shall be paid by the congregation. Fidelity coverage provided by the Evangelical Lutheran Church in America shall be deemed a fulfillment of the requirement.
- e. The financial secretary, if such office is activated, shall receive and keep record of all income from contributing members and other sources.

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### **BL09 (C12.01.01) Conflict of Interest**

Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested council members determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

### **BL10 (C14.03.01) The TVLC Preschool/Kindergarten (TVLC School)**

The TVLC School is an outreach ministry of this congregation to the community. The purpose of the program is to provide quality care and early childhood education within a Christian environment.

TVLC School is licensed under the State of Arizona's Department of Health Services. It is to be led by a Program Director with a background in education and experience in early childhood growth and development. The TVLC School Program Director is a member of the TVLC staff reporting to the Lead Pastor, and has operational decision-making authority over the TVLC School.

TVLC School is governed by the School Board, consisting of members of TVLC as set forth in the TVLC School Bylaws, appointed and/or approved by the TVLC Church Council. TVLC Church Council must be included in major decisions regarding finances and room usage. Other issues, determined on a case-by-case basis, may also need Church Council input. As the School Board has no legal standing, the TVLC Church Council has the ultimate authority over the TVLC School.

The policies and guidelines of the TVLC School are described in Continuing Resolutions as established by the TVLC Council.

### **BL11 (C12.02.01) Term of Council Members**

The term of office of members of the Congregation Council shall be two years.