

BYLAWS

COMMUNITY BIBLE CHURCH OF RIVERSIDE

Updated

PREAMBLE

To establish our mission, we, the members of Community Bible Church of Riverside, affirm our belief that God's people should be set in order, and that it is necessary for them to be organized to successfully carry out the will and purpose of God for His church.

PURPOSE

The purpose of these Bylaws is to provide rules that govern Community Bible Church, so that we may advance in the will of God, commit ourselves to our mission statement, and to uphold what we believe in our Statement of Faith.

ARTICLE ONE

NAME

The name of this church is Community Bible Church of Riverside.

ARTICLE TWO

PREROGATIVES

Section 1. This church shall have the right to govern itself according to the standards set forth in the New Testament Scriptures, so that we may function according to it (Acts 20:17-32, Eph. 4:11-16, 1 Tim. 3:1-13, Titus 1:5-9, and 1 Pet. 5:1-4).

Section 2. In connection therewith, or incidental thereto, it shall have the right to purchase or acquire by gift, bequest or otherwise, either directly or as trustee, and to own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of its purposes; all in accordance with its bylaws or as the same may be hereafter modified or amended.

ARTICLE THREE

OFFICE(S)

This congregation, hereinafter referred to as CBC Riverside, shall be located at the address set forth in the Article of Incorporation. CBC Riverside shall be governed by the offices of: (a) Elder and (b) Deacon and may have other offices such as (c) Deaconess, as set forth in

the New Testament, either within or without the State of Incorporation (Acts 20:17-32, Eph. 4:11-16, 1 Tim. 3:1-13, Titus 1:5-9, and 1 Pet. 5:1-4).

ARTICLE FOUR

MEMBERSHIP

We believe it is essential for a Christian to be part of a local body of believers because it is by God's design. It is vital for their own spiritual growth and maturity and in understanding the role they play within the body of Christ. Part of our mission statement is to be faithful to the task of discipling the local church to maturity in Christ, therefore, we believe church membership is necessary to fulfill that goal (Acts 20:28, Eph. 4:11-16; Heb. 10:24-25; 13:17).

SECTION 1. Classes of Members

The membership of CBC Riverside shall be one class of membership: this will also include the elders and deacons of the church (Rom. 12:3-5, and Eph. 4:3-4).

SECTION 2. Election of Members

Any person can become a member of CBC Riverside assuming they: (a) are born again (b) are baptized (c) live a consistent Christian life (d) subscribe to the statement of faith (e) voluntarily attend membership classes (f) maintain consistent attendance and are involved (g) voluntarily and willingly submit to and support church leadership (Acts 2:42-47, 2 Corinth. 5:17, Eph. 4:22-24, Heb. 10:24-25; 13:17). Those who are interested in becoming a member shall meet with an elder(s) and upon approval, they will be presented to the congregation as new members. A person does not need to become a member to join us for our Sunday services, weekly studies, and/or monthly events.

SECTION 3. Voting Rights of Members

Shall be exercised and monitored by the elders and deacons of CBC Riverside (Acts 15:22, and 1 Pet. 5:1-3).

SECTION 4. Termination of Members

Any member may terminate their membership by notifying the elder board (Eph. 4:25, 1 Tim. 5:19). The elder board may terminate a member's membership (see section nine on church discipline).

SECTION 5. Reinstatement of Members

Any individual that has resigned and is requesting reinstatement of membership with CBC Riverside may do so by meeting with the elder board. The elder board at their discretion will determine if the individual will be allowed reinstatement (Prov. 12:15, 13:10, and 24:6).

SECTION 6. Transfer of Members

Membership in CBC Riverside is not transferable, nor assignable.

SECTION 7. Regular Member Gatherings

The members of CBC Riverside shall be encouraged to attend regular worship services, mid-week bible studies, and other church related activities. The elder board shall establish the days and times in a week for regular gatherings (Rom. 12:10, Eph. 3:17-19, and 1 Thess. 5:11).

SECTION 8. Member Schools and Training Seminars

Instruction in the Word of God shall be provided for members and non-members of CBC Riverside (1 Tim. 4:7-8, 2 Tim. 2:15; 3:16-17).

SECTION 9. Church Discipline

a) Member Cooperation

The members of CBC Riverside voluntarily agree to give consent to all its forms of government and policies and to be in unity that no form of division would take place within the congregation. They shall voluntarily submit themselves to the elders of the church that the principles of Christian fellowship be kept in accordance with Holy Scripture. If they have a disagreement or issue, they are encouraged to present that to the elder board (Ps. 34:14, Prov. 6:19, Matt. 5:9, 1 Corinth. 1:10; 12:25, and James 4:11).

b) Member Strife

Inasmuch as no Christian congregation can comply with the plain teaching of Scripture unless unity and harmony predominate, no member of CBC Riverside shall use means to incite or engender strife within the body but shall willingly work in harmony and in humility with other members of CBC Riverside (Acts 2:42-47). If there is cause for dissatisfaction, it shall be called to the attention of the elder board or if a member is non-compliant and living in willful sin, necessary action shall be made by the elder board for the health of the church (Prov. 17:9, Matt. 18:15-20, Acts 6:1-7, 1 Corinth. 5:13, and Gal. 6:1).

(c) Member Support

All members of CBC Riverside shall be encouraged to voluntarily support the congregation with their time, gifts, talents, prayers and financial support, thereby acknowledging that any gathering of the body of Christ can stand or be of full service only in proportion as all the members of CBC Riverside accept their responsibility of maintaining itself. Any person wanting to serve at CBC Riverside in a leadership or teaching role must meet the requirements of a member (Rom. 12:3-13, and Eph. 4:11-16; 5:15-21). A member's

membership may be terminated in the event they have not attended regular member gatherings for six months without any reason/explanation given.

ARTICLE FIVE

ELDER(S)

SECTION 1. General Responsibilities

The board of elders, whose members have the privilege and responsibility to serve the Lord Jesus Christ and His church, shall manage the affairs of CBC Riverside. These elders shall have distinct roles/functions and shall help with the overall care of CBC Riverside by providing: (a) faithful teaching of God's word, (b) faithful leadership according to God's word, (c) faithful modeling of Christlikeness, (d) faithful service to the members of CBC Riverside, (e) and faithfully praying for the members of CBC Riverside (Acts 6:1-4; 20:17-32, Eph. 4:11-16, 1 Tim. 3:1-13; 4:16, Titus 1:5-9, and 1 Pet. 5:1-4).

SECTION 2. General Qualifications

Those who serve as elder(s) shall be no less than three and no more than twelve men. The members of the elder board may be recommended by the lead pastor and shall be voted and approved by simple majority by the members of the congregation. Each elder must meet the requirements set forth in NT Scripture (1 Tim. 3:1-13, Titus 1:5-9, and 1 Pet. 5:1-4). The lead pastor shall have the right to seek outside help, if necessary, in choosing an elder (Acts 6:1-6; 20:17, Titus 1:5, 1 Pet. 5:1). Each elder is required to participate in leadership classes and/or training seminars.

SECTION 3. Meetings

The elders of CBC Riverside shall meet at least once a month or at the discretion of the lead pastor. Church meetings may be called upon at the request of the elder board. The members of CBC Riverside must be notified at least a week in advance (Acts 6:2; 15:6).

SECTION 4. Quorum

The elder board of CBC Riverside shall constitute a quorum for the transaction of any church/board meetings and decisions, provided that the lead pastor called for, and presided over such meeting or gives consent to such meeting (Prov. 11:14, 15:22).

SECTION 5. Vacancies, Additions, Elections and Removal

Any man from the congregation can be added to the elder board, assuming they have met the requirements set forth in section one and section two and have been voted and approved by simple majority by the congregation and the current board of elders. An elder can be removed from their office assuming they have failed to meet the requirements set

forth in these Bylaws. An elder may serve up to two years, after which a membership vote will take place to determine if an elder should continue to serve an additional two years.

Any elder may terminate their position by notifying the elder board. The elder board may remove an elder for an extended period, if such elder needs spiritual care. In the event of the death of the lead pastor, the elder board may seek advice/counsel from outside help at their discretion with the mentioned ministries (The Master's Fellowship IE, Grace Advance, Cornerstone Fellowship Bible Church of Riverside).

SECTION 6. Compensation

No elder of CBC Riverside shall for reason of his position be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an elder of CBC Riverside from receiving any kind of salary or compensation (1 Corinth. 9:1-18, 1 Tim. 5:17-18). This salary/compensation shall be determined by the board of elders, the deacons of the church, and/or with the assistance of the finance team of CBC Riverside. This compensation can also be in the form of a housing allowance.

All compensation paid will be reasonable and will be based on the following factors: (a) the amount and type of compensation received by others in similar positions, (b) the compensation levels are paid in our particular geographic community, (c) the amount of time the individual is spending in their position, (d) the expertise and other pertinent background of the individual, (e) the size and complexity of our congregation, and (f) the need of our congregation for the services of the particular individual.

It should be noted that any financial compensation to an individual shall not exceed the financial capacity of CBC Riverside. A guest speaker, organization or person(s) outside of CBC Riverside shall fall under the same guidelines. A "love" offering can be added, that exceeds the financial capacity of CBC Riverside, if it is agreed upon by simple majority vote by the congregation.

SECTION 7. Lead Pastor-Teacher

The lead pastor of CBC Riverside shall be considered a member and an elder of the congregation, and his vote will be counted as one. He must meet the requirements set forth in section one and section two. He can be removed from his office effectively, assuming he has failed to meet the requirements set forth in these Bylaws and/or for doctrinal error or immoral conduct. He must be voted for and approved by simple majority by the congregation, the board of elders, and the deacons of the church. His term of office shall be indefinite and/or a sixty-day notice must be given in the event the lead pastor leaves or is replaced.

He is responsible for the preaching/teaching of God's word and for overseeing the congregation. He will be considered an ex-officio member of all councils, committees, and organizations within CBC Riverside. He is responsible for all public and regular services of the church and for the general oversight of the spiritual welfare of the congregation, including church ministries. He is directly responsible to the elder board.

ARTICLE SIX

DEACON(S)

SECTION 1. General Qualifications

The Deacon of CBC Riverside shall be appointed by the board of elders and ratified by the members of the congregation (see section three). They must meet the requirements set forth in NT Scripture (1 Tim. 3:8-13). They may be required to participate in classes and/or training seminars. There shall be no limit to how many men serve as deacons.

SECTION 2. General Responsibilities

The Deacons of CBC Riverside, have the privilege and responsibility to serve the Lord Jesus Christ and His church. They shall have distinct roles/functions and shall care for the physical and spiritual needs of CBC Riverside by providing help in a variety of ways. Some of their duties might include but are not limited to: (a) meeting the specific needs of members, (b) serving in church ministries, (c) maintaining/cleaning the church property, (d) helping with Sunday morning gatherings, (e) and helping the elders of the church with specific needs.

SECTION 3. Vacancies, Additions, Elections, and Removal

Any man from the congregation can be added as a deacon, assuming they have met the requirements set forth in section one and section two and have been voted and approved by simple majority by the congregation and the current board of elders. A deacon can be removed from their office assuming they have failed to meet the requirements set forth in these Bylaws. A deacon may serve for one year, after which a membership vote will take place to determine if they should continue to serve an additional year.

Any deacon may terminate their position by notifying the elder board. The elder board may remove a deacon for an extended period, if such person needs spiritual care.

SECTION 4. Deaconess

The Deaconess of CBC Riverside shall be appointed by the board of elders and ratified by the members of the congregation (see section three). They must meet the requirements set forth in NT Scripture (1 Tim. 3:8-13). They may be required to participate in classes and/or training seminars. There shall be no limit to how many women serve as deaconess.

General Responsibilities

The Deaconess of CBC Riverside, have the privilege and responsibility to serve the Lord Jesus Christ and His church. They shall have distinct roles/functions and shall care for the physical and spiritual needs of CBC Riverside by providing help in a variety of ways. Some of their duties might include but are not limited to: (a) meeting the specific needs of members, (b) serving in church ministries, (c) maintaining/cleaning the church property, (d) helping with Sunday morning gatherings, (e) and helping the elders and deacons of the church with specific needs.

Vacancies, Additions, Elections, and Removal

Any woman from the congregation can be added as a deaconess, assuming they have met the requirements set forth in section one and section two and have been voted and approved by simple majority by the congregation and the current board of elders. A deaconess can be removed from their office assuming they have failed to meet the requirements set forth in these Bylaws. A deaconess may serve for one year, after which a membership vote will take place to determine if they should continue to serve an additional year.

Any deaconess may terminate their position by notifying the elder board. The elder board may remove a deaconess for an extended period, if such person needs spiritual care.

ARTICLE SEVEN

CONFLICTS OF INTEREST

SECTION 1. Purpose

The purpose of the conflict-of-interest policy is to protect this tax-exempt congregation's interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of a member of CBC Riverside or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest application to nonprofit and charitable organizations.

SECTION 2. Definitions

a) Interested Person. Any member of CBC Riverside who has a direct or indirect financial interest, as defined below, is an interested person.

b) Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: (a) An ownership or investment interest in any entity with which the congregation has a transaction or arrangement, (b) A compensation arrangement with the congregation or with any entity or individual with which the

congregation has a transaction or arrangement, or (c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the congregation is negotiating a transaction or arrangement.

Compensation includes direct or indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 3.2, a person who has a financial interest may have a conflict of interest only if the elder board or church committee decides that a conflict of interest exists.

SECTION 3. Procedures

(a) Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of financial interest and be given the opportunity to disclose all material facts to the elder board.

(b) Determining whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the elder board meeting while the determination of a conflict of interest is discussed and voted upon. The elder board shall decide if a conflict of interest exists.

(c) Violations of the Conflicts of Interest Policy

i. If the elder board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the elder board shall determine if the member has failed to disclose an actual or possible conflict of interest and shall take appropriate disciplinary and corrective action.

SECTION 4. Periodic Reviews

To ensure the congregation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.

SECTION 5. Use of Outside Experts

When conducting the periodic reviews as provided in section four, the elder board may use outside advisors or consult with outside advisors. If outside experts are used, their use shall not relieve the elder board of its governing responsibilities (Prov. 11:14, 15:22).

ARTICLE EIGHT

COMMITTEES AND BOARD OF ADVISORS

SECTION 1. Committees

Committees not having and exercising the authority of the elder board in the management of CBC Riverside may be designated by a resolution adopted by the elders and deacons present at a meeting at which a quorum is present. The committee shall be selected members of CBC Riverside (Prov. 11:14, 15:22).

SECTION 2. Board of Advisors

A Board of Advisors may be appointed by the elder board and/or at the discretion of the lead pastor. It shall be the responsibility and privilege of the board of advisors to provide godly counsel and leadership to the lead pastor and the elder board of CBC Riverside. Counsel shall be in organization, financial, legal, or other areas wherein the lead pastor and the elder board determines necessary and appropriate. No minimum or maximum number of members of the board of advisors shall be established and the tenure thereon shall be at the discretion of the lead pastor and elder board, along with the deacons of CBC Riverside. The board of advisors shall not have any legal authority or voting privileges of CBC Riverside (Prov. 11:14, 15:22).

ARTICLE NINE

ORDINATION

The lead pastor shall have the right to ordain a person as an elder within CBC Riverside with the approval of the elder board, the deacons, and the congregation. Candidates shall be first examined via: (a) background, (b) character, (c) bible knowledge/doctrine, (d) and references (Acts 14:22-23, Titus 1:5). The appointed elder must take leadership classes and/or be in the process of completing a training seminar.

ARTICLE TEN

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

SECTION 1. Contracts

The elder board may authorize any officer or member of CBC Riverside, in addition to the officers or members so authorized by these bylaws, to enter any contract or execute and deliver any instrument in the name of and on behalf of CBC Riverside, and such authority may be general or may be confined to specific instances. These transactions will be monitored by the elder board.

SECTION 2. Checks, Drafts, Notes, ETC

All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of CBC Riverside, may be signed by a member of the

finance team of CBC Riverside and in such manner as shall, from time to time, be determined by resolution under the guidance of the elder board. These transactions will be monitored by the elder board.

SECTION 3. Deposits

All funds of CBC Riverside shall be deposited and set in order by a member of the finance team to the credit of CBC Riverside in such banks, trusts companies, or other depositories as the elder board may select/determine. These transactions will be monitored by the elder board.

SECTION 4. Gifts

The elder board may accept on behalf of CBC Riverside any contribution, gift, bequest or devise for any purpose of CBC Riverside (Mal. 3:10, Lk. 6:38, 1 Corinth. 16:1-2, 2 Corinth. 9:6-8).

SECTION 5. Finance Team

The finance team will consist of a member(s) of CBC Riverside who have been appointed by the elder board to assist with keeping/recording all financial transactions, including but not limited to making payments, deposits, and assisting with the church budget and financial reports. This person(s) can be referred to as a secretary of the church and will be directly responsible to the elder board.

ARTICLE ELEVEN

BOOKS AND RECORDS

The elder board of CBC Riverside may appoint a member(s) within the congregation to keep correct and complete books and records of accounts and minutes of proceedings of its meetings and shall keep at the principal office a record giving the names and addresses of all members entitled to vote. Any voting member may ask questions concerning all books and records of CBC Riverside for accountability purposes.

Minutes must include: (a) a meeting date, (b) those that are present, (c) what is pending to be voted on, (d) what new things are to be voted on, (e) the wording on what is being voted, (f) who voted, (g) the next meeting date, (h) what is still pending to be voted on and why, (i) no more than one week to gather the minutes to send to the voting persons to be ratified and agreed upon, (j) no actions on voting until the meeting has been ratified by voters, (k) if agreement is not reached then a special meeting shall take place, (l) the proceedings are accurate, whether there is agreement or not.

ARTICLE TWELVE

SCHOOLS

SECTION 1. Schools and Training

CBC Riverside may establish a Christian School or Home School Site for grades K-12 and reserves the right to uphold their mission statement and statement of faith with a clear conscience. CBC Riverside may also establish a School of Ministry to train men and women for the work of the ministry in the local church and abroad or CBC Riverside may select another training center for such purposes.

ARTICLE THIRTEEN

STATEMENT OF FAITH

The Bible

We teach that the Scriptures are the very words of God, without error and infallible. That all 66 books of the bible are a closed canon and are inspired by God and make us wise for salvation which is found in Jesus Christ. They give us everything we need to live a Christian life and are the final authority on all issues regarding our faith and life (John 17:3, 2 Tim. 3:15-17, 2 Pet. 1:20-21).

God

We teach that there is one triune God, who is eternally existent in three persons: Father, Son, and Holy Spirit. They have distinct roles and are co-eternal in being, co-identical in nature, and co-equal in power and glory. He is the creator of all things and is holy and the judge of all the world (Gen. 1:1, Deut. 6:4, 2 Corinth. 13:14).

Jesus

We teach that Jesus is the Son of God and the Promised Messiah. That He was God in the flesh, born of a virgin, lived a sinless life, eternal and not created. He became man without ceasing to be God. He died on the cross for our sins, rose on the third day, ascended into heaven, and is seated at the right hand of God. He will come again in glory to judge the living and the dead, and his kingdom will have no end (Jn. 1:1-2 and 14, Rom. 1:1-4, Rev. 22:12-13).

The Holy Spirit

We teach that the Holy Spirit is eternal and divine. He convicts the world of sin, righteousness, and judgment. He regenerates believers in Christ and baptizes them into the body of Christ. He indwells, empowers, seals, and guides them to live for God's glory until the day of redemption (Gen. 1:2, Jn. 16:5-14, 1 Corinth. 12:12-14, Titus 3:4-7).

Mankind

We teach that humanity was made in the image of God and in His likeness, they were to be his image-bearers on this earth. God made them male and female. As a result of their sin against God they are separated from Him and depraved. They inherited a sinful nature and are lost and subject to death (Gen. 1:26-27 and 6:5, Jer. 17:9, Rom. 3:23, 5:12-21 and 6:23).

Salvation

We teach that salvation is a work of God and is by grace through faith in Jesus Christ, by the finished work of Christ on the cross. That a person is justified by faith, apart from works and that they are reconciled to God through personal trust in Jesus Christ (Eph. 2:1-9, Rom. 3:21-26).

The Church

We teach that the church consists of those that have repented of their sin, have put their trust in Christ and that have been born again by the Spirit of God. They follow Jesus as Lord and Savior and have been given provision to live a life that honors God by His Spirit and His word. They are kept by God's power and secure in Christ for all eternity. We do not practice the sign gifts; however, we still teach that the church has been given speaking and serving gifts to be used within the body of Christ and are marked by love for one another and good works (Matt. 16:24, Mk. 1:14-15, Jn. 3:5 and 6:37-40, Rom. 12:3-8, 1 Corinth. 12:4-7). We teach that the local church has been given two ordinances to be practiced and applied within the life of the congregation: Christian baptism and the Lord's Supper (Acts 2:38-42, and 8:36-39, Rom. 6:1-11, 1 Corinth. 11:23-32).

Marriage

We teach that marriage was instituted by God and is a sacred union between a man and a woman. It is also a special picture of Jesus' relationship with His bride – the church (Gen. 2:21-24, Matt. 19:4-6, Eph. 5:25-33).

Satan

We teach that Satan is a person and the author of sin and the cause of the fall. He and his demons are open enemies of God and His people. He will be eternally condemned and punished in the Lake of Fire (Gen. 3:1, Job 1:6-7, Matt. 4:2-11, Rev. 12:9-11 and Rev. 20:10).

End Times

We teach that we are living in the last days and that there will be a bodily return of the Lord Jesus Christ. That in the end, there will be a bodily resurrection of all men, the saved to eternal life with their Creator and Savior and the unsaved to judgment and everlasting punishment (Matt. 25:46, John 5:28-29; 11:25-26, Rev. 20:5-6; 12-13).

ARTICLE FOURTEEN

DISSOLUTION

SECTION 1.

Upon the dissolution of CBC Riverside, the lead pastor, board of elders, and deacons shall, after the payment of all the liabilities of CBC Riverside, disperse all the assets of the church to another 501(c)(3) congregation/organization as chosen by the lead pastor and elders/deacons of CBC Riverside. Any such assets not so disposed of shall be distributed to the federal government, or to a state or local government, for a public purpose by the court of jurisdiction of the county in which the principal office of the congregation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purpose.

SECTION 2.

No part of the net earnings of CBC Riverside shall inure to the benefit of, or be distributable to, its members, officers, or any person except that CBC Riverside shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments in the furtherance of CBC Riverside. Notwithstanding any other provisions of the Articles of Incorporation or these Bylaws of CBC Riverside, the congregation shall not carry on any activity not permitted to be carried on: (a) by a corporation exempt from Federal Income tax, under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, (or by the corresponding section of any future Revenue Code of the United States of America), or (b) by a corporation contributions of which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended (or corresponding section of any future United States Revenue Law).

SECTION 3.

Notwithstanding any other provisions in these Bylaws, CBC Riverside shall not dissolve, merge with another organization, transfer its assets to another congregation/organization whether by gift, sale or loan, or discontinue holding services without the express written consent of the lead pastor, board of elders, and deacons of CBC Riverside.

ARTICLE FIFTHTEEN

AMENDMENTS AND NEW BYLAWS

These Bylaws may be amended, or new Bylaws enacted at any regular church meeting. A notice of intent to amend these Bylaws or add new Bylaws must be given at least two weeks in advance of the meeting.