

Constitution and By-Laws for South Park Church of Park Ridge, Inc., a Not-For-Profit Corporation

PREAMBLE

South Park Church is an independent church, not affiliated with any denomination. By Biblical declaration and tradition of our church founders, Jesus Christ is Head of the Church. We uphold and affirm the statement of faith as was adopted by our church founders.

Governance of the church is membership driven. Authority is vested in the membership by virtue of their power to approve by vote:

- specific business decisions,
- the calling of the Senior Pastor, and
- the approval of lay and staff leadership, which consist of the
 - Elders
 - Trustees
 - Nominators

By virtue of this constitution, the membership grants responsibility and authority to the governing bodies (Elders, Leadership Team, Trustees) to facilitate the everyday workings of the church. These governing bodies are accountable to the membership and each other as prescribed in these constitutional articles.

LEADERSHIP STRUCTURE

1. Ultimate authority shall be vested in Elders who shall *oversee* and *guard* the *spiritual* well-being of the church. All other leadership bodies are accountable to the Elders.
2. The Leadership Team shall *guide* the *strategic* vision and oversee the tactical *implementation* of that vision.
3. The Trustees shall have authority over *legal*, *financial*, and *facility* matters.
4. The Nominators shall *qualify* potential candidates for specified positions.

The selection of and trust in the leadership bodies are based on *discernable scriptural character traits* and *qualifications* as spelled out in the articles of this document.

ARTICLE I – NAME

The name of this church is South Park Church of Park Ridge, Inc., an Illinois Not-For-Profit Corporation.

ARTICLE II – STATEMENT OF FAITH

1. We believe that the entire Bible is the Divinely Inspired Word and Revelation of God, and therefore our only authority for faith and practice. 2 Timothy 3:16-17; 2 Peter 1:21
2. We believe that the Godhead eternally exists in three persons, the Father, the Son, and Holy Spirit; and that these three are one God, having precisely the same homage, confidence and obedience. Mark 12:29; John 1:1-4; Matthew 28:19-20; Acts 5:3-4; 2 Corinthians 13:14; Hebrews 1:1-3; Revelation 1:4-6
3. We believe in the full Deity of our Lord Jesus Christ, that He is very God by whom and for whom all things were created. John 1:1-3; Philippians 2:6-8 We believe in His Virgin birth, that He was conceived by the Holy Spirit and is, therefore, God manifested in the flesh. Luke 1:31, 32-35; 2:7
4. We believe in salvation by divine sacrifice, that the Son of God gave, "His life a ransom for many," and "bore our sins in His own body on the tree." Matthew 20:28; 1 Peter 2:24
5. We believe in His physical resurrection from the dead and in His bodily presence at the right hand of God as our High Priest and Advocate. Luke 24:39; Hebrews 9:11; 1 John 2:1; Hebrews 10:12
6. We believe in the universality and heinousness of sin in all men, and in salvation by grace, "Not of works lest any man should boast"; that sonship with God is attained only by regeneration through the Holy Spirit and by faith in Jesus Christ. Romans 5:12; Ephesians 2:8-9; Titus 3:5
7. We believe in the personality and Deity of the Holy Spirit, Who indwells believers and Who is here to "reprove the world of sin, and of all righteousness, and of judgment." John 16:7-11; Romans 8:11
8. We believe in the command which our Lord has given to his Church to evangelize the world, and that this evangelization and the edification of the body of Christ is the great obligation of the Church. Romans 1:14-16; Ephesians 4:11-13; 2 Timothy 4:5

9. We believe in the second, and visible coming of our Lord and Savior Jesus Christ to complete His saving work and establish His world-wide Kingdom on earth. Acts 1:10-11; Revelation 22:20
10. We believe in a Heaven of eternal bliss for the righteous, and in the conscious and eternal punishment of the wicked. John 14:1-3; 2 Thessalonians 1:7-10; Revelation 20:11-15; 21:1-5

Article II – Statement of Faith is the only article of this Constitution which may never be changed.

ARTICLE III – MEMBERSHIP

A. MISSION

The mission of the membership is to provide for the ministry of the church by:

1. approving
 - a. the constitution and any by-laws,
 - b. the calling of the Senior Pastor,
 - c. prospective new members,
 - d. any leadership positions designated in the constitution or its by-laws as needing approval by the membership,
 - e. the annual church budget,
 - f. the purchase and sale of real estate, and
 - g. the obtaining of mortgages.
2. supporting the vision of the church by contributing spiritual, personal, and material resources in accordance with God's blessing and guidance.
3. honoring the commitments made as part of choosing to join the membership of South Park Church.

B. MEMBERSHIP PROCESS

1. Eligibility

Membership shall be open to persons:

- a. 16 years or older,
- b. who profess Jesus Christ as their Savior and Lord, and
- c. who are committed to growing in their faith, and reflecting Christ's character in their lives.

2. Requirements

Members shall agree with the church's statement of faith, mission statement, and membership covenant. They shall agree to submit to the authority and discipline of the church. The membership process will include:

- a. application,
- b. instruction,

- c. interview,
- d. personal testimony, and
- e. approval by Elders and membership.

3. Discipline

If a member habitually, unrepentantly conducts his/herself in a manner inconsistent with a life of faith in Christ, it shall be the responsibility of the Elders to come alongside such a member, in a spirit of reconciliation and restoration, to exhort or discipline as appropriate, including possible revocation of membership.

C. BUSINESS MEETINGS OF THE MEMBERSHIP

1. Frequency

Membership business meetings shall be held

- a. at least twice annually:
 - 1. in February, with the Trustees primarily responsible for the agenda, and the Leadership Team reporting progress to date on their current goals. The purpose of the meeting will be to:
 - a) approve the budget for the current fiscal year,
 - b) approve any items which need to be brought by the Trustees to the membership for consideration or approval,
 - c) approve and welcome any new members, and
 - d) inform the membership regarding progress to date on accomplishments toward meeting the Leadership Team's vision goals.
 - 2. in September, with the Leadership Team primarily responsible for the agenda, and the Trustees reporting progress to date on their current goals. The purpose of the meeting will be to:
 - a) elect new leaders to their positions,
 - b) present a thorough evaluation of the past year's ministry relative to the planned vision goals,
 - c) present the new ministry year's initiatives, goals, and strategies,
 - d) approve and welcome any new members, and
 - e) inform the membership regarding progress to date on accomplishments toward meeting the Trustees goals.
- b. at other times as deemed necessary, and scheduled according to procedure.

2. Quorum

Quorum shall be counted as 25% of voting members who have not missed more than two consecutive meetings.

- a. Voting members are considered those persons who are eligible to be counted in the quorum.
- b. Non-voting members are considered those who have not been in attendance for two consecutive business meetings of the membership. Non-voting members are not counted for quorum purposes, but shall

be reinstated to voting membership automatically by signing in on the attendance roster at any membership meeting.

3. Procedures

- a. Membership business meetings shall be presided over by the Church Chairman.
- b. No less than 14 days nor more than 60 days notice shall be required for any meeting of the membership. Notices shall be posted, mailed, or delivered to the membership.
- c. Special Membership meetings
 1. may be requested by the Elders, Leadership Team, or Trustees,
 2. may be made by request to the Chairman of the Church by one-tenth of the total membership,
 3. shall be held within 30 days of the request, and
 4. shall include the purpose of the meeting in their notification to the membership.

ARTICLE IV – ELDERS

A. MISSION

The mission of the Elders is to guard the spiritual integrity of the church by:

1. overseeing all affairs of the church, and
2. being the final authority within the church.

B. QUALIFICATIONS

Elders shall:

1. be a member of South Park Church for a minimum of 3 years,
2. have demonstrated servant leadership within the church,
3. be of godly character consistent with New Testament standards for church leaders in general, and elders in particular,
4. have demonstrated competency through education or experience in biblical knowledge and interpretation, shepherding, discernment and wisdom, and conflict management,
5. have traits and experiences complimentary to the other elders, and
6. be approved by a vote of the membership.

C. RESPONSIBILITIES AND POWERS:

The Elders shall:

1. delegate one member to serve respectively
 - a. with the Trustees,
 - b. with the Leadership Team,
 - c. with the Nominators,
 - d. as spokesperson at business meetings of the membership, and
 - e. delegate two members to serve on the personnel team.
2. guard the vision set for the church by the Leadership Team, ensuring that it is:

- a. harmonious with biblical teachings,
 - b. compatible with the philosophy and values of South Park Church,
 - c. foundational for the initiatives, strategies, and goals set by the Leadership Team,
 - d. evaluated regularly throughout each ministry year,
 - e. communicated clearly, and
 - f. updated annually, with new initiatives, goals, and strategies, formulated with special sensitivity to emerging challenges and opportunities.
3. present to the Nominators all vacancies for elected leadership positions,
 - a. fourteen days prior to the February business meeting for regular end-of-term vacancies, so that the Nominators can announce the vacancies at the February business meeting, or
 - b. immediately upon receiving notification of a mid-term vacancy.
 4. give final approval of Nominators' recommendation for mid-term vacancies,
 5. present to the membership for approval
 - a. candidates for membership,
 - b. individuals qualified for position as Nominator.
 6. have specific responsibility for all policies and procedures regarding
 - a. the Membership process,
 - b. matters of Church discipline,
 - c. the development of position papers,
 7. have specific responsibility for all policies and procedures regarding the search, hiring, and termination process for all members of the pastoral staff, as follows:
 - a. Senior Pastor
 - The Elders:
 - 1) may appoint an interim pastor to fulfill the duties of pulpit supply or Senior Pastor in the absence of a Senior Pastor.
 - 2) shall establish the process, which may include a search committee, and procedure for selecting a new Senior Pastor.
 - 3) must approve, with the membership, the calling of a new Senior Pastor by 75% of the Elders and a 75% vote at a business meeting of the membership.
 - 4) may terminate the employment of the Senior Pastor by a 75% majority vote after a full hearing by the Elders with the Senior Pastor, who may designate someone to serve as his advocate.
 - b. Other pastoral staff
 - The Elders:
 - 1) shall establish the process and procedure through consultation with appropriate staff and lay leadership for filling a pastoral staff position.
 - 2) must, by 75% majority vote and with the Senior Pastor, approve the calling of a new pastoral staff position.

- 3) may terminate the employment of pastoral staff by 75% majority vote after review with the Senior Pastor and appropriate hearing with the pastoral staff member.
8. administer the Brotherhood Fund, and
9. meet at least once monthly and record actions and decisions.

D. COMPOSITION AND SELECTION

The Elders shall:

1. be composed of 5-9 members,
2. be qualified by the Nominators,
3. be individually approved, both initially and annually, by 100% of current elected Elders, and a 75% vote at a business meeting of the membership,
4. shall include the Senior Pastor as a non-voting member, and
5. shall determine their own internal organizational structure.

E. TERM

Each Elder shall:

1. serve for a term of one year,
2. be reaffirmed annually, and
3. serve without term limits.

ARTICLE V – LEADERSHIP TEAM

A. MISSION

The mission of the Leadership Team is to set and guide the vision of the church by:

1. developing prioritized initiatives, goals, and strategies for each ministry year's vision focus, and
2. ensuring that this vision is implemented.

B. QUALIFICATIONS

Members of the Leadership Team shall:

1. be a member of South Park Church,
2. have demonstrated leadership and vision within South Park Church,
3. be of godly character consistent with New Testament standards for church leaders,
4. collectively demonstrate competency through education or experience in:
 - a. developing, communicating, and implementing a vision,
 - b. assessing challenges and opportunities,
 - c. combining prayerful discernment with practical solutions,
 - d. delegating tasks and encouraging personnel, and
5. have gifts and skills complementary to other members of the Leadership Team.

C. RESPONSIBILITIES AND POWERS

All ministries of the church shall be accountable to the Leadership Team. The Leadership Team shall:

1. guide the vision of the church within the parameters of its:
 - a. statement of faith,
 - b. mission statement, and
 - c. philosophy of ministry.
2. prioritize the initiatives, goals, and strategies, for each year's vision focus.
3. oversee and coordinate with each ministry area the setting of measurable goals and priorities that align with the year's overall vision priorities.
4. ensure all ministries of the church understand how their ministry contributes to the overall vision of the church.
5. oversee the implementation of all ministry area initiatives, goals, and strategies.
6. report to the membership at the two annual business meetings:
 - a. in September, present
 - 1) an evaluation of outcomes against goals and priorities for the preceding ministry year, and
 - 2) the new ministry year's vision focus, with special sensitivity to emerging challenges and opportunities.
 - b. in February, present progress on goals to date.
7. ensure that staff and laity alike maximize their gifts and resources within the church and in the implementation of its vision.
8. assess the need for new staff positions, and coordinate with Trustees and Elders in accordance with policies and procedures regarding changes in staff positions.
9. determine the times and frequencies of their meetings.

D. COMPOSITION AND SELECTION

The Leadership Team shall:

1. consist of:
 - a. the Senior Pastor,
 - b. at least one Elder, mutually approved by the Elders and the Senior Pastor,
 - c. selected staff members, and
 - d. selected individuals from the membership.
2. be initially approved by the Senior Pastor and the Elders,
3. be affirmed annually by the existing Leadership Team members, and
4. determine their own internal organizational structure.

ARTICLE VI – TRUSTEES

A. MISSION

The mission of the Trustees shall be to support the church's ministry by:

1. overseeing the legal and financial affairs of the church,
2. providing for the maintenance, use and security of all church facilities, and
3. providing for oversight of facility renovation and new construction.

B. QUALIFICATIONS

Trustees shall:

1. be members of South Park Church,
2. be of good character consistent with New Testament standards for church leaders, and
3. collectively have competency through education or experience in legal, financial, accounting, tax, insurance, business management, construction, property management, labor relations, human resources, personnel, auditing or any related fields as appropriate for the role being served.

C. RESPONSIBILITIES AND POWERS

Trustees shall:

1. be accountable to the Elders,
2. oversee the financial affairs of the church, ensuring the church is operating within budget parameters approved by the membership,
3. appoint an operations director to oversee the management and maintenance of church property and equipment,
4. appoint finance team members,
5. establish special teams, which will include Leadership Team and Elder representatives as appropriate, relating to facility maintenance, renovation, new construction, and long range facility planning and funding,
6. negotiate all employment terms for church staff positions,
7. develop policies for hiring, evaluating, and terminating staff,
8. establish compensation and benefit programs for all staff,
9. provide appropriate personnel policies and procedures,
10. establish appropriate signature levels for approval of invoices for payment,
11. select and hire auditors whose findings must be reported to the membership after review by the Trustees and Elders,
12. develop an annual budget in consultation with the Leadership Team, ministry teams, and the Elders and obtain approval of the membership,
13. provide written reports of important actions, financial results, and information of importance to the membership on a periodic basis,
14. have sole authority, limited to the Chairman or Treasurer or their designee, to sign contracts and obtain loans on behalf of the Church,
15. meet at least six times per year,
16. request a regular briefing by the Leadership Team to insure coordination of plans and support, and
17. set indemnification and insurance practices.

D. COMPOSITION AND SELECTION

1. Church Chairman (elected) shall:
 - a. notify the membership of any business meeting 14 days prior to the meeting, and shall preside over church business meetings and meetings of the Trustees,
 - b. have the authority to appoint a committee to review the current constitution and recommend changes to the membership for approval, and
 - c. have the authority, in the absence of elected Elders, to take the matter before the Membership to approve an interim process to elect the next Elders.
2. Vice Chairman/Secretary (elected) shall:
 - a. preside in the absence of the Chairman,
 - b. oversee responsibilities as designated by the Chairman,
 - c. provide minutes of all Trustee and church member business meetings,
 - d. supervise the tallying of membership votes,
 - e. keep in good order such minutes, correspondence, and records as pertain to the office, and
 - f. preside over the personnel team.
3. Treasurer (elected) shall act as custodian of all church funds and their proper deposit, investment, and disbursement, and shall chair the finance team.
4. A member of the Elders, designated by the Elders, shall act as liaison between the Trustees and the Elders.
5. Senior Pastor – shall be a non-voting member.
6. Additional members may be appointed by the Trustees, subject to Elder approval and annual reconfirmation.

The Chairman, Vice Chairman/Secretary, and Treasurer shall be officers and directors of South Park Church of Park Ridge, Inc., a not-for-profit corporation.

E. TERM

Elected members shall serve a two year term and may serve in the same capacity for a maximum of three full consecutive terms.

F. THE FINANCE TEAM

1. Responsibilities

The Finance Team shall be responsible for counting, depositing, and managing all church funds (excluding the brotherhood fund, which will be managed by the Elders) for recordkeeping of individual donors, for paying of church bills, payroll and payroll taxes, for maintaining adequate financial records, for preparing financial reports and providing the membership with regular updates on financial results, for acquiring necessary and appropriate insurance coverage for property, liability, and staff health, and for coordinating the preparation of the annual budget.

2. Composition

- a. The Treasurer shall preside over the finance team.
- b. The Financial Secretary shall be elected and shall serve on the finance team and shall be responsible for the receipt and deposit of all funds, and shall provide accounting (including donor records) for church contributions.
- c. Additional members may be appointed by the Treasurer, subject to Trustee approval, to participate in carrying out the duties of the finance team.

3. Term

The Financial Secretary shall be elected for a 2 year term, and may serve in the same capacity for a maximum of three full terms.

G. THE PERSONNEL TEAM

1. Responsibilities

The personnel team shall:

- a. be responsible to maintain and recommend revisions for the Employee Handbook,
- b. ensure the Employee Handbook guidelines are followed, and
- c. conduct annual reviews of pastoral staff, except the Senior Pastor.

2. Composition

The Personnel Team shall:

- a. be presided over by the Vice Chairman/Secretary,
- b. include the Treasurer and two Elders,
- c. consult closely with the Senior Pastor, and
- d. be advised by the Staff Administrator, if that position exists.

3. Term

- a. Vice Chairman/Secretary and Treasurer shall serve for the duration of their tenure.
- b. Elder representatives shall be designated annually by the Elders.

ARTICLE VII – CHURCH STAFF

A. MISSION

The mission of the church Staff shall be to guide the ministry of the church by:

- 1. facilitating the work of the Church consistent with South Park Church’s statement of faith, mission statement, philosophy of ministry, and Biblical teaching,
- 2. implementing the prioritized initiatives, goals, and strategies set by the Leadership Team, by:
 - a. participating with other church staff in maximizing each other’s gifts and resources, and
 - b. developing the gifts and resources of volunteers.

B. STAFF

1. Senior Pastor

a. Qualifications

- 1) be of godly character, consistent with New Testament standards for church leaders in general, and demonstrating specific gifts of teaching, shepherding, and leading,
- 2) have demonstrated competency through education and experience in:
 - a) understanding and communicating Biblical truth,
 - b) prayerfully seeking God's guidance to discern the spiritual needs of the congregation, and
 - c) making wise leadership decisions.
- 3) meet the requirements of South Park Church membership, and
- 4) support the position and policy papers of South Park Church.

b. Responsibilities and Powers

- 1) oversee the pastoral staff, providing encouragement, development, mentoring and consulting with the personnel team regarding staff evaluations.
- 2) carry out the Senior Pastor job description.
- 3) serve as a member of the Elders and Leadership Team.
- 4) serve as an advisor to the Nominators.
- 5) serve as a non-voting member of the Trustees.
- 6) serve as an ex-officio member of all ministry teams or groups.

c. Accountability

The Senior Pastor shall be accountable to the Elders, and reviewed informally on a periodic basis and at least annually by the Elders and Church Chairman on a formal basis.

2. Other Pastoral Staff

a. Qualifications

- 1) be of godly character, consistent with New Testament standards for church leaders in general, having demonstrated gifts commensurate with their particular pastoral role.
- 2) have demonstrated competency through education and experience commensurate with the requirements of their particular job description.
- 3) meet the requirements of South Park Church membership, and
- 4) support the position and policy papers of South Park Church.

b. Responsibilities and Powers

- 1) carry out the duties and responsibilities of their particular job description in accordance with:
 - a) their unique creativity, gifts, and talents,
 - b) the prioritized initiatives, goals, and strategies set by the Leadership Team, and
 - c) the Biblical directive to work together in peace and harmony with other staff members and ministry teams.

c. Accountability

The other pastoral staff members shall:

- 1) be accountable to the Senior Pastor,
- 2) receive periodic review on an informal basis and at least annually on a formal basis by the personnel team, and
- 3) be accountable to the Elders in matters of termination for cause.

3. Non-Pastoral Staff

a. Qualifications and Responsibilities

All members of the non-pastoral staff shall:

- 1) possess character qualities and maintain personal conduct consistent with Biblical teaching,
- 2) possess competencies consistent with the respective position description,
- 3) maintain a spirit of teamwork, harmony, and service to the Lord, and
- 4) report as designated for the position.

b. Accountability

- 1) The Trustees will be responsible for the hiring and termination of non-pastoral staff members.
- 2) The Trustees will be responsible for ensuring that each non-pastoral staff member receives periodic informal reviews and at least annually on a formal basis.
- 3) The Elders will be responsible for any church discipline matters, which may result in termination of employment.

ARTICLE VIII – NOMINATORS

A. MISSION

The mission of the Nominators shall be to:

1. qualify, through a prayerful and harmonious process, candidates for the positions of Elders, Trustees, and Financial Secretary, and
2. present these candidates to the membership for their approval.

B. QUALIFICATIONS

Nominators shall:

1. be members of South Park Church for three years or more,
2. have served in a leadership role within the church,
3. be of Godly character, consistent with New Testament standards for church leaders in general, with gifts of discernment in particular,
4. have demonstrated competency, through education or experience, in interviewing skills, and evaluating a candidate's qualification for a specific role,
5. have knowledge of the membership, and
6. be approved by the Elders and the membership.

C. RESPONSIBILITIES AND POWERS

The Nominators shall:

1. qualify potential candidates whose names have been submitted to them by Staff, Elders, Trustees and members, based on the qualifications specified in this constitution for each position being filled,
2. implement policies and procedures as necessary to assist them in qualifying such persons,
3. present a slate of qualified candidates to the Elders for approval, and
4. upon approval by the elected Elders, present the slate of qualified candidates to the membership for approval at a business meeting of the membership.

D. COMPOSITION AND SELECTION

The Nominators shall:

1. consist of five members,
2. include as advisors the Senior Pastor (or a member of the pastoral staff assigned by the Senior Pastor) and an Elder designated by the Elders,
3. be individually approved by 100% of the elected Elders, and by a 75% vote at a business meeting of the membership,
4. shall determine their own internal organizational structure and times of meeting.

E. TERM

The elected members of the Nominators shall:

1. serve for a period of three years.
2. be eligible to serve two full, consecutive terms.

F. PROCEDURES

1. For end-of-term vacancies, the Nominators shall:
 - a. present the vacancies to the membership at the February business meeting of the membership,
 - b. ensure recommendation forms are readily available,
 - c. solicit completed forms from church members, pastoral staff, Elders, Trustees, and Nominators,
 - d. evaluate all such recommendations, compiling a list of potential candidates for further qualification,
 - e. qualify potential candidates through
 - 1) submission of name of potential candidates to the Elders for preliminary approval,
 - 2) written application,
 - 3) interview(s) with the candidate, and
 - 4) submission of names of candidates to the Elders for final approval,
 - f. publish the approved candidate list a minimum of thirty days prior to the annual election.
2. For mid-term vacancies, the Nominators shall:
 - a. present the vacancies to the Membership within fourteen days of notification by the Elders,
 - b. ensure recommendation forms are readily available,
 - c. solicit completed forms from church members, pastoral staff, Elders, Trustees, and Nominators,
 - d. evaluate all such recommendations, compiling a list of potential candidates for further qualification,
 - e. qualify potential candidates through
 - 1) submission to the Elders for preliminary approval,
 - 2) written application,
 - 3) interview(s) with the candidates, and
 - 4) submission to the Elders for final approval,
 - f. upon receipt of final approval by the Elders, publish the name of the approved candidate no later than sixty days from the date of notification to the membership (paragraph 2.a). Such candidate shall serve in an interim capacity until vote of the membership at the next business meeting.

ARTICLE IX – INDEMNIFICATION

The Trustees, on behalf of South Park Church of Park Ridge, Inc., an Illinois Not-For-Profit Corporation may indemnify officers and directors, Elders, Trustees, their heirs, executors, and administrators, and such other persons who may have administrative responsibility for South Park Church of Park Ridge, Inc., an Illinois Not-For-Profit Corporation to the maximum extent permitted by law. If indemnification is granted, it shall not be exclusive of other rights to which they may be entitled as a matter of law, and such other persons who may have administrative responsibility for South Park Church of Park Ridge, Inc., an Illinois Not-For-Profit Corporation to the maximum extent permitted by law.

ARTICLE X – AMENDMENTS

This constitution and by-laws may be amended, repealed or altered in whole or in part by a 75% majority vote at a business meeting of the membership, except Article II Statement of Faith, which can never be amended. The proposed by-law change(s), together with the reason therefore, shall be posted, mailed, or delivered to the membership at least 30 days prior to the meeting of the membership at which the amendments will be considered.