GREEN VALLEY BAPTIST CHURCH CONSTITUTION

**Preamble**

Green Valley Baptist Church believes that matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (*II Timothy 3:16-17*). For the preservation and security of the principals of our faith, and to the end that this body may be governed in an orderly manner for the purpose of preserving the liberties inherent in each individual member of Green Valley Baptist Church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do establish and declare this constitution.

“SBC” Basic Beliefs on the Church

A New Testament Church of the Lord Jesus Christ is an autonomous local congregation of baptized believers associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, (baptism and The Lord’s Supper) governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation, each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

**Name**

The name of this body of Christian believers in God the Father, Son and Holy Spirit shall be “Green Valley Baptist Church” of the Green Valley Community.

**Purpose**

Green Valley Baptist Church is a congregation of baptized believers in Christ, united for the worship of God, and associated in the faith and the fellowship of the Gospel to practice its precepts, to recognize and receive Jesus Christ as their inherent word of God, to seek the leadership of the Holy Spirit and to take the Bible, and the Bible alone, as the standard by which all matters of belief and conduct are to be tried.

The purpose of Green Valley Baptist Church shall be to carry out the Great Commission of the Lord Jesus Christ, as recorded in *Matthew 28:19-20, Mark 16:15, and Acts 1:8*. This is defined as evangelizing the lost, and edifying the saved, by means of teaching and training to develop Christian fellowship among the saints, and their growth in the grace and knowledge of Christ. (Purpose Statement)

**Incorporation**

Green Valley Baptist Church is incorporated under, and by virtue of, the laws of the State of Texas governing religious bodies, and the handling of property shall be in compliance with such laws.

All Green Valley Baptist Church assets are pledged to achieve the church’s purpose. It shall for legal purposes, have as its elected officers a President, Pastor, Minister of Records, Minister of the Treasury and elected Church Trustees.

On discontinuance of Green Valley Baptist Church by dissolution or otherwise, its assets are to be transferred to a religious, or charitable organization that is qualified as an exempt organization under Section 501 (c ) (3) of the Internal Revenue Code.  **President**

For matters of incorporation, a president will be nominated and elected by majority vote. His name will be filed with the State of Texas. He will have no subsequent authority in the church.

**Leadership**

Green Valley Baptist Church has an interest, as a religious institution, in “autonomy in ordering its internal affairs, so that it may be free to: select (its) own leaders, define (its) own doctrine, resolve (its) own disputes, and run (its) own institutions.” The assent and adherence to Green Valley Baptist Church’s Constitution, Statement of Faith on Marriage and Human Sexuality, Statement of Faith on Abortion, Mission Statement, Purpose Statement, morality and conduct is a qualification to serve Green Valley Baptist Church in any employment or volunteer capacity. The adherence to Green Valley Baptist Church’s Constitution, Statement of Faith on Marriage and Human Sexuality, Statement of Faith on Abortion, Mission Statement, Purpose Statement, morality and conduct based upon God’s Holy Word the Bible is expected at all times, both publically and privately.

**Membership Requirements**

The membership of Green Valley Baptist Church shall consist of persons: (1) who have made a public profession of their faith in Christ as Savior and Lord, and (2) who, having experienced New Testament baptism by immersion, are in agreement with the faith and practice, including membership classes of Green Valley Baptist Church and (3) who have otherwise qualified under the by-laws of this Church. All individuals desiring membership at Green Valley Baptist Church must be willing to join in a common endeavor or mission because membership will play a critical role in the culture and traditions of Green Valley Baptist Church by cultivating and transmitting shared ideals and beliefs. Membership is made up of “coreligionists”.

Prospective new members making application for membership in Green Valley Baptist Church shall consult with the Pastor, and concur with Baptist Faith Messages.

All individuals desiring membership must meet the above requirements and adherence to Green Valley Baptist Church’s Constitution/By-laws, Statement of Faith on Marriage and Human Sexuality, Statement of Faith on Abortion, Mission Statement, Purpose Statement, policies and discipline.

**Responsibilities of Membership**

Each member of Green Valley Baptist Church is responsible to obey the commands of God’s Word, as set forth in the Scriptures, in demonstrating a growing, maturing relationship with Christ; being actively involved in service to the Body of Green Valley Baptist Church with their respective gifts and abilities; faithfully and regularly bringing their tithes and offerings to support Green Valley Baptist Church; and aggressively seeking to evangelize and minister to a lost world.

Green Valley Baptist Church members are responsible to abide by the faith and practices as expressed in this Constitution/Bylaws and submit to the policies and procedures duly developed in support of this Constitution/Bylaws.

Green Valley Baptist Church expects great things from its members as they grow more like Christ, serving others in His name and with His love. Members should strive to live lives of moral purity and strive to never expose the name of Christ to shame or harm the ministry of this Church by an unacceptable lifestyle.

**Discipline, Mediation, and Removal**

Green Valley Baptist Church shall have the sole right to determine who is a member of good standing in the church, and to discipline its members.

It is the responsibility of the designated authority, as discussed in *Acts 20:28-31*, to “be on guard for themselves and all the flock among which the Holy Spirit has made them overseers to shepherd the church of God which He purchased with His own blood.” As is consistent with church tradition, shepherding includes both the care and correction of the sheep. *(Job 36:10; Gal 6:1*)

If sin is allowed into the *Body of Christ*, the purity of Green Valley Baptist Church is seriously impacted. Since God’s word is the standard of church government, church leadership will be held responsible and accountable on the day of Jesus return. All discipline is ultimately done for God’s glory just as believers are to glorify God in their body.

To the world, discipline seems wrong but the opposite of love is not hatred but indifference and so if God did not care about us, He would never discipline us. This same principle applies to members of the church, *the Body of Christ*. Paul said a little leaven leavens the whole lump (*Galatians 5:9*) which means that sin that is not repented of, becomes systemic and spreads and affects the whole body (*1* *Corinthians 5:6*). Jesus warned the disciples about the legalistic, pharisaic leaven that can easily spread (*Mark 8:15*). Having seen that discipline is done by God in love and for the best interests of the believer, the same principle applies to Green Valley Baptist Church members who exhibit a continuing, unrepentant lifestyle of sin in regard to doctrine or conduct shall be dealt with according to the biblical process of church discipline.

**The Purposes of Church Discipline**

1. To bring glory to God and enhance the testimony of the flock.

*(2) To restore, heal, and build up sinning believers (*Matthew 18:15; 2 Thessalonians 3:14- *15; Hebrew 12:10-13; Galatians 6:1-2; James 5:20*)

(3) To produce a healthy faith, one in sound doctrine (*Titus 1:13; 1 Timothy 1:19-20*)

(4) To win a soul to Christ, if the sinning person is only a professing Christian (*2 Timothy 2:24-26*).

(5) To silence false teachers and their influence in the church (*Titus 1:10-11*)

(6) To set an example for the rest of the Body of Christ and promote Godly fear (*1 Timothy 5:20*)

(7) To protect Green Valley Baptist Church against the destructive consequences that occur when churches fail to carry out church discipline. If Green Valley Baptist Church fails to carry out church disciple, it will experience four losses.

1. **The loss of purity** : Church discipline is vital to the purity of the local body and its protection from moral decay and impure doctrinal influences.
2. **The loss of power:** Sin in the life of Green Valley Baptist Church grieves the person of the Holy Spirit and quenches His power. If sin remains unchecked by the loving application of church discipline in a body of believers, the Holy Spirit must abandon such a church to its own carnal resources. The unavoidable result will be the loss of the Lord’s blessing until the sin is dealt with.
3. **The loss of progress:** If Green Valley Baptist Church refuses to practice church disciple, the church will see its ministry decline. The church may want to grow and reach out and it may try all kinds of stop gap measures, promotional campaigns, and programs in an attempt to turn things around, but if there is sin in the camp, it will all be to no avail. (*Revelation 2:5; Revelation 3:16).*
4. **The loss of purpose:** As His ambassadors to a lost and dying world, God has called Green

Valley Baptist Church to be a holy people, a people who, standing out as distinct from

the world, proclaim the excellence of the works of God in Christ (*1 Peter 1:14-16; 1*

*Peter 2:9-15).* If this is to occur, Green Valley Baptist Church must be different from the

world and church disciple helps us to both remember and maintain that purpose.

**Steps for Discipline**

Green Valley Baptist Church members who exhibit a continuing unrepentant lifestyle of sin in regard to doctrine or conduct shall be dealt with according to the biblical model in *Matthew 18:15-19*.

The first step in this process shall be for fervent, continual prayer to be made on the behalf of the sinning member by the one who has knowledge of the sin (*James 5:16-20*). It shall also be the responsibility of any member of the body of Green Valley Baptist Church who has knowledge of a sinning member’s heresy or misconduct to reprove and seek correction and restore the sinning member in private (*Matthew 18:15-18*) and (*Galatians 6:1*). If said member does not heed this reproof, then the reproving member shall again go to the sinning member accompanied by one or two witnesses to reprove, correct, and restore. One of these should be the Pastor of the Green Valley Baptist Church since he is responsible for the membership before God (*Hebrews 13:17*).

If after reproof from the Pastor of Green Valley Baptist Church, the sinning member still fails to repent, the Pastor shall tell it to the Church Body (*Matthew 18:17*). If the sinning member still refuses to repent, the Pastor shall announce the sinning member’s public removal from Green Valley Baptist Church membership and fellowship and he or she is to be treated as an unbeliever (*Matthew 18:17-18; 1 Corinthians 5:1-13; 2 Thessalonians 3:14-15*). There shall be no appeal to any court from that decision.

However, if after removal of fellowship, the sinning individual repents, he or she shall be joyfully restored back into fellowship (*Luke 17:3-4; 2 Corinthians 2:6-9*).

If during the process of Christian discipline, the member withdraws membership voluntarily but continues in the identified sin, the church shall still be responsible to seek the sinning individual’s restoration through the process outlined in Scripture above.

The actions described in this section must at all times be carried out with a gentle, loving and humble spirit with a sensitivity to God’s timing and with the ultimate goal of glorifying God, purifying Green Valley Baptist Church, and restoring the individual.

Upon the disciplined removal of a member, the membership relationship is terminated and there are no letters of membership to forward to a church requesting the same. In rare circumstances of serious problems that may endanger other individuals or churches, Green Valley Baptist Church has a spiritual responsibility to inform another church where the former member may be attending in regard to the risks related to that former member’s participation at the church. Green Valley Baptist Church has no obligation to transfer or forward a letter of membership or a positive affirmation of the disciplined former member. Because of spiritual duties to other Christian Churches, all members of Green Valley Baptist Church understand that the Church has qualified privileges to communicate any facts of beliefs behind Green Valley Baptist Church’s decision that it cannot recommend that a former member be accepted into another Church. All members waive any right to assert any claim of wrong doing or tortious misconduct against Green Valley Baptist Church based on such communications. Both as a matter of biblical responsibility and by way of the member’s consent to these bylaws, all members waive and release Green Valley Baptist Church from any claims or liability for any alleged or actual liability to the member for such disclosures as authorized herein and protected under the First Amendment to the U S Constitution.

**Termination of Membership**

Membership may be terminated in any of the following ways:

1. Death of a member
2. Transfer to another church of like faith and order
3. Exclusion by action of Green Valley Baptist Church
4. Erasure upon request of proof of membership in a church of another denomination
5. At Green Valley Baptist Church’s discretion, inactive members may be removed from the membership on the affirmation vote of 60% of the members present and voting at any business meeting of the members where such motion is presented for vote.

It shall be the responsibility of all members to care for those who are noticeably absent from the ministry and service of Green Valley Baptist Church (*Hebrews 10:23-25*). Attention should be given to them in a spirit of loving concern as attempts are made to determine the reasons for their absence and restore him or her into the active ministry and service of Green Valley Baptist Church (Galatians 6:1).

**Religious Authority**

Green Valley Baptist Church believes that the Bible is the inspired and infallible Word of God, acting as the source of authority over morality, our beliefs, Christian lifestyle and conduct. The pastor is charged with the ministerial responsibility of Biblical interpretation and promulgating religious policy. The pastor will determine life application as well as final matters relating to church theology, philosophy, Christian practice, faith, divine truth, morality and theological and doctrinal resolutions. If any member of Green Valley Baptist Church seeks to adopt any new policy or change any existing document statements, the member must present it openly to the congregation (not for vote) while the pastor considers the ecclesiastical matter through prayer and God’s guidance.

**God**

Green Valley Baptist Church believes that there is one and only one living and true God…the eternal and triune God reveals himself to us as Father, Son and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being. (SBC basic beliefs)

**God the Father**

Green Valley Baptist Church believes that God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purpose of His grace…God is Father in truth to those who become children of God through faith in Jesus Christ. (SBC basic beliefs)

**God the Son**

Green Valley Baptist Church believes that Christ is the eternal Son of God. In his incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary…He honored the divine law by His personal obedience, and in His substitutionary death on the cross, He made provision for the redemption of men from sin. (SBC basic beliefs)

**God the Holy Spirit**

Green Valley Baptist Church believes that the Holy Spirit is the Spirit of God, fully divine. He exalts Christ, He convicts men of sin, of righteousness and of judgement…He enlightens and empowers the believer and the church in worship, evangelism, and service. (SBC basic beliefs)

**Man**

Green Valley Baptist Church believes that man is the special creation of God, in His own image. He created them male and female as the crowning work of His creation. By his free choice, man sinned against God and brought sin into the human race. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore every person of every race possesses dignity and is worthy of respect and Christian love. (SBC basic beliefs)

**Salvation**

Green Valley Baptist Church believes that salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, and glorification. (SBC basic beliefs)

**God’s Purpose of Grace**

Green Valley Baptist Church believes that election is the greatest purpose of God, according to which He regenerates, justifies, sanctifies and glorifies sinners. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit will never fall away from the state of grace, but shall persevere to the end. (SBC basic beliefs)

**Church Officers**

All who serve as Officers of Green Valley Baptist Church, and those who serve on Green Valley Baptist Church Committees, shall be members of Green Valley Baptist Church. The Officers of Green Valley Baptist Church shall be the Pastor, the Church Staff, Minister of Records, Minister of the Treasury, the Deacons and the Trustees.

Green Valley Baptist Church’s mission includes instructing, supervising, and providing a moral example for members and non-members alike, particularly as its staff and volunteers convey Green

Valley Baptist Church’s religious message and carries out its mission. “Green Valley Baptist Church and its members draw much of their emotional enrichment from close ties with others.” Therefore, all volunteers, staff members, and leadership play a critical role in the culture and traditions of Green Valley Baptist Church by cultivating and transmitting shared ideals and beliefs, thereby fostering a religious environment that propagates Green Valley Baptist Church beliefs by joining in a common religious endeavor.

Green Valley Baptist Church places its faith in the hands of its ministers, administrators, officers, employees, and volunteers. For this reason Green Valley Baptist Church exercises complete control over the selection of those who will personify its beliefs. Green Valley Baptist Church effectively shapes its own faith and mission through said appointments.

**Pastor**

The Pastor of Green Valley Baptist Church, as the religious authority answering only to God, is responsible for leading the Church to function as a New Testament Church. The Pastor will lead the congregation, the organization, and the Church Staff to perform their tasks. The pastor will be the religious authority who will under the direct leadership of the Holy Spirit, must interpret all Scripture, Canonicity and be charged with promulgating and enforcing the conformity of belief and practice. The pastor, as the religious authority, is charged with promulgating, interpreting, and enforcing the resolution of any and all theological controversies and internal disputes. The Pastor is the final authority on the Statements of Faith, Mission, and Purpose. The pastor is responsible to God and Green Valley Baptist Church body for enforcing all standards of morality and conduct.

The Pastor is the leader of pastoral ministries in the Church. As such, he as the religious authority under the direct leadership of the Holy Spirit works with the Deacons and Church Staff to:

1. Lead Green Valley Baptist Church in the achievement of its mission
2. Lead Green Valley Baptist Church in the achievement of its purpose
3. Lead Green Valley Baptist Church in leading, reproving and disciplining members and ministers as stated in the section on membership and discipline
4. Lead Green Valley Baptist Church in worship
5. Unite with the Deacons to minister to the sick, poor and widows
6. Lead Green Valley Baptist Church’s Property Committee in usage
7. Must meet the requirements found in 1 Timothy 3:1-7

**Church Trustees**

Green Valley Baptist Church Trustees shall be selected and approved by the Church membership, and will serve as a business advisory committee to the Green Valley Baptist Church body. Green Valley Baptist Church’s trustees shall be responsible for the day to day management of the business affairs, such as selecting a monetary depository (banks or other financial institutions), negotiation of certificates of deposit, terms of loans, purchase of property, negotiation of construction contracts, and such other business as may become necessary, but only such affairs as are authorized by a majority of the Green Valley Baptist Church membership present and voting. Therefore, any such business as mentioned above, should be taken to the trustees before presentation in a business meeting.

**Deacon Ministry**

The word “deacon” in the New Testament literally means “servant”. Deacons are not administrators or directors of Green Valley Baptist Church. They are servants of the church. The function of the deacon body of Green Valley Baptist Church shall be to assist the pastor in the pastoral care of the congregation. The deacons shall be responsible for the arrangements necessary for observing the Lord’s Supper.

New deacons will be ordained as deemed necessary upon selection by the pastor and active deacons. All nominees and active deacons must be qualified according to the Scriptures, as stated in Acts 6:1-6 and 1 Timothy 3:8-13.

Any active deacon that does not continue to meet the requirements of the deacon ministry may be placed on the “inactive” status until reinstatement may occur or that deacon requests to be removed from deacon status.

**Moderator**

The moderator shall be the Pastor. The moderator shall preside at Green Valley Baptist Church business meetings and, by consultation with other church leaders, develop an agenda for church business meetings. An Associate Pastor or Chairman of Deacons shall substitute for the Pastor at such meetings, as needed.

**The Minister of the Records**

The Minister of Records shall maintain Green Valley Baptist Church membership records, maintain all minutes from business meetings, prepare agendas for the church’s business meetings, keep minutes of the church business meetings, distribute minutes of previous business meetings, prepare an annual report to the Southern Baptist Church Association, and perform such duties as may be appropriate to the office. The Minister of Records shall maintain records annually, including regular updates. The Minister of Records is tasked with performing these duties according to the Word of God and biblical standards as drawn from the Holy Scripture.

The Minister of Records shall be elected to a one-year term, but may be re-elected to successive terms.

**Minister of the Treasury**

The Minister of the Treasury shall keep an accurate account of all Green Valley Baptist Church receipts and disbursements, shall have custody of all funds, and make payments as authorized by Green Valley Baptist Church or its authorized officers and committees. The Minister of the Treasury shall make a monthly report to Green Valley Baptist Church as to the financial condition of the church. The Minister of the Treasury is tasked with performing these duties according to the Word of God and biblical standards as drawn from the Holy Scripture.

The Minister of the Treasury shall be elected to a one-year term and may be elected to successive terms.

**Church Committees**

The committees of Green Valley Baptist Church, including the Nominating Committee, shall be established, altered or discontinued by vote of the Green Valley Baptist Church, normally upon recommendation of the Church.

Chairpersons and other members of all church committees shall be nominated by the Nominating Committee and elected by the Green Valley Baptist Church, except as otherwise provided.

Committee members shall serve for a one year term beginning January 1, each year, except as otherwise provided. Committee members may be elected to successive terms. Approximately one-third of every committee will change each year, except as otherwise provided.

The size of each committee shall be recommended to the Church each year by the Nominating Committee, except as otherwise provided.

Recommendations for committee members made to Green Valley Baptist Church shall have first been voted on and approved by a majority of the Nominating Committee members present at the meeting during which such recommendations were presented.

**Children’s Committee**

This committee shall be responsible for all matters related to the church nursery during Church functions as needed. It shall also initiate and develop a program or activity for preschool and older children during the worship services, as needed. It shall have the authority to interpret existing policies concerning the use of the preschool and children’s facilities and to recommend new or amended policies to Green Valley Baptist Church.

**Properties Committee**

This committee shall be responsible for the care and maintenance of all real and personal property of Green Valley Baptist Church. This committee shall be responsible for keeping property in good repair, shall make arrangements for such alterations as may be voted by Green Valley Baptist Church, employ such persons as may be needed for orderly maintenance of Green Valley Baptist Church property, and shall have authority to spend the funds appropriated for such purposes. The Properties Committee shall have *no power* to buy, sell, mortgage, lease or transfer any real property without the specific authorization of Green Valley Baptist Church.

**Public Relations Committee**

This committee shall be responsible for developing and implementing programs to communicate Green Valley Baptist Church’s objectives, programs and activities to the Church members and the community. This committee will work in harmony with the Pastor of Green Valley Church. All programs must be presented to the Pastor and approved by him before implementation.

**Personnel Committee**

This committee will be responsible for all paid personnel of Green Valley Baptist Church. This committee will work with the Finance Committee to determine the rate of pay for each paid position in Green Valley Baptist Church. It shall have the authority to accept complaints concerning all paid personnel and to resolve said complaints. If said complaints involve paid personnel working directly under the Pastor, he should be involved in resolving said complaints.

**Business Meetings**

Green Valley Baptist Church shall have a regularly scheduled business meeting on the second Sunday of each month immediately following the evening worship service. In lieu of a holiday, revival, conference or other conflict, the business meeting will be held the following Sunday evening. A special called business meeting may be held after notice is given to the membership at least fourteen (14) days prior to such meeting. All active members in attendance will be eligible to vote. There will be no proxy votes cast at any business meeting. Any member who has not been in attendance at any regular scheduled church function in the ninety (90) days prior to the business meeting (or longer) will not be considered eligible to vote.

**Cooperation**

Insofar as is practical, Green Valley Baptist Church shall cooperate with, and support the Southern Baptist Association, the State Convention, and the Southern Baptist Convention.

**Church Covenant**

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of Green Valley Baptist Church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment to conduct ourselves according to the Scriptures in order to glorify God; and to be zealous in our efforts to efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling, and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover agree that when we remove from this place we will, as soon as possible, unite with some other Church where we can carry out the spirit of this covenant and the principles of God’s word.

**Bylaws and Regulations**

Green Valley Baptist Church shall make such Bylaws for its government and management of its property, for the selection and duties of its officers and ministers and their removal. It shall have the right to amend, and rescind, the Bylaws from time to time as it may deem expedient, provided that nothing in the Bylaws shall be inconsistent with the laws of the State of Texas, or this Constitution, or Scripture.

**Amendments**

This Constitution shall be amended or rescinded at any *regular* *or special called* business meeting by a two-thirds (2/3) majority vote of those present, and voting. The proposed change shall have been submitted to the members of Green Valley Baptist Church, *in writing*, at least *thirty* (30*) days* prior to the meeting.