

# SMITH BAPTIST ASSOCIATION, INC.

## CONSTITUTION

### ARTICLE I – NAME

The name of this body shall be Smith Baptist Association, Inc.

### ARTICLE II – DENOMINATIONAL COOPERATION

The Association shall cooperate with Baptist entities of like faith and practice, and hold fraternal correspondence with sister associations and conventions, as the messengers of the Association may deem proper.

### ARTICLE III – STATEMENT OF CHRISTIAN BELIEFS

The general statement of faith for the Association is any edition of the Baptist Faith and Message, adopted by the Southern Baptist Convention.

### ARTICLE IV – PURPOSE AND CORE VALUES

#### **Purpose**

The Smith Baptist Association exists to equip and serve member churches in Christian fellowship and in fulfilling the Great Commission.

#### **Values**

\* Loving Spirit \* Cooperation \* Autonomy \* Unity \* Diversity \* Innovation \* Accountability  
\* Fellowship

### ARTICLE V – MEMBERSHIP

**Section 1** The Association shall be comprised of duly elected Messengers from Baptist Churches cooperating with the Statement of Christian Beliefs set forth herein. Such cooperation shall include an attitude sympathetic with the purposes and work of the Association, financial support of the work, and participation in associational activities.

**Section 2** East church shall be entitled to four Messengers and one additional Messenger for each fifty members above one hundred to a maximum of twelve Messengers.

**Section 3** Acceptance of Messengers from petitioning churches shall be upon the recommendation of the Administrative Team to the Advisory Council and upon acceptance of such recommendation by the Messengers at any Regular Meeting of the Association.

### ARTICLE VI – MEETINGS

**Section 1** The Association shall meet in Regular Meetings two times a year in January and July at a time and place to be decided upon by the Advisory Council.

**Section 2** The Advisory Council may, when necessary, call Special Meetings. Notice of Special Meetings with the intended agenda, must be in possession of every cooperating church and messengers no later than the Saturday prior to said meeting. Notice may be given by regular mail, e-mail, or telephone. The agenda for Special Meetings is restricted to the agenda distributed in the notification.

**Section 3** The Association shall use Roberts Rules of Order Revised to conduct all meetings and business transactions in those meetings.

**Section 4** All meetings, Regular and Special, shall be called to order by the Moderator or Vice-Moderator. If neither is present the Clerk shall act as temporary presiding officer.

## **ARTICLE VII – OFFICERS**

**Section 1** The officers of the Association shall be as follows: Moderator, a Vice-Moderator, a Clerk, and a Treasurer, all of who shall also serve as corporate officers for the Association.

**Section 2** The Nominating Committee shall present a slate of candidates for the positions of Moderator, Vice-Moderator, Clerk, and Treasurer at the January meeting each year. After accepting any nominations from the floor, the Moderator will call for a vote. If there are no nominations from the floor, the slate of candidates proposed by the Nominating Committee may be declared by the Moderator to be elected by acclamation. Should there be nominations from the floor for any position, each position will be voted upon separately by a voice-vote.

**Section 3** A simple majority vote shall be required to elect officers. After the first vote, if no one candidate receives a majority of the votes cast, a second vote shall be taken with only the two candidates receiving the most votes on the first vote on the ballot. After the second vote, if no majority is received by either candidate, the presiding officer shall cast the deciding vote.

**Section 4** The presiding officer for such meeting shall be as designated in Article VI, Section 4.

**Section 5** Each duly elected officer shall take office at the conclusion of the Meeting when he or she is elected and will serve for a period of twelve (12) months, through the corresponding Regular Meeting of the next year.

**Section 6** Should any office become vacated, successor candidates shall be nominated by the Nominating Committee and presented at the next Meeting of the Association. Nominations may also be received from the floor. Upon receiving a majority vote, candidates will fulfill the unexpired term of office.

**Section 7** The Moderator, Vice-Moderator, and Treasurer shall be limited to two consecutive years of service.

**Section 8** The Moderator and Director of Missions shall be ex-officio members of the Advisory Council and any appointed committees and/or task forces.

## **ARTICLE VIII – STAFF**

**Section 1** The Director of Missions as elected by the Association will serve as the chief executive officer of the corporation. He will be responsible for the overall ministry of the Association as outlined in a job description approved by the Messengers at a Regular Meeting. The job description will include but not be limited to meeting with the Administrative Team, the Advisory

Council, and the Church Messengers.

**Section 2** The Director of Missions will seek to determine needs of the member churches each year through interviews, surveys, visits, and other means. The Director of Missions, with the input of the Advisory Council, and the help of staff, ministry assistants and task force teams, will strive to meet and/or resolve any determined needs through planning and conducting ministry as necessary to do so.

**Section 3** The Director of Missions in conjunction with the Administrative Team will recommend the hiring of necessary staff and administrative assistants to conduct the ministry of the Association. The Church Messengers shall approve hiring of said personnel at a Regular or appropriately called Special Meeting.

## **ARTICLE IX – ORGANIZATION**

The organizational structure of the Association shall consist of the Advisory Council, The Administrative Team and Task Force Teams appointed as necessary to efficiently and expeditiously fulfill the Mission Statement and Strategic Priorities of the Association.

**Section 1** The Advisory Council shall be comprised of the officers of the Association and no less than six individuals elected at large from the Association to represent the member churches.

- a. The Advisory Council shall meet a minimum of six times a year.
- b. The function of the Advisory Council is as outlined in the By-Laws of the Association.

**Section 2** The Administrative Team shall be comprised of nine members.

- a. The Administrative team shall meet monthly.
- b. The function of the Administrative team is as outlined in the By-Laws of the Association.

**Section 3** Task Force Teams may be appointed or dismissed upon recommendation from the Advisory Council and/or the Director of Missions as deemed necessary to conduct the ministry of the Association.

- a. Teams shall meet as needed to carry out the task appointed to them.
- b. The function of Task Force Teams is as outlined in the By-Laws of the Association.

## **ARTICLE X – POWERS AND DUTIES**

**Section 1** The Association recognizes the autonomy of each member church and disclaims any ecclesiastical authority over any member church.

**Section 2** The Association may not withdraw fellowship from any church without due cause. In order for the Association to withdraw fellowship, a complaint must be made against the offending church. That complaint will be reviewed by the Administrative Team. A report of its findings will be presented at the next Regular or appropriately called Special Meeting at which time the Messengers will determine if any action should be taken. A two-thirds (2/3) majority vote of the recognized Messengers present will be required to withdraw fellowship from any member church.

## **ARTICLE XI – ANNUAL REPORTS**

It shall be the duty of each member church to provide an Annual Church Profile to the Association.

## **ARTICLE XII – AMENDMENTS**

**Section 1** The Constitution may be amended by presenting changes at the July Meeting and receiving a minimum of a two-thirds vote of duly elected Messengers at the January Meeting. All amendments will require a two-thirds majority of duly elected Messengers present and voting to be enacted.

**Section 2** The By-Laws may be amended at any Regular or appropriately called Special Meeting. All amendments to the By-Laws will require a two-thirds majority of those members present and voting to be enacted.

# **SMITH BAPTIST ASSOCIATION, INC. BY-LAWS**

## **GENERAL GUIDELINES**

1. The Board of Directors for Timberline Camp and Conference Center will be nominated by the Nominating Committee, approved by the Church Messengers, and serve on a three-year rotating basis.
2. The Chairperson for the Advisory Council shall be named by the Nominating Committee.
3. The Director of Missions will make reports and recommendations for ministry to the Advisory Council.

## **I. ADVISORY COUNCIL**

**Responsibilities** The Advisory Council will ensure that strategy planning remains up to date, especially in the areas of missions, budgeting and calendar planning; recommend Associational officers; receive suggestions and coordinate plans from the DOM and Task Force Teams; make recommendations to the Messengers; appoint Task Force Teams to meet specific or temporary needs; assist the DOM in planning the January and July meetings of the Association.

**Comprised of** Moderator – Vice Moderator – Clerk – Treasurer – Association Representatives.\*\*

**Total Members** Six elected members (plus officers of the Association)

Each elected representative shall serve three years before rotating off the council for a minimum of one year. After one year the person may be nominated to serve again.

\*\*See Article IX, Section 1 of the Constitution

## **II. ADMINISTRATIVE TEAM**

**Responsibilities** This Team will oversee the administrative functions of the Association, including personnel, annual budgeting, finances, plans and policies, properties, credentials, endowment, and other administrative functions necessary for the operation of the Association.

Appoint a Nominating Committee and name the chairperson for the committee.

**Comprised of** Nine members

Each member serves three years before rotating off the team for a minimum of one year. After one year the person may be nominated to serve again.

## **III. TASK FORCE TEAMS**

**Responsibilities** Task Force Teams will be formed to focus on areas of need within the Association such as: Missions, Education, Training, Fellowship, Publicity and others as deemed necessary.

Task Force Teams will present a written and oral report to the Advisory Council at each meeting.

Task Force Teams are to keep the Director of Missions currently informed of their work.

**Comprised of** Teams will be formed of sufficient size to carry out assigned tasks.

## **IV. NOMINATING COMMITTEE**

**Responsibilities** This committee has the responsibility of presenting to the Association at each January meeting a proposed slate of candidates for the following offices: Moderator, Vice-Moderator, Treasurer, Clerk, and Associational Representatives to the Advisory Council.

This committee has the responsibility of presenting to the Association at each January and July meeting recommendations for expiring terms and other vacancies on the Administrative Team and the Advisory Council.

This committee is to name the Chairperson of the Advisory Council and the Administrative Team each year. Recommendations from this committee will be brought to the Advisory Council for review and discussion. No fewer than six individuals from this list will be presented to the Messengers to be voted on at the next Regular or Special Meeting.

**Comprised of** Nine Members

Each member serves three years before rotating off the committee for a minimum of one year. After one year the person may be nominated to serve again.