

# By-Laws of the Coryell Baptist Association

*These By-Laws were adopted by the Coryell Baptist Association on October 19, 2014 to help the Association govern itself and perform it's the tasks of its purpose as stated in the Constitution.*

## 1. ACCEPTING NEW MEMBER CHURCHES

**Section 1:** Churches desiring membership in the association shall petition the Credentials Committee at least 90 days prior to the annual meeting. The letter of petition shall include a statement of policy relative to their affiliation with the state and national conventions; a statement of faith and belief; and evidence of mission support through local, state and national convention channels. The letter of petition will also state the reasons for desiring membership in the association.

**Section 2:** The Credentials Committee will review the application of the petitioning church and when assured that the petitioning church meets all of the prerequisites, *as stated in Article IV, Section 1*, for membership will recommend the petitioning church for membership at the next annual meeting. The Credentials Committee shall recommend that a petitioning church be placed under observation for a period of one year before a final recommendation for membership is made. *Exceptions* to the one year period of observation may be made in the case of a church having been a mission of an established church of the association, *or a church with previous membership with a like association*. The Committee may recommend the one year observation period be waived **in these events** and the petitioning church admitted to the association without the one year observation period.

**Section 3:** Should the prerequisites for memberships not be met, the Credentials Committee will recommend that membership be denied to the petitioning church. In either case, the Credentials Committee will provide their findings to member churches so that may be fully informed and prepared to vote on the committee's recommendation. When voting to accept the recommendation from the Credentials Committee, a two-thirds majority of the elected messengers present and voting will be required.

**Section 4:** When, in the judgment of the association, a church becomes corrupt in faith and practice, all possible efforts, in love and concern, will be made to correct their errors. Should these conciliatory efforts fail, the association will take such action as is necessary to protect the good name and reputation of the association and of the member churches. Withdrawal of Associational fellowship is to be the action of last resort and must have a two-thirds majority of the elected messengers present and voting to be approved.

**Section 5:** Missions sponsored by the association are afforded a special relationship and as such are invited to participate in all Associational activities and events. Mission pastors and lay leaders will be eligible to be nominated for positions of service and ministry and mission members shall be welcome at all associational events. The mission may send observers to associational planning and business session, however, they are without voting privilege in associational affairs. It is the policy of the association to foster relations with mission churches and encourage them for eventual membership in the association.

## 2. MEETINGS OF THE ASSOCIATION

**Section 1. Annual Meeting of the Association.** The association shall meet annually at a place and at a date and time decided at that meeting for the forthcoming year. The membership of the association shall be represented by elected messengers from each church. Associational reports will be presented and matters of business, as appropriate, will be decided during this session. A part of the business session of each annual meeting will be the selection of the place and time of the next annual meeting. The elected messengers present at the time of the annual meeting constitute a quorum for the sake of deciding associational issues.

**Section 2; Leadership Team.** The Associational Leadership Team consists of all members of the Association Council, all pastors of member churches, and two elected members at large from each church. The Leadership Team is the association ad interim, and is authorized to transact any and all business pertaining to the association during

the interim between annual meetings. The moderator will chair the meetings of the Leadership Team and, in concert with the Director of Missions, will oversee the work of the associational ministries and committees. The Leadership Team will meet at regularly scheduled times or, when deemed appropriate, upon the call of the moderator. The meetings shall be planned to provide adequate time to communicate matters of information and concern to the membership and to allow a time of fellowship and congregational worship.

**Section 3: Special meetings.** Special Meetings of the association-in-session may be called with fourteen days' notice to the member churches. If matters arise that must be dealt with by the membership instead of the Leadership Team and are not urgent, the next regularly scheduled meeting of the association may be called into business session to decide the issue at hand. In this case, the elected messengers in attendance will constitute a quorum, providing all churches were notified fourteen days in advance of the special meeting.

**3. MESSENGERS TO THE ASSOCIATION MEETINGS.** Each member church shall be entitled to two messengers for the first twenty-five resident members and one additional messenger for every twenty-five resident members up to a maximum of ten messengers. The number of resident members in a church will be the number contained on the annual report of the church. Messengers shall be elected by their church to represent the church at the annual meeting and all other meetings for that particular associational year. *Their* election must be a matter of record and a letter attesting to their election provided to the Credentials Committee upon request.

**4. MISSION PERFORMANCE:** The association will carry out its tasks (as described in Article VI) through a program of work in order to fulfill the purpose of the Association (as described in Article II)

**Section 1. ASSOCIATIONAL COUNCIL** The Associational Council consists of the Moderator, Vice Moderator, Associational Clerk, Treasurer, Ministry Directors, other elected officers of the association, and the Director of Missions. The Council serves as the Nominating Committee; develops and implements the Association Annual Calendar; and develops the Association Budget. These will be presented at the Annual Meeting for approval.

**Section 2. MINISTRY AREAS.** Missionary Activities, Fellowship Activities and Christian Education Programs shall be called Ministry Areas.

**A. MINISTRY DIRECTORS.** Director of Missionary Activities; Director of Fellowship Activities; Director of Christian Education Activities. Each ministry area will be assigned a director, nominated by the Associational Council and then elected by the association to serve a two-year term of office. The Ministry Director bears the responsibility of serving the association with special expertise and knowledge in the Ministry Area they serve. The term of office begins immediately after the last session of the annual meeting. Ministry Directors are officers of the association and members of the *Leadership Team* They will be prepared to provide periodic reports on their activities *at meetings of the Association or when requested.*

**B. MINISTRY COMMITTEES.** The following Ministry Committees will be recommended by the Association Council each year for election at the Annual Meeting:

(a). Missionary Activities Committee: This committee will be chaired by the Director of Missionary Activities and will plan and program activities which help the Association carry out in its fullness the Great Commission. The Committee should consist of persons who have direct involvement in WMU, Brotherhood, Evangelism, and Missions Activities in their own Church. The Committee should meet regularly and present plans and activities to the Association that will help accomplish the Great Commission. The members will be nominated by the Mission Activities Director, the Moderation and the Director of Missions, to the association. There is no set number of person on the committee, and Moderator and Director of Missions as ex officio members.

(b). Fellowship Activities Committee: This committee will be chaired by the Director of Fellowship Activities and will plan and program activities which help the Association to work together in cooperation and fellowship. The Committee should consist of persons who have direct involvement in the Music Ministry, Christian Life, Deacon Ministry, Family Ministries, Pastoral Ministries Activities in their own Church. The Committee should meet regularly and present plans and activities to the Association that will help accomplish deeper cooperation and

fellowship among the Churches of the Association. The members will be nominated by the Fellowship Activities Director, the Moderation and the Director of Missions, to the association. There is no set number of person on the committee,

(c) Christian Education Activities Committee: This committee will be chaired by the Director of Christian Activities and will plan and program activities which help the Association to grow and be strengthened in the Christian faith. The Committee should consist of persons who have direct involvement in the Sunday School, Church Training, Youth Ministry, Vacation Bible School programs in their own Church. The Committee should meet regularly and present plans and activities to the Association that will help accomplish Christian Education in the Churches of the Association. The members will be nominated by the Christian Education Activities Director, the Moderation and the Director of Missions, to the association. There is no set number of person on the committee,

### **Section: 3 ADMINISTRATIVE COMMITTEES.**

(a) The Tri-Rivers Baptist Area Coordinating Committee will have three associational members who serve for the purpose of providing associational representation in the functioning and operation of the Tri-Rivers Baptist area. One of the three members will be elected as Trustee, Tri-Rivers Baptist Area, Incorporated., and will serve a three-year term

(b) The Credentials Committee shall consist of three members with the Moderator and Director of Missions as ex officio members. This committee carries out the functions outlined in Article IV of this Constitution.

(c) Other Committees or individuals may be required for special duties or for representational purposes. These persons may be appointed by the Leadership Team to perform the necessary duties.

### **Section 4. ADMINSTRATIVE OFFICERS.**

(a) Moderator. The moderator shall be elected to office by an affirmative vote of the messengers present and voting at the annual meeting. The moderator shall plan for and preside over meetings of the association.

(b) Vice Moderator. The vice moderator will be prepared to assume the duties of the moderator when necessary and will otherwise assist the moderator and will work to develop fellowship and mutual care among the member churches and church leaders.

(c) Clerk. The clerk shall record and keep in permanent form all transactions of the association *meetings* the clerk will make this information available to others when requested to do so.

(d) Treasurer. The treasurer shall be responsible for receiving, accounting, and safe-guarding and disbursing association funds. The treasurer will prepare and present periodic reports as to the financial condition of the association. The treasurer shall have authority to delegate specific tasks to the assistant treasurer with the exception of the disbursement of funds.

### **Section 5. SERVICE OF ADMINSTRATIVE OFFICERS.**

(a) Administrative officers of the association shall be nominated and elected to two-year terms of office. The term of office begins immediately after the last session of the annual meeting at which they were elected.

(b) Should an administrative officer be unable, for any reason, to finish a term of office, the moderator may appoint a replacement to serve the unexpired portion of the term or until *the Associational Council* can recommend a permanent replacement.

(c) The moderator may appoint assistant moderators for specific purposes or projects. Should the association sponsor an event that involves two or more associational ministries and a single point of coordination of that event is desired, an assistant moderator may be appointed to fill that need.

**5. ASSOCIATIONAL STAFF.** This pertains to paid and volunteer staff members who serve to handle the administrative needs of the association. Administration of the association is accomplished by the office of the Director of Missions, the moderator and by the ministry directors and committee chairpersons in their individual areas of responsibility. When it becomes necessary to establish administrative staff positions, the appropriate job descriptions and assignment of duties will be developed to meet government and employer management requirements.

**6. ASSOCIATIONAL PLANNING.** Planning by the association will be conducted by the Associational Council and Ministry Committees. When necessary, ad hoc groups will be formed for specific planning needs. Planning in the association may take the following forms:

(a) Strategy Planning - an on-going effort, focusing on rolling five-year periods. The purpose of strategy planning is to identify priority needs within the associational area and supporting strategies to meet those needs.

(b) Cooperative Planning - usually takes place based on an event where two or more ministries of the association are involved.

(c) Program Planning - is conducted by individual ministries of the association and results in an annual program of activities for a particular ministry.

## **7. RESOURCES.**

**Section 1: Financial Resources.** All moneys coming into the association will be faithfully applied to the purpose for which they were given. The treasurer of the association will prepare and distribute financial reports of sufficient detail to show the status of all funds entrusted to the association. A general accounting of funds will be made annually and presented to the association at the annual meeting.

**Section 2: Supplies and Equipment.** Supplies and equipment used in the support of association ministries and programs will normally be under the control of the ministry director or committee chairperson involved. The director or chairperson in charge shall practice good stewardship in safe-guarding associational property and economy in the use of supplies and materials.

**Section 3: Real Property.** In the event the association finds itself the owner of real property or should the occasion warrant such a purchase, the property will be received in the name of the association and a three-member board of trustees designated to fulfill the interests of the associations in respect to the property. Care will be exercised to insure that all real property taxing entities are advised and proper applications are made to exempt the property from taxes if that is consistent with the use or intended use of the property.

**Section 4: Annual Budget.** Each entity of the association that is represented by a line item in the annual budget will prepare, as instructed, and submit to the Associational Council a budget for the forthcoming year. The budget shall represent the funds required to support the work of the activity for the year. The Associational Council will assemble the various budget requests and compare the total funds requested to the expected income for the year. Through review and adjustment among the associational activities, a proposed budget will result which will be recommended to the Leadership Team for adoption at the next annual meeting. The Leadership Team will review and adjust the budget and present it to the membership for approval.

**Section 5. Amendments to the Budget.** Amendments to the budget may be made by the Leadership Team where circumstances warrant such action. Circumstances such as income exceeding that anticipated where unfunded or under-funded projects may be funded; or, internal transfers of budget funds among budget line items without raising the overall amount of the budget; or unexpected situations arise that cannot be handled through internal budget transfers, then the overall amount of the budget may be exceeded provided that sufficient income can be identified to keep the budget in balance (i.e., transfer from reserves.). These examples of circumstances in which the annual budget may be amended are not intended to be inclusive, but only representative of those that may occur.

#### **8. PARLIAMENTARY PROCEEDURE**

To provide for good order and discipline in carrying out the business of the association, all meetings will be conducted according to the procedures contained in the Robert's Rules of Order.

#### **9. ADMENDMENTS:**

These By-Laws may be amended by the Leadership Team at any of its regular meetings or special meetings with previous notice given to all members of the Leadership Team.