

Mount Baker Baptist Association (MBBA)

By-Laws

Section I: Overview

1. The Association shall meet annually to hear progress reports from the churches and the ministries of the Association; to approve the annual budget and annual calendar; to elect any officers to vacant positions that are needed to accomplish the work of the Association; to approve the organization of new ministries that the Executive Board may recommend to carry out the Mission Statement of the Association and any other business that may be necessary to the work of the Association.
2. The Association shall meet semi-annually for the purpose of electing officers of the Association to take office at the conclusion of the Annual meeting and any other business that may be necessary to the work of the Association.
3. The Executive Board shall have the power to call the Association into session at any time provided that the churches are given notice of the date, time, place and the reason for the meeting at least fifteen (15) days before the meeting. The business of the called meeting will be limited to the stated purpose.
4. The Associational Calendar shall list the meetings of the Association, the Executive Board, the Missions Development Council and any other meetings deemed good for the welfare of the Churches.

Section II: Procedures

1. Conduct of Meetings: The Business sessions of the Association and Executive Board shall be conducted in a manner consistent with the spirit of the New Testament. The Constitution and By-Laws of the Association shall be the guiding documents. The current edition of Robert's Rules of Order will guide the meetings. If there is a controversial procedure, the Moderator will appoint a parliamentarian to keep the procedures in order.

2. Reception of New Churches:

Application for fellowship must be at least ninety (90) days before the Semi-Annual or Annual Meeting of the Association.

- a. When the application is received in the Associational office, the Moderator will be notified and the Moderator shall appoint a Credentials Committee of 3 members.
- b. The Credentials Committee shall examine the applying church's statement of faith, constitution and by-laws. The Credentials Committee will deliver a copy of the Associational Constitution and By-laws, with any

other documents deemed necessary to the pastor of the applying church. The Credentials Committee will explain to the congregation the purpose and work of the Association. When the Credentials Committee and the church mutually agree to the obligations and responsibilities, the Credentials Committee will recommend that the Messengers of the New Church be seated.

c. The Moderator will call for the Messengers of the Association to approve the recommendation.

d. If there is a dissenting vote, the Moderator will ask the dissenter to meet with the Credentials Committee to hear the reason for the objection. After hearing the objection, the Credentials Committee will move to table the recommendation or to proceed with the reception of the New Church. The application must be passed by a vote of 2/3 majority of the Messengers from the Association.

e. Prior to the seating of the New Church's Messengers, the Executive Board may invite a New Church to sit in with the Executive Board and Missions Development Council meetings and to participate in the work of the Association.

No church shall be considered in fellowship with the Association until the Messengers of the Association have voted to seat the Messengers of the New Church; until such event, the New Church shall have no vote but may participate in discussion, unless the New Church qualifies as a "mission church" (see Section II, Part 3, item 4). If the New Church qualifies as a "mission church", then its representatives may have a voting role, as outlined below.

3. Quorums:

a. Annual, Semi-Annual, and Called Meetings shall have a quorum to conduct business.

(1) A quorum is defined as messengers from $\frac{1}{2}$ of the churches of the Association.

(2) Each church will elect messengers to the Association annually and certify the same to the Association in the church's report.

(3) Each church is entitled to elect two messengers for each 25 members with a limit of 10 messengers per church.

(4) Each mission church shall be entitled to elect up to a maximum of two messengers to be certified by the sponsoring Associational church. (A "mission church" is defined by the MBBA as a non-self-sustaining or not yet recognized church that has the endorsement of at least one existing

Associational Church.) The sponsoring church will approve the mission church's report.

b. Executive Board must have a quorum to conduct business.

(1) A quorum is defined as at least one elected board member representing $\frac{1}{4}$ of the churches.

(2) Each church is entitled to elect its pastor and two church members to the Executive Board.

(3) Each mission church is entitled to elect its pastor and one member.

(4) The Director of Missions, Moderator, Vice-Moderator, Clerk, and Treasurer shall be members of the Executive Board and will be included as part of their individual church's entitlement.

c. The Clerk shall certify a quorum is present before business may be conducted. Discussion may proceed without a quorum, but no business may be transacted in the absence of a quorum.

d. Visitors at the Meeting of the Association may be heard at the pleasure of the Moderator.

e. Corporate Officers:

(1) Under the laws of the State of Washington for Non-Profit Corporations, the Moderator is the President, the Vice-Moderator is the Vice-President, the Clerk is the Secretary and the Treasurer is the Treasurer. The Registered Agent of the Corporation shall be the Moderator, in the absence of a Moderator, the Vice-Moderator will be the Registered Agent.

(2) The Trustees of the Corporation shall be the Property committee.

(3) The business meetings of the Corporation shall be the same as the meetings of the Association and/or its Executive Board.

Section III: Reports

1. Each church shall submit annual reports to the Association in the format prescribed by the SBC in its Annual Church Profile. This is only a standard form for the purpose of uniform reporting. The Association may request other information in order to carry out the Mission Statement of the Association.

2. The Executive Board minutes will be submitted to the Association for approval of actions taken.

3. The Director of Missions will submit an annual report to the Association, with recommendations for work for the new Associational year.

Section IV: Officers and Employees of the Association

1. Relationship to the Association

All Officers, Employees and Missions Development Council personnel shall be members of the churches of the Association.

2. Term of Office

a. The Director of Missions, being a paid position for the purpose of coordinating and supervising the work of the Association, shall not be limited by term but will be accountable to the Executive Board.

b. The Moderator shall be elected for one term of two years.

c. The Vice-Moderator shall be elected for one term of two years. Should the Vice-Moderator assume the duties of the Moderator at the resignation of the Moderator, the person is eligible to be elected for a two-year term. A new Vice-Moderator will be elected by the Executive Board to serve until the Annual Meeting. A new Vice-Moderator will be elected at the Annual Meeting.

d. The Clerk of the Association will be elected at the Annual Meeting. The Clerk shall serve until the person resigns from the office. Notification of the intention to resign the office should be timed so that the Nominating Committee can nominate a candidate to be elected at the Annual Meeting.

e. The Treasurer of the Association will be elected at the Annual Meeting. The Treasurer shall serve until the person resigns from the office. Notification of the intention to resign the office should be timed so that the Nominating Committee can nominate a candidate to be elected at the Annual Meeting.

f. The Executive Assistant of the Association is a hired position, accountable to the Moderator, and will serve as needed at the discretion of the Moderator as directed by the Association.

g. The Executive Board shall have the power to elect on an interim basis, any vacant officer or paid position as needed to serve until the next Annual Meeting.

3. Duties of the Office

a. Director of Missions shall:

(1) Coordinate and supervise the cooperative missions work of the Association, with an emphasis on:

- i. Helping churches discover their missions potential and missions opportunities
- ii. Encouraging Associational churches to participate in the missions work throughout the Association
- iii. Identifying resources both inside and outside the Association to help accomplish missions work

(2) Work with existing churches in the Association to promote overall health and strength of those congregations

(3) Serve as the Chairperson of the Missions Development Council

(4) Report to the Executive Board on missions opportunities identified

(5) Fulfill other duties as identified by the Executive Board and as led by the Holy Spirit

(6) Serve on the Executive Board

b. Moderator shall:

(1) Call to order and preside over the meetings of the Association

(2) Preside over the meetings of the Executive Board

(3) Appoint from the Executive Board:

- i. Nominating Committee
- ii. Budget/Finance Committee
- iii. Block Party Trailer Committee
- iv. Property/Trustees Committee
- v. Other committees as prescribed by the Constitution and By-Laws

(4) Serve as ex-officio member of all committees and councils

(5) Organize the Executive Board into committees or task forces for the purpose of carrying out the Purpose and Mission Statements of the Association

(6) Serve as an advisor to the Director of Missions

a. Vice-Moderator shall:

(1) Serve in the absence of the Moderator as the presiding officer at the meetings of the Association and Executive Board.

(2) Serve as advisor to the Moderator and the Director of Missions

b. Clerk shall:

(1) Keep full and accurate records of all meetings of the Association and Executive Board.

(2) File and keep all papers considered important to the Association.

(3) In the absence of an Executive Assistant, is responsible for the Annual Book of Reports of the Churches.

(4) Serves as an advisor to the Director of Missions

c. Treasurer shall:

(1) Accept all funds received for the Association.

(2) Disburse all funds in accordance with adopted budget, upon receipt of a bill, or voucher properly authorized.

(3) Keep accurate records of receipts and disbursements.

(4) Report to the Semi-Annual and Annual Meetings and the Executive Board Meetings

(5) Serve on the Budget/Finance Committee

(6) Serve as advisor to the Moderator and Director of Missions

d. Executive Assistant shall:

(1) Perform administrative functions related to the work of the Association

(2) Work with the Director of Missions and the Moderator to communicate

Associational news, calendar events, and other important items to the Associational Churches

(3) Fulfill any appropriate additional duties as requested by the Moderator under the direction of the Association.

Section V. The Executive Board

1. Relationship to the Association

a. The Churches of the Association elect the members of the Executive Board (see Section II, Heading 3, Part b, Items 2 and 3 of the By-Laws). The Executive Board will meet regularly between the sessions of the Association to hear reports from ministries of the Association and to take actions consistent with the directives of the Annual and Semi-Annual Associational Meeting.

2. The Powers of the Executive Board

- a. To act in behalf of the Association as authorized by the Messengers at the Semi-Annual and Annual Meetings.
- b. To recommend to the Association activities to carry out the Purpose and Mission Statements of the Association.
- c. To adjust the Budget to reflect current income.
- d. To adjust the Annual Adopted Calendar.
- e. To make recommendations to the Nominating Committee for the selection of a Director of Missions and an Executive Assistant candidate, as needed.
- f. To fill personnel vacancies, on an interim basis, in the work of the Association between sessions.
- g. To call the Association into special session as provided by the By-Laws.
- h. To intentionally promote regular fellowship between pastors (e.g., through Christmas fellowships, monthly breakfasts/dinners, etc.) and between churches (e.g., 5th Sunday Sings, etc.).

Section VI. Missions Development Council

1. Relationship to the Association

a. Missions Development Council will consist of representatives from each of the cooperating churches and mission churches. Each church and mission church will elect one qualified candidate to represent their church on the Mission Development Council. (By definition, “qualified candidates” can be any church member in good standing, with the exception of the Senior Pastor.) The candidates will be voted on by the Association at the Semi-Annual or Annual Meeting. These candidates will serve for a term of two years. In the event a church’s representative position becomes vacant prior to the completion of the two-year term, the church shall nominate a replacement representative, submitting that nomination to the Executive Board for approval; the newly-appointed representative will serve for the remainder of the originally-voted-upon two-year term.

If a mission church joins in the work of the Association mid-year, that church may nominate a representative to the Missions Development Council, submitting that nomination to the Executive Board for approval; the newly-appointed representative’s term shall be congruent with the terms of the other representatives on the Missions Development Council.

b. The Purpose of the Missions Development Council will be to assist the Director of Missions in surveying the needs and plans of the Associational churches in carrying out the Great Commission of Christ. Based upon these findings, the Missions Development Council would – with guidance and direction from the Director of Missions– recommend councils, task forces and ministries for the following year. These surveys should be taken quarterly along with a current review of work being done. The Executive Board would review the plans before the Annual Meeting for the approval by the Association.

c. While the Mission Development Council will consist of elected representatives from each of the cooperating Churches, the Nominating Committee will nominate leadership for any additional councils, task forces and ministries recommended by the Missions Development Council. This leadership will serve for a term of two years, will recommend required budget allocations for identified missions opportunities and will make an annual report to the Association during the Annual Meeting.

d. The Director of Missions, with input and direction from the members of Missions Development Council, will recommend Associational events to the Executive Board for the purpose of planning and coordinating the Associational events.

2. Organization of the Missions Development Council

a. The Director of Missions will chair the Missions Development Council.

- b. The Moderator will chair the Missions Development Council when the Office of Director of Missions is vacant.
- c. The Missions Development Council will meet at least four times a year or as often as needed to coordinate the work of the Association.
- d. The Missions Development Council, along with the Moderator, will recommend an Annual Calendar of Events.

Section VII. Administrative Task Force

1. Budget/Finance Committee

- a. The Moderator will appoint the Budget/Finance Committee, consisting of 3-5 members, from the members of the Executive Board and/or from qualified fellow church members of the Executive Board representatives. ("Qualified fellow church members" shall be defined as members in good standing at an Associational Church who are not currently serving on the Executive Board.) These Committee members will be appointed at the first Executive Board meeting after the Annual meeting.
- b. The first person appointed is the pro-tem or provisional Chairperson.
- c. The Director of Missions and the Moderator are exofficio members of the Committee.
- d. At the first meeting after the Annual Meeting, the Committee will elect the Chairperson
- e. The Treasurer will serve on this Committee.
- f. The Committee will receive proposals from the Executive Board.
- g. The Committee will propose an annual budget to the Association.
- h. The Committee shall have the power to adjust budget items to meet emergency needs or requests. The adjustments will be reported to the Executive Board at the earliest meeting.

1. Nominating Committee

- a. The Moderator will appoint the Nominating Committee, consisting of 3-5 members, from the members of the Executive Board and/or from qualified fellow church members of the Executive Board representatives. ("Qualified fellow

church members” shall be defined as members in good standing at an Associational Church who are not currently serving on the Executive Board.) These Committee members will be appointed at the first meeting of the Executive Board after the Annual Meeting.

b. The Director of Missions and the Moderator are exofficio members of the Committee.

c. The first person appointed is the pro-tem or provisional Chairperson.

d. The Committee will nominate personnel to fill vacant positions not appointed at the Semi-Annual or Annual Meeting. These recommendations will be voted on by the Executive Board at the next occurring Executive Board meeting, with elected officials and personnel serving in an interim capacity until an official recommendation can be brought before the Association at the Semi-Annual or Annual Meeting, whichever occurs first.

e. The Committee will nominate personnel to fill vacancies due to resignations.

f. The Committee will nominate personnel for Associational Officers and Employee positions.

g. The Committee will nominate personnel members of the Property/Trustees committee.

2. Block Party Trailer Committee

The Block Party Trailer (BPT) was purchased from the funds received after the sale of the Mount Baker Baptist Camp. Like the Camp, its purpose is to be used to glorify God as we engage the people that live within our communities.

a. The Moderator will appoint the BPT Committee, consisting of 3-5 members, from the members of the Executive Board and/or from qualified fellow church members of the Executive Board representatives. (“Qualified fellow church members” shall be defined as members in good standing at an Associational Church who are not currently serving on the Executive Board.) These Committee members will be appointed at the first meeting of the Executive Board after the Annual Meeting.

b. Each individual elected to serve on this Committee must be a member of a church in the Mount Baker Baptist Association.

c. Each person must be willing to serve on the Committee in the following ways:

1) Attend Annual and Semi-Annual Meetings

2) Attend Executive Board meetings

3) Be responsible for coordinating the maintenance and distribution of the BPT

4) Suggest policies regarding the BPT

5) Schedule training on the operation of the BPT

d. The term on the Committee is for two years. The Nominating Committee will nominate a person to fill an incomplete or vacant term.

3. Property/Trustees Committee

a. The Property/Trustees Committee will oversee any property and lease agreements of the Association

b. The Association shall elect a Committee of three people who are each members in good standing with a cooperating church in the Association to serve as Property/Trustee Committee. The term of service shall be three years and rotate in terms of service. The senior member (i.e., the Trustee with the longest active tenure) shall be the Chairperson.

c. After the effective date of these By-Laws, the Association will elect this Committee with members: one member for one-year term, one member for two-year term, and one member for a three-year term.

d. Power and work of this Committee:

(1) The Committee has no power to purchase or sell any property belonging to the Association or to enter into any legal agreement without legal action of the Association or the Executive Board.

(2) The Committee members will sign legal documents on behalf of the Association as per instruction from the Association or the Executive Board.

(3) The Committee shall not be required to post a financial bond or be held liable for any action resulting from carrying out instructions of the Association.

(4) The Committee will have the oversight of any physical property or loan funds belonging to the Association. This will include an inventory and maintenance record of such property.

(5) The Committee shall make recommendations for the purchase of new,

or replacement equipment. When new or replacement equipment has been purchased, the Committee shall have the power to dispose of obsolete or surplus property.

(6) The Committee may be vested with other powers at the request of the Executive Board on a temporary basis.

Section VIII. Amendments to the By-Laws

The By-Laws may be amended at the Semi-Annual or Annual Meeting of the Association by a 2/3 vote of the messengers present and voting provided that such proposed amendments have been sent to the churches at least thirty (30) days before the Semi-Annual or Annual Meeting, whichever is appropriate.