

# ***Greenville Baptist Association Bylaws***

## **Article I – Name**

This body, a South Carolina non-profit corporation, shall be known as the *Greenville Baptist Association, Inc.*, and is hereinafter referred to as “the Association.”

## **Article II - Vision and Mission**

Our vision is access to the gospel for all – starting here!

Our mission: We create access to the gospel for all starting here by...

1. Reaching the unreached
2. Revitalizing churches
3. Reproducing new churches

## **Article III – Membership**

**Section A** – The Association is a self-determining fellowship of autonomous Baptist churches, which are voluntarily bound together to create access to the gospel for all – starting here.

**Section B** – Membership in the Association is held by churches. Member churches participate in the governance of the Association in two ways:

1. By sending their pastors and duly elected lay representatives to Executive Committee meetings as voting members thereof.
2. By duly electing and sending church members to regular and special Association business meetings as voting messengers.

**Section C** – An individual must be a member of a member church in order to be eligible to serve the Association in the capacity of officer, committee member, team member, or trustee upon his/her nomination and election in an Association business session.

**Section D** – Member churches shall be entitled to send voting messengers to regular and special Association business meetings as follows:

1. Three messengers for the first one hundred church members or fraction thereof.
2. One additional messenger for each additional one hundred church members or fraction thereof.
3. No church shall be entitled to more than fifteen messengers notwithstanding the above.

**Section E** – Membership in the Association shall be comprised of:

1. The churches which are members of the Association on the date of the adoption of these Bylaws.
2. Those churches subsequently admitted according to controlling provisions of the Association’s governing documents and policies.

**Section F** – Churches which are not members of the Association may apply for and be accepted into membership of the Association according to the following:

1. The Church Relations Committee shall serve as the Association membership committee.
2. Application for membership shall be made in writing and referred to the Church Relations Committee.
3. The Church Relations Committee will evaluate the applying church's eligibility for membership and make a recommendation to the Association according to any policies and procedures which the Association may, in its discretion, officially adopt in its Bylaws or otherwise, and also according to the following criteria:
  - a. The applying church must be Baptist in polity and practice.
  - b. The applying church must be found, upon examination by the Church Relations Committee, to be supportive of the Association's vision and mission.
  - c. The applying church must be found, upon examination by the Church Relations Committee, to be in general agreement with the *Baptist Faith and Message* and the purposes and intentions for which it was adopted.

**Section G** – Any member church may withdraw from the Association at its pleasure. Official notice of withdrawal should be communicated in writing to the Church Relations Committee.

**Section H** – Should it become necessary to dismiss a church from fellowship, the following process will be followed:

1. Any motion made to dismiss a church will be referred to the Church Relations Committee.
2. After prayer and study, the Church Relations Committee will bring a recommendation to The Association at either the Annual Meeting or an Executive Committee meeting.
3. The Association will approve or reject the recommendation by majority vote.

#### **Article IV – The Association**

**Section A:** The principal office(s) of the Greenville Baptist Association shall be in Greenville County, South Carolina.

**Section B:** The Association shall convene annually in October or at such time and place as may be recommended by the Annual Meeting and Worship Committee. Messengers present shall constitute a quorum.

**Section C:** A messenger shall speak no more than twice on any subject and shall confine himself to the subject under discussion.

**Section D:** The parliamentary authority of the Association shall be *Roberts Rules of Order* (latest revised edition). The moderator shall appoint a parliamentarian to serve during his term of office.

**Section E:** Special meetings of the Association may be called by the director of missions and moderator or by majority vote of the Executive Committee with at least a two-week written

notice to each church giving purpose of meeting. Messengers present shall constitute a quorum.

#### **Article V – Officers**

**Section A:** The officers of the Association are the moderator, vice moderator, treasurer, clerk, and such other officers as designated by the Association.

**Section B:** The officers shall be nominated by the Committee on Nominations and elected by the Association in annual session. The moderator is not eligible to succeed himself unless he is filling an unexpired term. The terms of service for elected officers shall begin at the conclusion of the October Annual Meeting.

**Section C:** Any officer may be removed at any time by affirmative vote of the Association in session and a two-week notice of such proposed action has been given.

**Section D:** The moderator shall serve as moderator of the Association and the Executive Committee, and shall preside over all Association meetings and ensure that order and decorum are observed. The moderator shall be ex-officio member of the Committee on Nominations. The term of office of moderator shall be one year.

**Section E:** The vice moderator shall serve as vice moderator of the Association and Executive Committee and shall preside during the absence or at the pleasure of the moderator and be ready to help wherever he is needed. He shall fill the vacancy arising from the resignation or removal of the moderator during the year. The term of office of vice moderator shall be one year.

**Section F:** The office of treasurer shall be filled by the director of missions. The duties of the treasurer are listed in Article VIII.

**Section G:** The clerk of the Association shall serve the Association in session and the Executive Committee. Responsibilities are:

1. Keep accurate records of all meetings.
2. Prepare summary of Executive Committee meetings for publication in the *Messenger*.
3. Publish annual minutes.
4. Mail Annual Church Profile to church clerks.
5. The clerk also may serve as historian

#### **Article VI – Executive Committee**

**Section A:** The Association Executive Committee shall consist of the moderator, vice moderator, clerk, treasurer/director of missions, the pastor of each church (or his designee), one other person from each church, and a representative of each mission in the Association.

**Section B:** The property and business of the Association shall be managed by the Executive Committee of the Association. Between meetings of the Association the Executive Committee

shall have the full power and authority to act on behalf of the Association except for buying and selling real estate, borrowing money, and doing all such lawful acts and things as are not by statute or by these Bylaws directed or required to be exercised and done by the Association in session. The Executive Committee shall render full report of all meetings and of all business transacted to each meeting of the Association, and a summary shall be printed in the *Messenger*.

**Section C:** The Executive Committee of the Association shall convene as needed to consider the ministries of the Association and to assist the Association staff with these ministries. The moderator or a majority of the Executive Committee members may call a special meeting with a two-week written notice giving purpose of meeting.

**Section D:** After due notice of the meeting has been given to the members of the Executive Committee, those present shall constitute a quorum.

#### **Article VII– Bylaws, Policies, and Procedures**

The Association shall have the authority to adopt bylaws, policies, and/or procedures governing all aspects of the work of the Association.

#### **Article VIII - Director of Missions**

The director of missions shall be employed for an indefinite tenure of service. The director of missions shall give guidance to the ministries, activities, and programs of the Association and shall serve as treasurer for the Association. The director of missions shall be elected by the Association at a regular or special meeting upon the recommendation of a search committee that shall be elected by the Executive Committee. The director of missions is directly responsible to the Association. Areas of responsibility are:

1. Chief administrator, planner, and resource person for the Association.
2. Ex-officio member of all teams and committees.
3. Counselor and advisor to the Association staff, ministers, and leaders of the churches.
4. Responsible for receiving the funds for the Association, administering the budget, keeping accurate records, and reporting to the Association in annual session and in Executive Committee meetings.

#### **Article IX – Administrative Committees**

**Section A:** Administrative committees are committees that have continuing functions in the total administration of the Association.

**Section B:** A person shall serve on no more than one committee of the Association unless he is a member of a special committee. A committee member shall be eligible to succeed himself. A committee member who finds he cannot serve is asked to inform the Committee on Nominations in order that he may be replaced.

**Section C:** Terms of service for elected committee members shall begin at the conclusion of the October Annual Session.

**Section D:** Special committees, teams, or task groups may be developed at any time by the director of missions and officers of the Association. These groups shall have a one-year term of service unless otherwise stated.

**Section E:** All administrative committees shall have six (6) members, unless otherwise stated, with two (2) elected each year for a term of three (3) years except the Committee on Nominations whose members are appointed as outlined in Item 4a below. Committees and their responsibilities are:

**1. Annual Meeting and Worship Committee**

- a. Working with the Association staff, this committee shall plan the program for the annual meeting for inspiration and for promotion of Association ministries.
- b. Recommend the time and place for the annual meeting.
- c. Recommend the preacher and the alternate for the annual meeting.
- d. Responsible for all arrangements for the annual meeting.
- e. Prepare and present resolutions of appreciation as appropriate.

**2. Bylaws Committee**

- a. Annually read through the Bylaws in order to keep the document current with the activities and ministries of the Association.
- b. Study any proposed change or revision and bring a report to the next meeting of the Greenville Baptist Association.

**3. Church Relations Committee**

- a. Develop the process and guidelines for the admission of new churches to the Association. The process and guidelines shall be consistent with the Bylaws and shall be approved by the Executive Committee.
- b. Recommend new churches at annual meeting or at meetings of the Executive Committee as defined by committee guidelines.
- c. Serve as a Credentials Committee if a question concerning messengers should arise.
- d. Relate to any church named in a motion of dismissal. Any motion for dismissal must be referred to the Church Relations Committee. The Church Relations Committee will report at the next annual meeting or Executive Committee Meeting.
- e. Develop a process of negotiation to be followed with churches named in motions of dismissal with a goal of reconciliation and restoration.
- f. Work with churches that are in conflict and request assistance.

**4. Committee on Nominations**

- a. The Committee on Nominations shall be composed of six members with two appointed each year for a three-year term. The outgoing moderator shall appoint the two new members, and he shall name the chair of this committee.
- b. The Committee on Nominations shall recommend to the Association the personnel of all special and administrative committees.

- c. As needed, work with the Association Staff and Team Leaders for Associational ministries.
- d. Nominate moderator, vice moderator, clerk, and historian to the Association in Annual Session.
- e. Ministry Teams may be added or deleted as needed and approved by the Committee on Nominations.

#### **5. Finance Committee**

- a. Study the financial needs of the Association.
- b. Present a proposed budget to the Association in the October Annual Meeting.
- c. Give oversight to administration of the Association budget.
- d. Care for any financial emergency by bringing recommendations to the Executive Committee of the Association.
- e. Promote the Association budget in such a way as to solicit support from all the churches.
- f. Review annual audit.
- g. Meet with the director of missions as needed.

#### **6. Personnel Committee**

- a. Develop, maintain, and implement *Guidelines for Personnel Manual*.
- b. Work with director of missions to develop and recommend salaries and benefits for Association staff to Finance Committee.
- c. Work with director of missions to prepare position descriptions and update them as needed.

### **Article X – Financial and Fiscal Policy**

**Section A:** The Association and its ministries and organizations shall operate on a unified budget. Each church shall be expected to contribute its proportionate share of the annual budget to defray the expenses of the promotional, educational, and missionary activities of the Association. Contributions on a monthly basis are requested of the churches.

**Section B:** The Finance Committee will promote the Association budget.

**Section C:** Association organizations may not solicit offerings except on prior approval of the Executive Committee.

**Section D:** The business year of the Association shall be January 1 through December 31.

**Section E:** Each year the finances shall be audited by a certified public accountant and a report made to the Executive Committee.

### **Article XI – New Work Properties and Assistance Fund**

The New Work Properties and Assistance Fund is established to allow the Finance Committee of the Greenville Baptist Association to borrow money against donated church property and administer these funds for the upkeep of these properties and for other New Work needs.

### **Article XII – Annual Reports**

**Section A:** The churches affiliated with this body shall be expected to furnish annually the information requested by the Annual Church Profile and shall endeavor to get this to the clerk no later than fifteen (15) days prior to the October meeting.

**Section B:** Each ministerial staff person employed by the Association or authorized to act as an agent for the Association shall submit an annual report giving clearly the facts of his/her ministry.

### **Article XIII – Legal Representative**

**Section A:** The moderator and clerk shall sign all legal documents as directed by the Association or its Executive Committee.

**Section B:** The moderator and clerk shall perform such other functions and duties as directed by the Association or the Executive Committee.

### **XIV – Historian**

**Section A:** Gather and preserve Association records, documents, and articles of historical importance.

**Section B:** Periodically publish articles that will make the membership more aware of our heritage.

### **XV– Amendments to Bylaws**

These Bylaws may be altered or amended by the affirmative vote of a majority of the messengers present at:

1. Any regular meeting of the Association provided a written notice is given two weeks prior to when proposed changes are to be considered.
2. Any special meeting of the Association provided the written notice of such special meeting includes a copy of the proposed changes to the Bylaws that are to be considered.
3. Any proposed changes or revisions must be in accordance with Article IX, Section E, 2b.