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BY LAWS
NEW SOUTH RIVER BAPTIST ASSOCIATION
FAYETTEVILLE, NC

ARTICLE I. RULES OF DECORUM

- 1. All business of the Association will be conducted in keeping with Christian principles.
- 2. All resolutions will be received and reviewed by the association’s Administrative Coordination Team (two weeks in advance of a messenger meeting) to consider and recommend appropriate resolutions to the messengers of the annual meeting. Resolutions may be presented during the business session of the quarterly meeting and will be referred to the resolutions committee for consideration. Final vote on the resolution shall take place at the first quarterly messenger meeting that follows the meeting of its original presentation
- 3. Proxy votes are not allowed in any meeting of the association.
- 4. The by laws of the association will always take precedent over Robert’s Rules of Order. All other situations will be governed by the current edition of Robert’s Rules of Order.

ARTICLE II - ORGANIZATION

The Association shall be organized utilizing a TEAM model providing for a more collaborative environment.

ARTICLE III – MEMBERSHIP

SECTION 1. MEMBERSHIP COMPOSITION

The association shall be composed of cooperating Baptist churches in the geographical area of the association. A cooperating church shall be any church that maintains a spirit of cooperation and supports the core values and objectives of the association.

- 1.1. The association shall be the sole determinate of its membership, admitting or rejecting churches according to the guidelines of its by-laws.

Section 2. MEMBERSHIP RECEPTION

- 2.2. Any church desiring membership in the association shall make a written request to the membership team.
- 2.3. A church, having been a mission under sponsorship by one or more member churches or by the association, may be received immediately into the full fellowship of the association with all of its rights and privileges including that of holding office and voting, if recommended

1 by the membership team and approved by a vote of the association.

2 2.4. A church, which has been a member of another association, may be
3 received immediately in the fellowship of the association with all of its
4 rights and privileges, including that of holding office and voting after the
5 following has transpired:

6 2.4.1. The reception of a letter of recommendation from the neighboring
7 association to the membership team;

8 2.4.2. A recommendation by the Ministry Support Team, and a vote of
9 approval by the association;

10 2.5. A church requesting membership without having been sponsored by a
11 member church, the association, or having a letter of recommendation
12 from another association, may be received into the full fellowship of the
13 association with all its rights and privileges, including that of holding
14 office and voting, after being under the watch care of the association
15 for a period of one (1) year, if recommended by the membership team
16 and approved by a vote of the association.

17 2.6. It will be required of any church requesting membership in the
18 association to meet with the membership team in a called assembly of
19 that church. In this meeting, the Ministry Support Team will explain the
20 core values purposes, functions, and practices of the association to the
21 requesting church. The Ministry Support Team will also examine the
22 practices, doctrines, and location of the requesting church. This
23 meeting is to take place prior to any recommendation by the
24 membership committee to the association regarding the requesting
25 church.

26 **SECTION 3. MEMBERSHIP WITHDRAWAL:**

27 Any church may withdraw from the association as they desire. However a letter
28 from the church along with a copy of the minutes of the business session held for
29 that purpose and signed by at least two church officers must be submitted with
30 the request. Dismissal will become immediate without debate.
31

32 **ARTICLE IV - MEETINGS**

33 The association shall conduct its regular and special called meetings at a time
34 and place considered suitable to carry out the worshipful work and ministry of
35 the association. Unless otherwise indicated these meetings shall be held during
36 the evening hours and at a location having the capacity to seat both messengers
37 and visitors. Furthermore each location shall make child care available and
38 provide for a time of fellowship and refreshments after the meeting.
39

40 **SECTION 1. MESSENGER MEETINGS**

41 Unless other wise specified, the association will conduct messenger meetings
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1 quarterly with the October quarter serving as its annual meeting. These meetings
 2 will be designed to inform, inspire and promote evangelism, discipleship,
 3 ministry, missions, fellowship and worship among the churches of the
 4 association.

5 1.1. The quarterly messenger meetings will be held in the months of
 6 January, April, and July, on the first (1st) Tuesday following the
 7 third (3rd) Sunday of these months.

8 1.2. The annual messenger meeting will be held in October the first (1st)
 9 Tuesday following the third (3rd) Sunday and shall consist of an
 10 afternoon session and an evening session.

11 **SECTION 1. SPECIAL CALLED MEETINGS**

12 Special called meetings may be called by the moderator, provided two weeks
 13 notice is given to the member churches.
 14

15 **SECTION 2. MESSENGERS**

16 2.1. Each cooperating church, having submitted an annual profile, may
 17 elect annually ten (10) messengers (to include the pastor) to serve
 18 at each of the three quarterly sessions, and the annual session of
 19 the association.
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21 2.2. Ten (10) messenger cards will be provided to each cooperating
 22 church prior to each messenger meeting. Messengers will complete
 23 the information requested and submit it upon arrival at the meeting.
 24

25 **ARTICLE V – OFFICERS DIRECTORS AND THEIR ELECTION**

26 The officers of the association shall be moderator, vice-moderator, recorder,
 27 clerk, treasurer, parliamentarian, and historian and any others as deemed
 28 necessary to carry out the function of the association. The moderator, vice-
 29 moderator, and executive director shall serve as the board of directors of the
 30 corporation for the association.
 31

32 **SECTION 1. ELECTION**

33 1.1. The officers shall be elected at the annual meeting of the
 34 association in October.

35 1.2. Both the moderator and vice-moderator shall be elected for two
 36 year terms and all other officers for a period of one year.

37 1.3. Term limitations for directors shall run concurrent with their office in
 38 the association.

39 **SECTION 2. MEETINGS OF OFFICERS AND DIRECTORS**

40 2.1. The directors shall meet annually on the third Thursday of
 41 September.

42 2.2. The nominees shall be contacted and nominated by the Leadership
 43 Selection Team

44 2.3. Nominations by the Leadership Selection Team shall not preclude
 45 nominations from the floor. Any person having served a term as
 46 moderator shall be ineligible for re-election for a period of one year.

- 1 2.4. All officers shall complete their work as soon as practical after the
- 2 closing of the fall session.
- 3 2.5. The newly elected officers shall assume their duties on January 1
- 4 of the year following their election.

Article VI – Ministry Teams/Groups:

Section 1. LEADERSHIP SELECTION TEAM:

- 11 **1.1.** This team shall consist of twelve (12) individuals appointed by the
- 12 Moderator and shall be composed of those who shall serve on the
- 13 Ministry Coordination Team and others at large as needed.
- 14 Persons appointed shall be made up of individuals whose gifts will
- 15 assure the vision, goals and core values of the association are
- 16 carried out.
- 17 **1.2.** This team shall serve as a screening team so that multiple teams
- 18 are not competing for the same leader or member.
- 19 **1.3.** The first order of business for this team will be to nominate officers
- 20 which shall consist of the Moderator, vice moderator, recorder,
- 21 clerk, treasurer, parliamentarian, historian and Board of Directors.
- 22 **1.3.1.** The officers shall be elected at the association’s annual
- 23 meeting.
- 24 **1.3.2.** They shall nominate chairpersons and or team leaders for all
- 25 teams and or groups.
- 26 **1.3.3.** Team leaders or Chair persons selected for
- 27 committees/groups/teams may be utilized in selecting and
- 28 contacting persons to serve as members of the groups.
- 29 **1.3.4.** Before recommending any person to a position of leadership
- 30 to the association, the group will assure that each person
- 31 has been contacted and an explanation of the duties are
- 32 covered. They shall also give them a copy of any policies
- 33 pertaining to that work, and secure the person's permission
- 34 to submit their name. Time of service of person elected will
- 35 begin on January 1 of the year following their election.
- 36

Section 2. ADMINISTRATION COORDINATION TEAM:

This team shall be composed of but not limited to team leaders from the following . . . Board of Directors, Associational Staff, Personnel, Budget and Finance Committees, Properties Management, Bylaws, Policy. The team shall be represented by a team leader who shall meet at least annually with other team leaders of the Ministry Coordination, Ministry Services, Ministry Support, and On Missions team leaders to assure the interpretation and clarification of the association’s vision is being met.

1 This team shall hold regular meetings as needed and shall meet
2 separately or together with any combination thereof in order to carry out the work
3 of the association.

4 This team works with the Ministry Coordination Team to develop the
5 infrastructure to support the ministries that accomplish the vision and core values
6 of the association.

7 Meetings held by this team shall be called for and facilitated by the
8 Executive director and or moderator of the association.

9 **2.1. Board of Directors/Officers:**

10 **2.1.1.** The Board of Directors shall consist of three (3) persons
11 and shall be elected by recommendation of the Leadership
12 Selection Team and elected by the association according to
13 these Bylaws.

14 **2.1.2.** Officers shall be made up of the following;

15 **2.1.2.1.** The Executive director of the Association shall
16 serve as President of the Corporate Board.

17 **2.1.2.2.** The Moderator of the association shall serve as
18 the vice-president and the vice moderator shall
19 serve as the secretary both of whom shall be
20 nominated by the Leadership Selection Team and
21 elected by the messengers during the annual
22 meeting.

23 **2.1.3.** They shall meet annually or as often as needed to carry out
24 their function as corporate officers.

25 **2.1.4.** The Board of Directors shall have no power to buy or sell or
26 sign on behalf of the corporation unless directed by the
27 messengers of association during a quarterly messenger
28 meeting or special called meeting which may be request, in
29 accordance to these Bylaws.

30 **2.2. Associational Staff:**

31 Associational staff be composed of qualified persons for all paid
32 staff positions as determined by the personnel committee and as
33 provided for in these Bylaws and any policies and procedures that
34 may in place.

35 **2.3. Personnel Group:**

36 **2.3.1.** The Personnel Group shall be composed of but not be
37 limited to seven (7) members.

38 **2.3.2.** They shall be responsible for recommending to the
39 Budget/Finance Group the salaries and benefits of all
40 associational staff and employees. This shall be done in
41 collaboration with the Executive and or associate director if
42 in place.

43 **2.3.3.** The Group is responsible to the association for locating,
44 interviewing and recommending qualified persons for all paid
45 staff positions, as needed. This shall be done in
46 collaboration with the Executive director if in place.

1 **2.3.4.** The group will develop and keep current job descriptions for
2 all salaried positions, maintain an organizational chart and a
3 personnel policy manual (approved by the association).

4 **2.3.5.** The personnel group is to be available to any employee to
5 hear matters they may need to discuss and do so with the
6 highest level of confidentiality.

7 **2.3.6.** This Group shall be selected by the Leadership Selection
8 Team and elected at the annual meeting of the association.

9 **2.4. Budget and Finance Group:**

10 **2.4.1.** The Budget and Finance Committee shall be composed of
11 but not limited to seven (7) members, in addition to the
12 treasurer, and the budget/finance group chairperson. They
13 shall have the responsibility of budget preparation and
14 financial expenditures of the association. These duties will
15 be carried out as follows:

16 **2.4.1.1.** A budget will be prepared and presented to the
17 July messenger's meeting for its consideration;
18 and then presented to the association at its annual
19 meeting in October for approval. The personnel
20 group of the association will recommend to the
21 budget/finance committee the salaries and
22 benefits of all associational staff and employees.

23 **2.4.1.2.** The group will meet as needed to review the
24 financial expenditures of the association.

25 **2.4.1.3.** They shall have the responsibility to make
26 decisions of expenditure priority during periods
27 when income is inadequate for all requests for
28 funds and invoices due and payable.

29 **2.4.1.4.** This group will also insure that an auditor's report
30 is presented at the first messenger meeting of the
31 association as will be practical upon conclusion of
32 the audit.

33 **2.4.2.** This Group shall selected by the Leadership Selection Team
34 and elected at the annual meeting of the association.

35 **2.5. Bylaws and Policy Group**

36 **2.5.1.** The team shall be lead by an association staff person as
37 determined by the Executive Director

38 **2.5.2.** The group shall be composed of five (5) members to be
39 selected by the team leader in collaboration with the Ministry
40 Selection Team.

41 **2.5.3.** The responsibility of this group will be to study the Bylaws
42 and Policies of the association as often as needed or no less
43 than every 5 years, and make recommendations for any
44 changes or amendments. These changes can be presented
45 at any quarterly messenger meeting of the association as
46 needed in accordance with the procedures set forth herein.

1 **2.5.4.** This Group shall be selected by the Leadership Selection
2 Team and elected at the annual meeting of the association.
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4 **Section 3. MINISTRY COORDINATION TEAM:**

5 **3.1.** The executive director will be the facilitator and leader of this team.
6 The team shall be composed of the Moderator, and persons
7 serving as team leaders for Sunday School, Discipleship Training,
8 Evangelism, Brotherhood, WMU, Youth. Other ministry team
9 leaders may be called upon to serve in an ex-officio capacity as the
10 need arises. The team shall be represented by a team leader who
11 shall meet at least annually with team leaders from the
12 Administration, Ministry Services, Ministry Support and On Missions
13 Teams, to assure the interpretation and clarification of the
14 association's vision is being met.

15 **3.2.** They shall be enlisted by the Leadership Selection Team based on
16 the gifts and passions needed for their team.

17 **3.3.** Their duties shall also include

18 **3.3.1.** Selecting a place, preacher and the order of business
19 for all messenger meetings.

20 **3.3.2.** They shall serve as a member of the Leadership
21 Selection Team.

22 **3.3.3.** It will consider, review and/or prepare
23 recommendations concerning the associational
24 program for presentation during messenger meetings.

25 **3.3.4.** It shall be the duty of this Team to meet once each
26 quarter, or as often as needed to carry out the
27 worshipful work of the association.

28 **3.3.5.** They shall prepared written reports for each messenger
29 meeting as well as give a brief verbal report at the
30 same.

31 **3.3.6.** Teams are to prepare a yearly calendar and budget for
32 their team, which is taken by the team leader to the
33 Administration Coordination Team.

34 **3.3.7.** Ministry Teams should meet annually to plan their
35 ministries according to their team's purpose, which
36 should be supportive of the association' vision, core
37 values and mission.

38 **3.3.8.** They should utilize the associational newsletter to
39 promote activities pertinent to their team and submit
40 them in a timely manner.

41 **3.4. Ministry Team/Group Members** are to be persons who have
42 similar gifts and passions for the team's ministry. Unless otherwise
43 stated in these Bylaws, they are to be enlisted by the team leader
44 working in collaboration with the Leadership Selection Team.

45 **3.5.** Additional groups and committees may be formed as the need
46 arises.

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2 **Section 4. MINISTRY SERVICES TEAM**
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- 4 **4.1.** The team leader shall be represented by an associational staff
5 person as determined by the Executive Director and shall meet at
6 least annually with the team leaders of both the Administration and
7 Ministry Coordination Teams, Ministry Support Team, and On
8 Missions Team leaders, to assure the interpretation and clarification
9 of the association's vision is being met.
- 10 **4.2.** The team leader will select group members consisting of seven (7)
11 persons or as many as needed to carry out this ministry.
- 12 **4.3.** These persons shall serve within, but not be limited to, the areas of
13 Media, Scholarship and Church Administration.
- 14 **4.4.** The team leader shall also meet with Ministry Administration or
15 Coordination Team for collaboration concerning calendar dates,
16 ministry needs, or financial request.
- 17 **4.5.** The duties of the team shall be to inform and provide information to
18 the associational churches of the areas of services and equipment
19 provided by the association for use of the churches.
- 20 **4.1.** They are to make arrangements for the maintenance of equipment
21 and make recommendations for additional equipment or resource
22 items.
- 23 **4.2.** They shall also arrange for meetings to consider special request as
24 the need arises.
- 25 **4.3.** They are to arrange for meetings with the Administration and
26 Ministry Coordination Teams as often as needed.
- 27 **4.4.** They shall meet yearly or as often as needed to carry out the work
28 of the association.
- 29 **4.5.** Budget request should be made and submitted to the
30 Administration Coordination Team in a timely manner.

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33 **Section 5. MINISTRY SUPPORT TEAM**
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- 35 **5.1.** The Team Leader shall be selected by the Leadership Selection
36 Team.
- 37 **5.2.** Group members shall consist of seven (7) members, or as many as
38 needed, who shall be selected by the team leader to serve in the
39 areas of, Minister's Emergency, Pastoral Support, New Work
40 (language groups), and Membership.
- 41 **5.3.** The team leader shall meet at least annually with the team leaders
42 of the Administration, Ministry Coordination, Ministry Services and
43 On Missions Team leaders, to assure the interpretation and
44 clarification of the association's vision is being met.
- 45 **5.4.** The team's duties shall be to facilitate assistance to the
46 associational pastors for financial aid and or other emergency

1 support as needed.

- 2 **5.5.** They shall serve to provide support to churches seeking
3 membership into the association, following the guidelines in these
4 Bylaws or any policies that may be in effect.

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6 **Section 6. ON MISSIONS TEAM**

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8 The Missions Team of the Association shall compose of seven (7)
9 person consisting of the directors of the Brotherhood, WMU, and
10 and five (5) additional persons. The team shall be represented by
11 an associational staff person as determined by the Executive
12 Director, as team leader and meet at least annually with other team
13 leaders of the Administration, Ministry Services, Ministry Support,
14 to assure the interpretation and clarification of the association's
15 vision is being met.

- 16 **6.1.** They shall be selected by the Ministry Coordination Team and
17 elected by the association.
- 18 **6.2.** The Missions Team of the association shall serve to provide for
19 mission opportunities that support the Great Commission and the
20 Acts 1:8 JJSE² challenge.
- 21 **6.3.** They shall keep the association's churches informed of needs
22 arising from disasters and of other opportunities for mission
23 service and involvement locally, regionally, nationally and world
24 wide.
- 25 **6.4.** They shall serve to provide guidance and support to the language
26 groups in the association.
- 27 **6.5.** They shall meet quarterly or as often as needed with language
28 group pastors and or leaders, and serve as both an encouragement
29 and accountability group for the ongoing ministry of the language
30 groups.
- 31 **6.6.** They shall receive reports from and to be advised of any needs the
32 groups may have.
- 33 **6.7.** They shall forward these reports with comments or concerns, to the
34 Administration Coordination Team and arrange for meeting with
35 them as needed.
- 36 **6.8.** They shall provide written reports to the association for quarterly
37 reporting.
- 38 **6.9.** Budget request should be made and submitted to the
39 Administration Coordination Team in a timely manner.
- 40 **6.10.** They shall submit written reports for the quarterly and annual
41 messenger meetings, and submit budget request to the
42 Administration Team in a timely manner.
- 43 **6.11.** They shall coordinate the use of the association's shower and
44 laundry unit and assure its proper upkeep and its policies are
45 adhered to.
- 46 **6.12.** They shall meet quarterly or as often as needed to carry out this

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work.
6.13. They shall work in collaboration with the Administration and Ministry Coordination teams.

Section 7. Team Leaders / Group Members Election, Terms and Duties

- 7.1.** Team Leaders shall serve and be elected by the association for 3 year terms.
- 7.2.** Team group members, unless otherwise stated in these Bylaws, shall be selected and serve at the request of the team leader and not be subject to election by the messengers of the association. Group members are to be selected with collaboration of the Ministry Selection Team.
- 7.3.** Team leaders, and group members may be re-elected having served their term period.
- 7.4.** All teams shall be subject to the guidelines found in the Association’s Policy and Procedure Manual.

Article VII - Governing Rules Of Procedure

Robert's rules of order shall be followed as the association's rules for conducting its deliberative assemblies except as the association prescribes otherwise. An association parliamentarian shall be appointed by the moderator and shall serve until such time that the said person is unable or unwilling to serve. In such an event, or upon the request of the Administrative Coordination Team, the moderator shall appoint a replacement whether temporary, or permanent. In all cases a parliamentarian shall be present or appointed at all messenger meetings.

Article VIII - Amendments

Amendments to the by-laws may be made at any of the quarterly messenger meetings so long as they are presented in writing at said meeting during the business session at any of the quarterly meetings. Amendments not coming from the Administrative Coordination Team, will be referred to them for consideration and collaboration with its author. Final vote on the amendments shall take place at the first quarterly messenger meeting that follows the meeting of its original presentation. and approved by a majority of the messengers present and voting.

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