

# PENSACOLA BAY BAPTIST ASSOCIATION

## ARTICLE I

### Procedure for Admission of Churches

**Section 1** - Admission of Churches: Each church seeking admittance to the Association shall send its petition to the *Constitution and Bylaws/Credentials Team*.

**Section 2** - After receiving the petition, the committee shall visit the church in a called assembly of that church. The committee shall explain to the members the purpose, function, beliefs and practices of the Association and shall examine the structure, practices, doctrine and location of the church.

**Section 3** - On the basis of the information thus gained the committee shall make its recommendations to the Executive Committee with regard to the admission of the church. The *Constitution and Bylaws/Credentials Team* shall report to the Annual Session of the Association about any churches petitioning for admission to the Association.

**Section 4** - Upon acceptance of the recommendation by the Executive Committee, the petitioning church shall be accepted on a watchcare basis for a period of one year from the date of action by the Executive Committee. The *Constitution and Bylaws/Credentials Team* shall continue to work with the petitioning church during this one year watchcare period to evaluate the church's cooperation with the Association. If during this watchcare period the church cooperates with the Association in work and spirit, the *Constitution and Bylaws/Credentials Team* shall recommend that the CHURCH BE ADMITTED AS A FULLY PARTICIPATING CHURCH. During the watchcare period, the church shall be listed in the Association reports and minutes.

**Section 5** - Churches constituted from Missions sponsored by a member church, may be accepted into full membership immediately upon making a petition; provided such is recommended by the member church which sponsored it as a Mission and upon a favorable vote of the Executive Committee or Annual Session.

## ARTICLE II

### Duties of Officers

**Section 1** - Moderator: The Moderator shall preside over all meetings of the Association and Executive Committee, and perform all duties common to such office.

**Section 2** - Vice-Moderator: The Vice-Moderator will serve one year and then become the Moderator the following year. He shall preside over any meeting of the Association or Executive Committee in the absence of the Moderator or at the request of the Moderator.

**Section 3** - Clerk: The Clerk shall keep correct minutes of all proceedings of the Association and prepare the same for publication, and shall maintain a file of the printed minutes of each session of the body and shall deliver the same to the successors in office. In the absence of the Moderator and the Vice-Moderator, the Clerk shall call the meeting to order for the purpose of electing a Moderator Pro-Tem.

**Section 4** - Treasurer: The Treasurer shall have charge of all funds, disbursing funds as directed by this body or its Executive Committee. He shall make an annual report of all receipts and expenditures, and such other reports as may be requested by the Finance Committee or Executive Committee.

**Section 5** - Parliamentarian: The Parliamentarian shall determine the legality of any point in question and shall decide parliamentary procedure on questions not covered by the charter or by these By-Laws. The Parliamentarian will also advise with the Moderator on procedure.

## ARTICLE III

### Committees

**Section 1** - Executive Committee: The Executive Committee shall be composed of all officers of the Association; the pastors of the churches that are members of the Association; the pastors of missions sponsored by churches of the Association; and one additional member from each church of the Association, to be selected by the church. Employed associate pastors, ministers of music and/or ministers of education of the member churches will be considered as associate members of the Executive Committee. The committee shall meet *quarterly*. Twenty members shall constitute a quorum. This committee shall act for the Association in all matters not otherwise provided for between annual sessions.

**Section 2** - Administrative Committee of the Executive Committee: This committee shall be composed each year of the Moderator; Vice-Moderator; Clerk; Treasurer; the Chairpersons of the following committees: Stewardship/Finance, Properties, *Constitution and Bylaws/Credentials* and Personnel; and *six (6)* Executive Committee members nominated by the Nominating *Team*. The Moderator shall serve as Chairperson and the Clerk shall serve as Secretary.

The Administrative Committee of the Executive Committee shall meet at the call of the Moderator, or in his absence, the call of the Vice-Moderator. The committee shall act in situations for and on behalf of the Executive Committee between meetings of the Executive Committee. For any action to be taken the Moderator or Vice-Moderator must be present with an overall quorum of *seven* committee members, which quorum of *seven* must contain *four* persons other than the Moderator, Vice-Moderator and Clerk.

The committee shall give a detailed explanatory report of any action taken at the immediately following meeting of the Executive Committee, and these records shall be kept on file in the Association office. Verbal reports will be given to the Executive Committee as appropriate.

**Section 3 - Perennial Ministries Teams:** All Ministries *Teams* shall be made up of six members, set up on a rotating basis with one-third of the members being replaced each year. Members of these committees shall be nominated by the Nominating *Team* and elected by the Association to serve for three-year terms, and shall not be eligible to succeed themselves until one year has expired. A person elected to fill an unexpired term of one year or less may succeed himself. No person shall serve on any two of these *Teams* simultaneously. The chairman of each *Team* shall be nominated by the Nominating *Team*.

Any person being on a committee who is absent from three regular meetings in succession, without just reason, will be considered to have resigned from that *Team* and the *Team* will instruct the Nominating *Team* to select a replacement for that member.

A quorum for any committee meeting will be three members present.

(1) **The Baptist Collegiate Ministries Team** shall serve as a liaison between the Association and Baptist student organizations of the schools in the area. They shall advise, encourage, and assist the BCM leadership, and shall recommend funds to be budgeted for BCM work.

(2) **The Constitution and Bylaws/Credentials Team** (a) Shall make regular studies of the Charter, Constitution, and By-Laws and shall recommend any changes deemed necessary. They shall study all proposed revisions or amendments submitted in accordance with Article VIII of the Charter, shall edit such proposals for clarity, and shall recommend to the Association the acceptance or rejection of the proposals. (b) Shall counsel with churches desiring admission to the Association as prescribed in Article I - Admission of Churches - and shall conduct its activities as set out in that Article.

(3) **The Personnel Team** shall function in matters related to the employed personnel of the Association. They shall: Recommend for employment and dismissal all Association personnel, following guidelines outlined in the Staff Manual (latest revision). Recommend to the Executive Committee: staff personnel, policies, salary, benefit schedules and job descriptions, and serve to counsel with those employees who desire this, or with whom it becomes necessary. Annually review the Staff Manual and revise as necessary. Present all needs, personnel decisions and policy changes to the Executive Committee. Conduct an annual evaluation (performance review) for the Director, and assure that evaluations are conducted on all other staff and employees.

(4) **The Properties Team** shall be responsible for general maintenance of the property of the Association.

(5) **The Stewardship/Finance Team** shall be responsible for the preparation and promotion of the Association budget, the enlistment of the churches in support of the budget, the determination of procedures for handling and disbursing Association funds, and advising the treasurer as needed. Either an annual review of the Association's financial accounts, or an annual audit is to be made at their direction. The review committee or auditor shall be selected and engaged prior to September 30 each year. A report of this review or audit shall be made at the Executive Committee Meeting in January following the Annual meeting or as soon thereafter as is feasible. The Stewardship/Finance Committee shall have authority to make emergency transfer of funds within the budget, subject to the approval of the department heads involved, and shall report any transfer made to the next meeting of the Executive Committee. They shall encourage the promotion of stewardship within the churches and shall conduct annually a stewardship clinic. They shall also encourage the churches to make adequate retirement provisions for their pastors and other staff members through the Annuity Board programs. The Association treasurer shall be an ex-officio member of the Stewardship/Finance Committee.

#### **Annual Ministry Teams:**

**The Nominating Team** shall be appointed by the Moderator; in consultation with the Director for a term of one year. **The Nominating Team** shall present nominations for all officers of the Association; and all members of *Teams*. They shall make nominations to fill all vacancies occurring among the officers, department workers, and committees. The nominations for Women's Missionary Union Director, Church Music Director, and Director of Media Services, shall be brought by the Nominating *Team*, as a matter of information, to the Executive Committee at their April meeting. These shall become part of the Nominating *Team* to assist in selecting other workers for their organizations. The report of the

Nominating *Team* shall be submitted to the Association clerk at least 30 days prior to the Annual Meeting so that it can be published in the Book of Reports.

**The Resolutions Team** shall be appointed by the Moderator; in consultation with the Director for a term of one year. The Resolutions *Team* shall initiate, prepare, and recommend to the Association such resolutions as may be deemed appropriate, both during the Annual Sessions and between sessions. They shall study and edit proposed resolutions as referred to them and shall recommend to the Association the acceptance or rejection of proposed resolutions.

#### **ARTICLE IV Qualifications**

All officers and teams/committee members of the Association shall be members of churches and church sponsored missions comprising this body (or active pastors serving in a church or church sponsored mission in this Association).

#### **ARTICLE V Rules of Order**

Robert's Rules of Order (Revised) shall be followed in the government of the affairs of this body.

#### **ARTICLE VI Amendment of Charter**

The Charter of the Corporation shall be amended by resolution adopted by a two-thirds vote of the members present and voting at any session of an Annual Meeting of the Association provided the proposed amendment is presented at a previous session.

Last Revised Annual Session October 20, 2005.