

CONSTITUTION AND BY-LAWS

CONSTITUTION

Article I Name

This Association of Churches shall be known as the Screven Baptist Association.

Article II Object and Work

Its object shall be the promotion of the Kingdom of God through the Southern Baptist Churches of the area in voluntary cooperation. Its primary concern will be the winning of the lost. To accomplish this goal, it shall urge participating churches in a program of earnest worship, prayerful living through Christian ethics and education, benevolent love and zealous evangelism.

Article III Membership

Section 1. The Association shall be composed of cooperating Southern Baptist Churches in the area of the Association. A cooperating church shall be one that maintains a spirit of cooperation and supports the objects of this Association.

Section 2. The Association shall be sole judge of its membership and may receive churches, or reject churches, according to its Constitution and Bylaws. Member churches may also withdraw as they desire by notifying said Association.

Section 3. Churches desiring membership in the Association shall apply to the Membership Committee, and if recommended by this committee and accepted by the Association, shall agree to come under the watch care of the Association for a period of one year. During this period such churches shall be entitled to all rights and privileges of the Association, except holding office and voting. At the end of one year, upon recommendation of the committee, membership within the Association of such churches shall be confirmed by vote of the Association in its regular session.

Section 4. Churches desiring membership in the Screven Association, who are in good standing in a similar Association, shall apply to the Membership Committee and if recommended by this committee and accepted by this Association shall immediately become a member of Screven Association.

Section 5. This Association shall not maintain fellowship with any church that neglects to preserve gospel order, or preserve a spirit of cooperation with the Association, or support the causes fostered by the Association, or that departs from the principles of the Christian faith as taught in the Bible and believed by Baptists.

Article IV

Meetings and Messengers

Section 1. The Association shall meet annually on the last Tuesday in October, or as the Executive Committee may determine.

Section 2. Special meetings may be called by the Moderator, provided two weeks' notice is given to the member churches.

Section 3. Each church shall be entitled to elect annually one messenger, in addition to the pastor, to a meeting of the Association for each fifty (50) resident members or fraction thereof, but not to exceed ten (10) messengers (in addition to the pastor). Each church pastor shall be automatically elected to attend the Annual Meeting. These shall constitute the voting body of the Association. The names of messengers printed in the minutes shall include only those attending and registering at the Association's annual meeting. Registration cards for members shall be provided.

Article V Duties and Authority

Section 1. It shall be the duty of the churches to report their general condition to the Association at each annual session, and to make such contributions as it may be able. The failure of any church to report for three consecutive years shall be sufficient to justify the exclusion of such church from the Association.

Section 2. The association shall regard the churches as independent bodies and shall exercise no ecclesiastical, legislative or judicial authority over them, but may, for causes satisfactory to itself, exclude any church which it may regard as disorderly or heterodox by a two-thirds vote of messengers present. It shall regard the good of all churches. It shall give advice or counsel when requested, appoint committees to promote their peace, and advise and recommend means to increase their spirituality and efficiency.

Article VI Officers and their Election

Section 1. The officers of the Association shall be Moderator, Vice Moderator, Clerk, Treasurer, and Parliamentarian.

Section 2. The officers, except the Parliamentarian, shall be nominated by the Nominating Committee for a one-year term each (Bylaw IV, Section 2c), at the April meeting of the Executive Committee, and duly elected at the annual meeting of the Association. This action shall not preclude nominations from the floor of the Association or by the Executive Committee. The Parliamentarian shall be appointed by the Moderator.

Section 3. The officers shall complete their work as soon as practical after the closing of the annual meeting. The newly elected officers shall assume, at the close of the annual meeting, all duties incumbent upon such officers relating to the work of the ensuing Associational year.

Article VII

Trustees and their Election

There shall be three trustees of the Association, one preferably a lawyer, serving terms of three years each on a rotating basis. To begin with, one shall be elected for one year, one for two years, and one for three years. On nomination by the Committee on Nominations, one new trustee shall be elected at the annual meeting for a three-year term. The expiration date of each trustee's term of office shall appear by his name in the Associational Minutes.

Article VIII The Executive Committee

The Executive Committee shall be composed of all Associational officers (Article VI, Section 1), the Director of Missions (ex-officio), General Directors of each Mission Performance Program (ex-officio), other staff members (ex-officio), each active pastor, and two members from each church chosen from its membership and certified to the Association in its annual report. The Executive Committee shall have the authority to act for the Association between sessions, except as limited by the Constitution. It shall be the duty of the committee to meet quarterly, and to make reports and recommendations to the Association at its annual meeting. Ex-officio members shall not have voting rights.

Article IX Other Committees

Section 1. The following committees shall be appointed by the Moderator at least thirty (30) days prior to the annual meeting:

- a. Committee on Committees (By-Law IV, Section 1a).
- b. Committee on Place and Preacher (By-Law IV, Section 1b).
- c. Committee on Enrollment (By-Law IV, Section 1c).
- d. Committee on Obituaries (By-Law IV, Section 1d).

The Committee on Committees shall begin serving at the close of the annual meeting and shall serve for one year. The Committee on Place and Preacher, the Committee on Enrollment, and the Committee on Obituaries shall begin their service immediately upon appointment for the forthcoming annual meeting and shall serve until their successors are appointed.

Section 2. Standing Committees. The Association shall have the following standing committees, with their terms of office beginning at the close of the annual meeting, service terms of three years each on a rotating basis, but to begin with one-third shall be elected for one year, one-third for two years, and one-third for three years. The names of any and all persons recommended for service on a standing committee shall be presented to the Committee on Committees for its consideration and/or recommendation. No committee member shall be eligible to serve on the same committee until after the lapse of one year. Names of all committee members shall be printed in the minutes, together with their terms of office:

- a. Committee on Order of Business (By-Law IV, Section 2a).
- b. Committee on Nominations (By-Law, Section 2c).
- c. Committee on Constitution and By-Laws (By-Law IV, Section 2d).

- d. Committee on Church Relations (By-Law IV, Section 2e).
- e. Committee on Resolutions (By-Law IV, Section 2f).
- f. Committee on Ordination (By-Law IV, Section 2j).
- g. Administrative Committee (By-Law IV, Section 2b)

Section 3. Special Committees may be appointed by the Moderator as deemed necessary by the Association or its Executive Committee.

Article X Organization

Section 1. Program/Ministry Teams. The work of the Association shall be carried out through various program or ministry teams which shall seek to provide practical applications to the object and work of this Association as given in Article II. The organization of the teams shall be based on needs of the churches and recommended to the Executive Committee in January of each year by the Director of Missions. Team leaders shall be elected by the Executive Committee in its April meeting prior to their term of service during the associational year, and shall coordinate plans and programs with the current respective team leaders. It shall be the duty of each team leader to report at each quarterly Executive Committee meeting and at the annual meeting.

Section 2. Planning and Coordinating Team. The primary function of the Planning and Coordinating Team shall be to coordinate associational annual planning and implement and evaluate plans approved by the Association or the Executive Committee. The Planning and Coordinating, unless otherwise directed by vote of the Association, shall have as regular members the Director of Missions, who shall be chairman, other associational staff members, Program/Ministry Team leaders, and the Moderator and Vice Moderator.

Section 3. The Association may sponsor agencies or organizations as deemed necessary for the accomplishment of its purposes, and shall elect the members of the boards of trustees to which the governance of these agencies or organizations shall be committed, subject to the direction of the Association and in accordance with the charter of the agency or organization. Such election of the members of the boards of trustees shall follow the same procedure as the election of officers of the Association (see Article VI, Sections 2 and 3). All proposed charters, or changes or amendments to charters, of agencies or organizations of the Association shall be submitted to the Association in Annual Meeting for approval before they become effective.

Article XI Amendments

Amendments to this Constitution may be made at any annual session of the Association, upon an affirmative vote by two-thirds of the voting body present. All proposed changes must first be submitted in writing to the Committee on Constitution and Bylaws at least thirty days prior to the annual session.

BY-LAWS

By-Law I Parliamentary Rules

Section 1. The latest edition of Robert's Rules of Order Newly Revised shall be followed as the Association's rules for the conduct of its deliberative assemblies, where they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Section 2. No substitute motion may be made to any motion from a committee, nor may any such motion be tabled or postponed indefinitely.

By-Law II Associational Year

The Associational year shall begin October first and close September thirtieth.

By-Law III Duties of Officers

Section 1. The MODERATOR shall preside over the meeting of the body according to the Constitution and By-Laws, and appoint the Committee on Committees, Committee on Place and Preacher, Committee on Enrollment, and Committee on Obituaries. He shall be chairman of the Executive Committee and be an ex-officio member of all other committees.

Section 2. The VICE MODERATOR shall preside in the absence or disability or at the pleasure of the Moderator, and shall be Vice Chairman of the Executive Committee.

Section 3. The CLERK shall be responsible to send annual report forms to the member churches at least a month before the Association's annual meeting, distribute at the annual meeting copies of the digest of these reports and the Book of Reports; make an accurate record of the proceedings of the Association sessions; supervise the printing and distribution of minutes to the member churches, keep on file copies of minutes, records and other documents of the Association; and serve as Secretary of the Executive Committee.

Section 4. The TREASURER shall receive and bank all funds of the Association in the name of the Association; disburse the same upon instructions from the Association, its Executive Committee, or as designed in the budget; render an accurate written report of receipts and disbursements. This report will be presented as a quarterly year-to-date financial statement showing the following: Receipts - budgeted and designated and total cash available for use with balance given; Disbursements - budgeted and designated under each category within the budget, and the balance for each given as well as the total balance. He will make a copy of the statement available to each member of the Committee on Stewardship and the Executive Committee at their quarterly meetings, provide the Director of Missions with a sufficient copies to be sent to all member churches with the bulletin (see By-Law VI, Section 3i), and have copies of the last report available for distribution at the annual meeting. He will make a listing of receipts by name of churches and other sources to be printed quarterly in the associational bulletin and mailed to the churches; his books will be kept up-to-date. The Treasurer may be assisted in his work by a Bookkeeper and/or other staff personnel.

Section 5. The PARLIAMENTARIAN shall guide and instruct the Association in its parliamentary procedure during the annual Associational meeting, during the Executive

Committee meetings, and during any and all other meetings that may be called by the Moderator. The Parliamentarian shall be a member of the Committee on the Constitution and Bylaws.

By-Law IV Duties of Committees

Section 1. Committees appointed by the Moderator:

a. The COMMITTEE ON COMMITTEES shall be composed of five members. It shall nominate all the standing committees listed in Article IX, Section 2, of the Constitution, and all other standing committees.

b. The COMMITTEE ON PLACE AND PREACHER shall be composed of three members. It shall receive or solicit invitations for the place of meeting for the next annual meeting of the Association, and shall recommend the place. It shall also recommend the preacher and an alternate for the annual sermon.

c. The COMMITTEE ON ENROLLMENT shall be composed of three members. It shall prepare for and direct the enrollment of messengers at all of the sessions of the Association.

d. The COMMITTEE ON OBITUARIES shall be composed of two members. It shall conduct a short memorial service during the annual meeting for those who departed this life in the past associational year.

Section 2. Standing Committees:

a. The COMMITTEE ON ORDER OF BUSINESS shall be composed of three members and the Moderator, Clerk, and Music Director. It shall prepare a printed program for the annual meeting of the Association which shall be sent to all persons on the program and to all pastors at least thirty (30) days before the annual meeting. It shall, in the opening of the annual meeting of the Association, present the printed program for adoption, and serve throughout the sessions when adjustments in the order of business become necessary.

b. The ADMINISTRATIVE COMMITTEE shall be composed of nine members, at least two of whom shall be pastors, plus the Treasurer. Its general responsibilities shall be to assist staff members and elected leaders in the administration of the Association. The committee shall be divided into three subcommittees. One subcommittee shall be responsible for Stewardship, and shall educate, promote, and encourage stewardship and mission support in the churches of the Association. It shall study the Association's financial needs for an adequate program, and present a budget to the Association for the following fiscal year. It shall give regular financial statements to the Association, including a written report at the annual meeting, and shall arrange for an annual audit of the Association's finances.

The second subcommittee shall be responsible for Personnel, and shall recommend persons for all salaried positions in the Association. It shall also act as liaison between staff personnel and the Association.

The third subcommittee shall be responsible for physical facilities, and shall oversee the use and maintenance of the associational building and grounds. A complete list of its duties and guidelines shall be on file in the associational office.

c. The COMMITTEE ON NOMINATIONS shall be composed of six members, and shall contact before nomination during the April meeting of the Executive Committee the officers of the Association and members of the boards of trustees of the agencies or organizations, according to Article VI of the Constitution. This committee shall recommend program / ministry team leaders to the Executive Committee during its April meeting.

This committee shall also fill vacancies which occur between annual meetings of the Association.

This committee's nominations shall not preclude other nominations from the floor.

d. The COMMITTEE ON THE CONSTITUTION AND BYLAWS shall be composed of six members, plus the Parliamentarian, and shall meet at least annually to study any changes or revisions deemed necessary in the Constitution and/or Bylaws and to make recommendations of such to the Association.

e. The CHURCH RELATIONS COMMITTEE shall be composed of six members. It shall be responsible for membership in the Association and for denominational aid to member churches and their pastors. It shall perform the duties set forth in Article III of the Constitution. Further, it shall investigate and recommend to the Executive Committee proposed aid for pastors' salary supplements, building aid, and aid for purchasing new sites.

f. The COMMITTEE ON RESOLUTIONS shall be composed of six members. It shall draw up and present to the Association resolutions of appreciation and other resolutions it or the Association may deem wise.

g. The COMMITTEE ON ORDINATION shall be composed of twelve ordained ministers. It shall assist churches when requested in the matter of examining candidates for ordination to the Gospel Ministry.

Section 3. Committee Recommendations. All committee reports with recommendations presented to the Association or to its Executive Committee must be presented in person by the chairman of the respective committee, or by an elected committee member designated by the committee chairman.

By-Law V Trustees

The duties shall be to hold in trust any property, money, endowment, or other securities of the Association, and they shall handle all legal matters of the Association or its Executive Committee.

By-Law VI Director of Missions

Section 1. His selection shall be upon recommendation of the Personnel Committee and on vote by the Association in its annual meeting, or between sessions of the Association by the Executive Committee. He shall be a member of all committees (ex-officio) and organizations of the Association in a serving and advisory capacity.

Section 2. The Director of Missions shall promote the work of the Association and denomination, cooperating with the churches, their pastors and officers, and the associational committees and organizations.

Section 3. General Duties of the Director of Missions.

a. His relationship to the organizations of the association shall be that of Pastor Advisor.

b. He shall offer his services to the churches as needs arise, and work with them upon their invitation. When his physical presence is required at church business meetings, he should be accompanied by one or more Executive Committee members.

c. He shall lead in the primary mission work of the Association in cooperation with the Missions Performance Program.

d. He shall promote the whole program of the Association, the South Carolina Baptist Convention, and the Southern Baptist convention.

e. He shall serve as ex-officio member of the committees of the Association.

f. His work shall be under the direction of the Association.

g. His compensation and benefits shall be reviewed annually by the Committee on Personnel.

h. He shall have administrative supervision of such work assigned to him by the Association.

i. He shall make regular reports to the Association through mailed bulletins.

By-Law VII Other Staff Members

The selection of other staff members shall be upon recommendation of the Committee on Personnel and on vote by the Association in its annual meeting, or, between sessions of the Association, by its Executive Committee. The Director of Missions shall supervise the work of each staff member. A statement of functions and specific job responsibilities for each staff member shall be agreed upon at the time of employment and shall be reviewed periodically by the Committee on Personnel and staff member. A copy of each job description shall be on file in the Associational office.

By-Law VIII Annual Reports

Written reports to appear in the Annual Minutes shall not exceed 300 words, except for history and statistics. Reports included in the Book of Reports shall preclude oral reports at the annual meeting. Oral reports shall be reported succinctly.

By-Law IX

Quorum

A quorum for all associational meetings, Executive Committee meetings, and all other committee meetings, shall consist of the messengers or members present.

By-Law X Amendments

Amendments to the Bylaws may be made at any annual session of the Association, upon an affirmative vote by a majority of the messengers present and voting. All proposed changes must be submitted in writing to the Committee on Constitution and Bylaws at least thirty days prior to the annual session.

Words, titles and terminology in the Constitution and Bylaws may be changed at any time to conform to current usage.

(Adopted by the Association in Annual Session, October 28, 1986, and amended by the Association in Annual Session, October 27, 1987, October 24, 1989, October 26, 1993, and October 24, 1995.)