

**BY-LAWS**  
**OF**  
**SOUTH ROANOKE BAPTIST ASSOCIATION, INC.**

**ARTICLE 1. ASSOCIATIONAL MEETINGS**

**Section 1. Quarterly Sessions** - The Association shall meet in four quarterly sessions on the third Monday of the first month of each quarter. Any necessary changes to the quarterly meeting schedule must be approved by a majority of the messengers at the meeting prior to the intended altered meeting. Notice of the changes will be given to all affiliated churches.

**Sub Section 1.** The October session shall be considered the “Annual Session”

**Sub Section 2.** Budget and Leadership selections will be completed during the “Annual Session.”

**Sub Section 3.** Each Quarterly Meeting should have a focus led by one of the Ministry Teams. All Teams are expected to give a brief report and may bring any recommendations to the messengers if submitted for the agenda as required above.

**Section 2. Messengers Registration** – All duly elected messengers must register for each session using registration cards provided by the Clerk/Secretary. Only said registered messengers are eligible to vote. Visitors are invited to register their attendance.

**Section 3. Quorum** – Representatives from twenty (20) of the affiliated churches shall constitute a quorum.

**Section 4. Order of Business** – An Order of Business shall be adopted at the beginning of each meeting of the messengers. Any changes to the Order of Business will require a two-thirds approval of the messengers. An agenda, constituting the proposed Order of Business, for each meeting will be prepared by the Meetings and Hospitalities Sub Team of the Administration Team. Any new item for consideration by the messengers must be placed on the agenda at least seven days prior to the meeting date. Each church will receive a copy of the agenda in advance of the meeting date.

**Section 5. Special Session** – A special session of the Association may be called by the Leadership Council in consultation with the Associational Missionary and the elected officials of the Association.

**Sub Section 1.** Member churches must be notified a minimum of two (2) Sundays in advance of special meetings and the purpose of the meeting is to be clearly stated. No other business can be discussed other than the stated agenda.

**Sub Section 2.** In the event of an emergency, the Administrative Team is empowered to act on behalf of the messengers to the extent of those decisions necessary to protect life and property until such time as a Special Session of the messengers may be called.

**ARTICLE 2. LEADERSHIP COUNCIL**

**Section 1. Function** - *The Leadership Council shall be comprised of the Team Leaders of the six Standing Ministry Teams, a representative of SRBA Affiliated Organizations, the Associational Missionary and the Associational Moderator who shall serve as chair.*

**Section 2. Duties**

**Sub-Section 1.** The Leadership Council serves to coordinate the directives of the Messengers of the Association through the work of its six Standing Ministry Teams. The Leadership Council does not have authority beyond that which is specifically delegated to them by vote of the messengers in the Quarterly Session.

**Sub-Section 2.** A full report of the Leadership Council shall be presented at each Session of the Association, together with plans and recommendations for the promotion and extension of the work of the Association.

**Sub-Section 3.** The Leadership Council shall meet on a monthly basis the third Monday of each month with the exception of the months in which there is a Quarterly Meeting of the Messengers. Meetings may be rescheduled or omitted upon two thirds approval of the Leadership Council at the meeting prior to the alteration.

### **ARTICLE 3. OFFICERS OF THE ASSOCIATION**

**Section 1. (Moderator and Vice-Moderator) President and Vice-President** – The President (Moderator) and/or Vice President (Vice-Moderator) shall preside at all meetings of the Association.

**Section 2. (Clerk) Secretary** – The (Clerk) Secretary shall keep an accurate record of the proceedings of the Association and shall prepare and cause to be published and distributed, as directed by the Association, minutes and statistics of the Association as soon as practical after adjournment of the Annual Session. He/she shall mail necessary forms and letters to the Clerks of the churches affiliated with the Association. Copies of the Minutes shall be mailed to the Officers, affiliated churches, to any Baptist State Convention institution participating in the Cooperative Program which requests an annual, and such other institutions and individuals as the Association may direct.

**Section 3. Treasurer** – The Treasurer shall receive all funds of the Association, deposit, and disburse them according to its order, and present a written report of the same to the Quarterly Sessions of the Association. He/she shall furnish the Administration Team Leaders and the Finance Team a monthly report. The Treasurer shall be bonded by the Association. The Treasurer may enlist the services of the Associations Administrative Assistant as needed and in consultation with the Associational Missionary.

**Section 4. Terms of Office** – The President (Moderator) and/or Vice President (Vice-Moderator) shall serve a two-year term with a limitation of one consecutive term. The Secretary (Clerk) and Treasurer shall serve a two year term with no limitation on the total consecutive years they may serve.

### **ARTICLE 4. CHURCH LETTERS**

Each affiliated church shall send to the Secretary (Clerk) of the Association prior to the annual meeting of the Association, forms furnished by the Secretary (Clerk), a full report of the church work for the church year ending September 30.

### **ARTICLE 5. ADMINISTRATIVE ASSISTANTS**

**Section 1. Trustees** – The Corporation shall hold legal titles to all properties of the Association. Three (3) trustees shall sign the necessary instruments on behalf of the corporation in connection with legal titles as directed by the Association.

**Section 2. Terms of Office** - The Trustees shall serve one three year term, but are eligible to serve consecutive terms. Trustees will be selected on an annual rotating basis.

### **ARTICLE 6. MINISTRY TEAMS**

#### **Section 1. Team Descriptions**

**Sub-Section 1. Administration Team** - The Administration Team will be responsible for day to day operational needs of the Association's organization. The Administration Team serves at the direction of the Messengers in Session. All decisions enacted by the Administration Team must have been approved in principle in prior action by the Messengers. The Administration Team will be made up of the Associational Missionary, Moderator, Vice, Moderator, Treasurer, Assistant Treasurer, Clerk and the Chairs of the following permanent Sub Teams:

Personnel Sub Team - Will handle all matters relating to Associational Staff and will make recommendations to the Messengers in session for any actions relating to Staff. The Vice Moderator of the Association shall serve as the Personnel Sub Team Leader.

Financial Sub Team - Will handle all matters relating to finances and will recommend to the Messengers in session an annual Ministry Oriented Budget. The Financial Sub Team will have an outside financial audit conducted every three years. The Treasurer and Assistant Treasurer will be ex-officio members of the Financial Sub Team.

Assets Sub Team - Will handle all issues related to the assets of the Association such as the building, properties and contents, etc.

Leadership Enlistment Sub Team - Will be responsible for seeking, recruiting and recommending appropriate leaders for the various positions of service in the association for approval by the messengers in session.

Meetings and Hospitality Sub Team - Will be responsible for arrangements and schedules, and in conjunction with the Associational Missionary and the Moderator, the programs for The Messengers in Session meetings. This sub team will also assist with the various opportunities of hospitality meals etc. for Associational functions.

**Sub Section 2. Church Strengthening Team** - The Church Strengthening Team will be comprised of those persons demonstrating a passion and giftedness in the area of assisting churches to be healthy and in pursuit of their God given vision. The Church Strengthening Team's mission is intentionally assisting churches toward developing and following God's vision and mission.

**Sub Detail A.** Any affinity groups such as the Ministers Conference, Bi-Vocational Ministers Conference or others intended to strengthen the effectiveness of church staff; lay persons or church program leaders shall exist as a Sub Team to the Church Strengthening Team.

**Sub Section 3. Impacting Lostness Team** - The Impacting Lostness Team will be comprised of those persons demonstrating a passion and giftedness in the area of evangelism development and church planting. The Impacting Lostness Team's mission is to assist churches to plant relevant, reproducing churches and to assist existing churches to be engaged in evangelistic efforts.

**Sub Section 4. Leadership Development Team** - The Leadership Development Team will be comprised of those persons demonstrating a passion and giftedness in the area of assisting churches to recruit, develop, and engage leaders who will be catalytic and engaged. The Leadership Development Team's mission is to assist churches with creative, customized development of leaders to enable church health and vitality.

**Sub Section 5. Ministry and Mission Team** - The Ministry and Mission Team will be comprised of those persons demonstrating a passion and giftedness in the area of recognizing and developing methods of ministry to meet human needs in the local community and around the world. The Ministry and Mission Team's mission is to assist churches to explore and engage in ministry and mission to the community and around the world and to assist churches to network with other churches for the outward expression of the gospel.

**Sub Section 6. Prayer Team** - The Prayer team will be comprised of those persons demonstrating a passion and giftedness in the area of Prayer. The team will lead in maintaining ongoing prayer for the churches and members of the churches in the specific area of Kingdom needs. The team will engage in and also encourage people to pray for renewal and revival and for the impacting of lostness in Eastern North Carolina.

The Prayer Team will also encourage and enable the development of prayer coordinators in all SRBA churches.

## **Section 2. Ministry Team Operational Protocols**

**Sub Section 1.** The Ministry Teams have permission under the guidance of the Leadership Council to form Temporary Sub Teams to carry out short term assignments consistent with the mission of the team.

**Sub Section 2.** Each Team is accountable to the Messengers in Session for general directives and overall Team Mission. The Team is financially accountable to follow the protocols for requesting and dispensing funds. Accurate and complete records must be kept by each team and monthly activities submitted to the Leadership Council prior to its monthly meeting. The Associational Treasurer is restricted from approving checks for payment without appropriate protocol records.

**Sub Section 3.** All Teams will operate under the following protocols:

1. All churches requesting and receiving assistance must indicate a willingness to participate in the Body of Christ by:
  - a. Submitting an Annual Church Profile
  - b. Electing Messengers for the Associational Meetings
  - c. Being a financial supporting partner in the missionary work of the South Roanoke Baptist Association.
2. All Churches requesting and receiving assistance shall submit a written request including the following information;
  - a. The Mission/Purpose of the Church
  - b. How the requested assistance will further the Mission/Purpose of the church
  - c. What preparation work has been done by the church?
  - d. What plans for following up has the church prepared?

**Sub Section 4.** The Leadership Enlistment Sub Team will seek to be as geographically representative as possible when recommending persons to serve on the Ministry Teams. The number of persons on each Team shall be determined by the Leadership Enlistment Sub Team in consultation with the Ministry Team in order to maximize team effectiveness. The Administration Sub Teams shall be comprised of five (5) members each.

**Sub Section 5.** All Teams will operate under the financial guidelines approved by the messengers in the annual budget.

**Sub Section 6.** The Leadership Council and Ministry Teams shall meet on the third Monday of the month. A schedule of the meetings will be devised that will allow the Team and or Sub Team Members to meet on the third Monday prior to the meeting of the Leadership Council. These meetings may be rescheduled or omitted by two thirds vote of the members at the previous meeting. Additional meetings may be held at the discretion of the Team Members. Team Leaders will provide a meeting agenda and be prepared to facilitate the meeting in an effective manner. Minutes of all Team Meetings will be filed with the Associational Administrative Assistant for Record keeping purposes.

## **ARTICLE 7. AFFILIATED ORGANIZATIONS**

The Women's Missionary Union Council of The South Roanoke Baptist Association is an autonomous entity that exists as a partner to the South Roanoke Baptist Association for the purpose of challenging, preparing and equipping Christian believers to be radically involved in carrying out the Great Commission through promoting missions education, leading churches to pray for missions causes and involving churches in mission/ministry activities.

## **ARTICLE 8. FINANCIAL SUPPORT**

The contributions from the affiliated churches shall be for the purpose of defraying the expenses of the missionary program and other activities of the Association, and shall be sought on the basis of a percentage (5% suggested) of the undesignated offering plate dollar.

## **ARTICLE 9. LEADERSHIP COUNCIL/OFFICER VACANCIES**

The Leadership Enlistment Sub Team of the Administration Team shall select persons needed to fill any vacancies which may occur in the Association subject to messenger approval at any Quarterly Meeting.

## **ARTICLE 10. ASSOCIATIONAL STAFF**

**Section 1.** Salaries of Associational personnel shall be of such amount as may be provided for in the Annual Budget of the Association and approved by the Association in the Annual Session.

**Section 2.** Professional staff of the Association shall be the Associational Missionary and any ministerial staff needed to carry out the work of the Association.

**Section 3.** Support staff of the Association shall be the Administrative Assistant, custodian, and any other staff persons needed to give support to the operations of the Associational Office.

**Section 4.** The Personnel Support Sub Team is charged with the responsibility of caring for the needs and concerns of the Associational Staff.

**Section 5.** The **Personnel Policy Manual** shall be the operational guidelines for all matters relating to the Associational Staff.

## **ARTICLE 11. MINUTES OF THE ASSOCIATION**

The minutes of all sessions of the Association shall be signed and kept by the clerk and approved by the messengers at the following session.

## **ARTICLE 12. AMENDMENTS**

The By-Laws may be amended at any session of the Association by a two-thirds vote of the duly registered messengers present, provided the proposed amendment has been distributed to the affiliated churches at least two weeks prior to the vote thereon.

## **ARTICLE 13. EFFECTIVE DATE**

The By-Laws or any additions or amendments thereto shall become effective immediately upon passage. Adoption shall affect a repeal of all previously adopted rules in conflict herewith.