

By-Laws of Tar River Baptist Association, Inc.

Preamble

For the declaration of the fundamental purposes and the guidance and control of the Association's activities, this body adopts the following By-Laws. These By-Laws serve as the long-term guide for the operations of the Association.

Article I. Name

The name of this body shall be the Tar River Baptist Association, Inc., herein referred to as Association.

Article II. Purpose

The Association shall promote the Kingdom of God on earth in compliance with the New Testament principles to encourage cooperation, unity, growth, ministry, and fellowship among member churches and to carry out all legal and proper activities as determined by the Association.

Article III. Membership

Section 1. There shall be two (2) classes of membership in the Association: voting and non-voting. The non-voting membership shall be composed of all the members of the churches affiliated with the Association. Voting members of the Association shall be known as Messengers and shall be elected annually by each of the individual churches affiliated with the Association. Each church is entitled to five (5) Messengers – the pastor/interim and four (4) active members.

Section 2. Messengers representing 20% of the churches of the Association shall constitute a quorum at all meetings of the Association.

Section 3. The Association shall meet bi-annually on the fourth Monday of October and the fourth Monday of April. The fall session shall be primarily for business and the spring session primarily for inspiration. The annual sermon shall be delivered during the spring session.

Article IV. Reception Of Churches Into The Association

Baptist churches seeking affiliation with the Association, upon petition by letter, and after satisfactory examination of their Articles of Faith, and upon recommendation of the Directors of the Association, shall be admitted into the watchcare (non-voting) of this Association by a majority vote of the Executive Board. Upon completion of a minimum one-year term of watchcare and upon recommendation of the Directors, the petitioning church shall be admitted into the Association by a majority vote as a voting member according to Article III, Section 1.

Article V. Responsibility Of The Churches To The Association

It shall be the responsibility of the churches to correspond annually with the Association. The churches shall:

1. File an annual report;
2. Send messengers to the bi-annual meetings;
3. Send contributions to pay the expenses of the Association.

The Association Secretary (Clerk) shall furnish the churches with the necessary materials to file their Annual Reports. These materials are to be distributed to the churches at least six (6) weeks before the Annual Fall Session of the Association. The churches are requested to have the Annual Reports in the hands of the Clerk not less than two (2) weeks before the fall meeting of the Association to be included in the fall Book of Reports.

Article VI. Powers And Prerogatives Of The Association

Section 1. The Association shall have no authority to infringe upon the sovereignty of rights of the churches. It is neither an ecclesiastical legislature nor a court of appeals. It may advise the churches and recommend measures for their adoption but cannot bind them in any way.

Section 2. The Association may dissolve affiliation with any church that becomes disorderly in practice or that treats with contempt the purposes and requirements of the Association, or that applies for its own dismissal.

Section 3. The Association may also dissolve affiliation with any church that does not fulfill its responsibilities to the Association according to Article V.

Article VII. Directors

The Directors of the Association shall be: Associational Missionary, Moderator, Vice-Moderator, Treasurer, Assistant Treasurer, and Chairman of Finance Committee.

Article VIII. Duties Of The Directors

Section 1. It shall be the duty of the Associational Missionary to lead the Association to fulfill its mission purpose faithfully, effectively, and lovingly. His role is fourfold:

- a. Missions strategist;
- b. Minister to the churches, pastors, and other church staff;
- c. Supervisor of Associational Staff and volunteers;
- d. General leader of the Association.
- e. **By virtue of his office, the Associational Missionary serves as a member of the Board of Directors as stated in the Articles of Incorporation, a voting member of the Administrative Leadership Team and Chief Operating Officer of the corporation in compliance with the Policy and Procedures of the Association.**

Within the limits of his time and ability, he is to respond to the invitation of churches for assistance in their congregational needs; to assist in the formation of ministries with resident pastors; and to encourage the cooperation of all the churches. By virtue of his office, he shall be an ex-officio member of all standing committees, special committees, and councils authorized by the Association.

Section 2. It shall be the duty of the Moderator, in cooperation with the Associational Missionary, to encourage fellowship and mutual care among the churches. It shall be the duties of the Moderator to:

- a. Preside over all meetings of the Executive Board;
- b. Open meetings at the appropriate time;
- c. Enforce the rules according to the principles of established parliamentary procedure;
- d. Appoint a parliamentarian at each meeting of the Association.
- e. Appoint ad hoc committees as needed.
- f. **By virtue of his office, the Moderator serves as a member of the Association's Personnel Committee, chairs the Board of Directors as stated in the Articles of Incorporation, serves as a voting member of the Administrative Leadership Team, and acts as the Chief Executive Officer of the corporation in compliance with the Policy and Procedures of the Association.**

He shall be ineligible for more than two (2) consecutive one-year terms.

Section 3. It shall be the duty of the Vice-Moderator to assist in developing fellowship and mutual care among the churches. It shall be the duties of the Vice-Moderator to:

- a. Serve as Vice-Chair of the Executive Board;
- b. Fulfill the duties of the Moderator in the absence of the Moderator.
- c. **By virtue of his office, the Vice-Moderator serves as a member of the Association's Personnel Committee, serves as a member of the Board of Directors as stated in the Articles of Incorporation, and as a voting member of the Administrative Leadership Team in compliance with the Policy and Procedures of the Association.**

Section 4. It shall be the duty of the Treasurer to assist in receiving, accounting, and disbursing of all the Association's monies as authorized by the Association or the Executive Board. By virtue of his office, the Treasurer shall be an ex-officio member of the Finance Committee **serves as a member of the Board of Directors as stated in the Articles of Incorporation, and serves as a voting member of the Administrative Leadership Team in compliance with the Policy and Procedures of the Association.**

Section 5: It shall be the duty of the Assistant Treasurer to fulfill the duties of the Treasurer in the absence of the Treasurer. By virtue of his office, the Assistant Treasurer shall be an ex-officio member of the Finance Committee, **serves as a member of the Board of Directors as stated in the Articles of Incorporation, and serves as a voting member of the Administrative Leadership Team in compliance with the Policy and Procedures of the Association.**

Section 6: It shall be the duty of the Chairman of the Finance Committee to fulfill the duties as defined in Financial Policies and Procedures. By virtue of his office, the Chairman of the Finance Committee **serves as a member of the Board of Directors as stated in the Articles of Incorporation, and serves as a voting member of the Administrative Leadership Team in compliance with the Policy and Procedures of the Association.**

Article IX. Committees and Councils

Section 1. Standing Committees and Councils. The Association shall select such Committees and Councils as may be deemed necessary to carry on the various programs of the Association efficiently and effectively.

Section 2. Special Committees. All Special Committees shall be authorized by the Association and selected when needed to serve until their purposes are fulfilled.

Article X. The Executive Board

Section 1. The Executive Board shall consist of the Association's officers, committee chairpersons, council directors, and elected Messengers of the member churches according to Article III, Section 1. (Only the elected messengers shall have voting privileges.)

Section 2. The Executive Board shall meet bi-annually in the spring and fall to carry on the various programs of the Association efficiently and effectively. The Executive Board may meet at other times at the call of the Association Missionary and/or Moderator and/or Directors of the Association.

Section 3. The Associational Missionary and all paid staff are ex-officio members of the Executive Board and do not have voting privileges.

Section 4. The duties of the Executive Board shall be as follows:

- a. To carry out all legal and proper activities of the Association;
- b. To call an Associational Missionary or additional Associational Staff, determine salaries, and define duties;
- c. To vote on recommendations of the Associational Council, committees, and councils of the Association;
- d. To approve the annual budget in the Fall Meeting.

Article XI. Administrative Leadership Team (ALT)

The ALT is comprised of the Directors of the Association, the immediate Past Moderator, and Chairman of the By-Laws Committee. Included in their duties is the responsibility of maintaining and updating a Policy and Procedures manual.

Article XII. Visitors

Visitors from other churches and similar bodies may be invited to sit with the Association and participate in its deliberations. Visitors do not have the privilege of voting.

Article XIII. Policy and Procedures Manual

Section 1. These By-Laws serve as the long-term guide for the operations of the Association. For the purpose of day-to-day operations in compliance with these By-Laws, a detailed Policy and Procedures Manual is to be prepared within 12 months of the approval of the By-Laws. This manual is to be approved by a majority vote of the **Administrative Leadership Team**.

Section 2. The Administrative Leadership Team shall be charged with the responsibility of assisting the Associational Missionary in the development, maintaining/updating, and enforcement of the Policy and Procedures Manual for the Association.

Article XIV. Amendments

These By-Laws may be amended during any regular session or a special called session for that expressed purpose by a vote of two-thirds of the Messengers present. Any proposed amendment(s) shall be made available to all churches at least thirty (30) days prior to the date of the Association's meeting.

Article XV. Parliamentary Procedures

The business of the Association shall be governed by Biblical principles and conducted in accordance with Robert's Rules of Order.

Article XVI. Business Procedures

1. The meetings of the Tar River Baptist Association, Inc. shall be opened with a devotional and closed with prayer.
2. An order of business shall be adopted at the beginning of each session which shall be changed only by a two-thirds vote of Messengers present.
3. No one shall undertake to address the body until first recognized by the Moderator and approved by the Program Council.
4. Any person addressing the body must speak on the question under consideration and avoid discourteous personal remarks.
5. Motions must be submitted in writing to the Clerk and Moderator.
6. The Moderator shall restate motions before discussion is in order.
7. Any Resolution to be presented to the Executive Board and/or bi-annual meetings must be submitted in writing and screened by the Resolutions Committee according to Article 10, Section 9 at least two months prior to the time of the presentation to the Association and published in the Association's newsletter prior to the meeting. The only exceptions shall be resolutions of appreciation and resolutions honoring individuals for outstanding service.

8. The Moderator, before discussing a topic or motion, shall yield to the Vice-Moderator to preside or designate a Messenger as temporary moderator.
9. A copy of the minutes shall be sent to Wake Forest University, the Biblical Recorder, Southeastern Theological Seminary, LifeWay Christian Resources, and the Baptist State Convention of North Carolina.
10. The host churches of the bi-annual meetings shall provide brief printed histories for inclusion in the Book of Reports and in the Annual Minutes of the Association.

XVII. Adoption

These By-Laws shall be considered approved and adopted on July 27, 2012, and shall supercede all previous By-Laws of this Association.

Revision History

Version	Date	Revision
0	July 2007	Original Document
1	July 2009	<p>Article VII. Officers: Change in wording: The officers of the Association shall be: Associational Missionary, Moderator, Vice-Moderator, Treasurer, Assistant Treasurer, and Chairman of Finance Committee. Clerk and Trustees removed from this section to be consisted with the stated Articles of Incorporation. The Trustees and Clerk would maintain their duties as detailed in the existing ByLaws of the Association but will not be listed as officers of the corporation.</p> <p>Article VIII, Duties of the Officers: add responsibility to the Moderator: Appoint ad hoc committees as needed</p> <p>Add to a new Section 7: “It shall be the duty of the Chairman of the Finance Committee to fulfill the duties as defined in Financial Policies and Procedures.</p> <p>Make the current Article VIII, Duties of Officers, Section 7 Section 8.</p> <p>Article XI: Councils: Added Church and Community Ministries (CCM) Council.</p> <p>Article XII. Duties of Councils: added Section 2. The Church and Community Ministries Council shall consist of the Church and Community Ministries Director and at least five (5) additional members. The staff person responsible for this area of ministry shall serve as an ex-officio member of the Council. It shall be the duty of this council to help plan, promote, conduct, and evaluate the Church and Community Ministry of the Association.</p> <p>Article XII. Duties if Councils: Sections 2 – 17 renumbered to sections 3 – 18.</p>
2	July 2012	<p>Preamble: Change in wording: Added the words, “These ByLaws serve as the long-term guide for the operations of the Association.</p> <p>Article IV: Reception of Churches Into The Association: changed reading to “upon recommendation of the Directors of the Association....” And the subsequent word “directors” to replace Membership Committee.</p> <p>Article VII. Officers changed to Article VII. Directors Also changed the subsequent use of the word “officers” in this section to the word “directors.”</p> <p>Article VIII. Duties of Directors: Changed from duties of officers. Section 3 changed by deleting responsibility of Chairing Associational Council, as this council no longer exists. Existing b and c became a and b.</p> <p>Article IX: Committees: Wording was changed to Article IX:</p>

2 (continued)	July 2012	<p>Committees and councils. Sections 1 and 2 wording was modified (see below) and all other sections of Article IX were deleted. Section 1 now reads, “The Association shall select such Committees and Councils as may be deemed necessary to carry on the various programs of the Association efficiently and effectively.” Section 2 now reads, “Special Committees. All Special Committees shall be authorized by the Association and selected when needed to serve until their purposes are fulfilled.”</p> <p>As a result of the Article IX modifications, Articles X.XI, XII, XIII, XVI, AND XIX were deleted from ByLaws and are to be addressed in the association’s Policy and Procedures Manual. Article XIV, with modifications below, becomes Article X. Subsequent articles numbering will be affected due to the above deletions.</p> <p>New Article X. The Executive Board, Section 2 now reads, “The Executive Board shall meet bi-annually in the spring and fall to carry on the various programs of the Association efficiently and effectively. The Executive Board may meet at other times at the call of the Association Missionary and/or Moderator and/or Directors of the Association.”</p> <p><u>Proposed NEW - Article XI. Administrative Leadership Team (ALT) added to the ByLaws to reflect previous actions taken by the association.</u></p> <p>Subsequent articles remain the same but changed to reflect the recommendations approved by the association.</p>
3	August 2012	<p>In merging the proposals approved in the July 27, 2012 meeting with the existing July 2009 approved ByLaws, the following corrections/clarifications were made by Dougald McLaurin, Associational Missionary:</p> <ul style="list-style-type: none"> • Article IX. Committees and Councils was not underlined, corrected • Article X. Section 2 used the term “Association Missionary.” Changed to “Associational Missionary.” • Article XIII. Section 2. In the document considered for the July 2012 vote, this section continued to have the wording of “Personnel Committee” to maintain the Policy and Procedures Manual. In adding the New Article XI above (ALT) with the responsibility, this oversight was corrected with ALT. • Article XVII. Adoption was corrected to reflect July 27, 2012 approval by association and to replace the word “supercede” with the correct spelling of “supersede.”
4	September 2012	<p>Upon additional review By ALT of revision 3 above, there were other areas where wording was questioned and clarification needed. In conversation with the ByLaws Committee, several</p>

		<p>areas were addressed to provide clarity to the intent and votes by the association in previous meetings. These areas are listed below:</p> <ul style="list-style-type: none"> • Article III. Duties of Directors – ALL sections. Phrases were added in this section to provide clarity for items spelled out in other areas of the ByLaws, the Articles of Incorporation, and votes by the association. The phrase, “By virtue of the office.....” Certain responsibilities were listed in this section for clarification: <ul style="list-style-type: none"> ○ AM – Board of Directors, ALT voting member, CCO ○ Moderator – Personnel Committee, Board of Directors, ALT chair, CEO ○ Vice-Moderator – Personnel Committee, Board of Directors, ALT voting member ○ Treasurer – Ex-officio finance, Board of Directors, ALT Voting Member ○ Ass’t Treasurer – Ex-officio finance, Board of Directors, ALT Voting member ○ Finance Chair – Board of Directors, ALT voting member • Article XIII. Section 1 – Majority vote of Executive Board was changed “majority vote of ALT.”