

CONSTITUTION AND BYLAWS
SOUTHWEST METROPLEX BAPTIST ASSOCIATION
Revised October, 2016

CONSTITUTION
Southwest Metroplex Baptist Association

Article I - Name

SECTION 1. The name of the organization shall be the Southwest Metroplex Baptist Association, Inc. hereafter referred to as the Association.

Article II - Purpose

The purpose of the Association is:

SECTION 1. To encourage a spirit of cooperation among the churches.

SECTION 2. To assist the churches in accomplishing their work of fulfilling the Great Commission.

Article III - Membership

SECTION 1. This Association shall be composed of autonomous Baptist churches cooperatively networking to expand God's kingdom locally and globally and substantially ascribing to The Baptist Faith and Message of 1963 or any of its revisions as adopted by the Southern Baptist Convention.

SECTION 2. Cooperation in the Association is defined by this body to mean: (1) participation in the various activities of the Association, and (2) regular and systematic financial support of the Association, and (3) regular reporting through the Annual Church Profile.

SECTION 3. Each church cooperating with the Association shall be entitled to three messengers and one additional messenger for each fifty resident members or major fraction thereof above fifty, providing no church shall have more than fifteen messengers.

SECTION 4. A church desiring to enter into cooperation shall petition the Association through the Administration Team by letter at least 90 days before the Annual Meeting. Said letter shall set forth the church's Statement of Faith and provide evidence of its cooperation with the Association. Upon a two-thirds majority vote at the Annual Meeting, the Church shall then be under the watchcare of the Administration Team for one year. At the next Annual Meeting the Administration Team shall bring a recommendation to accept or reject the petition or to extend the period of watchcare for the petitioning church. Admittance to the fellowship of the Association shall be by a two-thirds majority vote.

SECTION 5. At such time as any mission, which is sponsored by a church affiliated with the Association, is constituted as a church, it shall become part of the Association according to Article III, Section 4, except that the one-year watchcare may be waived upon recommendation by the Administration Team.

SECTION 6. The Association reserves to itself the right to withdraw fellowship from any church that may become unsound in doctrine or disorderly in practice, or non-cooperative. Such action should be referred to the Administration Team by the Executive Board for review and recommendation to the next Annual Meeting. Fellowship may be withdrawn by a two-thirds majority vote in the Annual Meeting.

SECTION 7. Any church may withdraw from affiliation with the Association by giving written notice of such desire to the Annual Meeting.

Article IV - Authority

SECTION 1. Each church participating in the Association is autonomous, and the Association shall never attempt to exercise any tribute of authority over any church.

Article V - Meetings

SECTION 1. This Association shall meet annually.

SECTION 2. The Annual Meeting shall be composed of messengers elected by member churches of the Southwest Metroplex Baptist Association.

SECTION 3. At least twenty-five percent of the churches cooperating with this Association must be represented by seated messengers to constitute a quorum for the transaction of any business.

Article VI - Officers

SECTION 1. All of the officers of the Association must be members of churches within the Association.

SECTION 2. The officers of this Association shall consist of a Moderator, a Vice-Moderator, Clerk, and Treasurer.

SECTION 3. The Moderator, Vice-Moderator, Clerk and Treasurer shall be nominated by the Administration Team at the Annual Meeting. Elected messengers may also bring nominations during the Annual Meeting. These officers shall assume their respective offices at the conclusion of the Annual Meeting in which they were elected.

SECTION 4. The Moderator shall be able to serve no more than two consecutive one-year terms.

SECTION 5. In the event an officer cannot complete the full term, the Administration Team shall have the authority to appoint an interim officer.

SECTION 6. The officers of the Association shall serve as Trustees; three Trustees shall have the power to act on matters of business as instructed by the Association or the Executive Board.

Article VII - Decorum

In all questions covering the proceedings of the Association, the latest edition of *Robert's Rules of Order* shall be the authority used by the presiding officer and by the Association.

Article VIII - Executive Board

SECTION 1. The Executive Board of the Association shall consist of the called ministerial staff of the member churches, officers of the Association, and one lay member elected from each church. The ex officio members shall consist of the Southwest Metroplex Baptist Association Staff and retired ministers who are members of cooperating churches.

SECTION 2. The officers of the Association shall serve as officers of the Executive Board.

SECTION 3. The Executive Board of the Association, which shall meet quarterly unless changed by the Executive Board, shall have power to act in behalf of the Association on all matters of business which shall arise between sessions of the Annual Meeting.

SECTION 4. The Moderator shall have power to call extra sessions of the Executive Board as needed when all the member churches have been notified in writing of the called meeting.

SECTION 5. Board members from ten churches shall constitute a quorum.

SECTION 6. In the event that neither the Moderator nor the Vice-Moderator is present to preside over the meeting of the Executive Board, the Board shall elect a moderator for that meeting.

Article X - Amendments

Amendments to the Constitution shall require notice and presentation in writing at an Executive Board meeting at least two (2) months prior to the Annual Meeting at which those changes shall be considered. All proposals must be presented in writing at the first session of the Annual Meeting, and the vote shall be taken at the second session of the Annual Meeting. Two-thirds of the messengers voting must cast affirmative votes to authorize the change.

BY-LAWS
Southwest Metroplex Baptist Association

SECTION 1: ADMINISTRATIVE PROCEDURES

1. The fiscal year for the Association shall be from the first day of January to the last day of December, inclusive.
2. The Treasurer's report shall be reviewed at the close of the year, and a report shall be made to the Executive Board for approval. The review shall be performed by the Administration Team or by an alternate designated by the Administration Team.
3. The Annual Meeting of the Association shall be in the month of October. The date, place and time of the next Annual Meeting shall be recommended by the Administrative Team during the Annual Meeting. A change in the date, location, and / or time of the annual meeting shall be approved by the Executive Board upon the recommendation of the Administrative Team a minimum of three months prior to the proposed Annual Meeting. All churches in the Association will be notified at least two months prior as to the amended date, location, and / or time of the Annual Meeting.
4. When a vacancy occurs in the position of Executive Director, the Executive Board shall elect a Search Committee of five persons. Upon the Search Committee's recommendation, the Executive Board shall vote. A seventy-five percent affirmative vote shall be required to constitute a call.
5. Dismissal shall require a recommendation from the Administration Team to the Executive Board and a seventy-five percent vote of the Executive Board present and voting to dismiss the Executive Director.
6. Two signatories shall be required for the disbursement of funds.
7. These By-laws may be amended at any Executive Board Meeting or Annual Meeting upon the recommendation of the Administration Team and a two-thirds vote, provided that the recommended changes have been publicized to the Executive Board at least 30 days prior to the meeting.

SECTION 2: DUTIES OF ASSOCIATION OFFICERS

1. **MODERATOR:** The Moderator shall call to order and preside over the meetings of the Association and the Executive Board and direct the affairs of the Association in an orderly manner and in a Christian Spirit. The Moderator may ask other officers or members of the body to preside as necessary. The Moderator of the Association shall be recognized as an ex officio member of all Teams and committees of the Association. The Moderator shall have power to appoint committees authorized by the Association or Executive Board.
2. **VICE-MODERATOR:** The Vice-Moderator may, if the Moderator so directs, preside over the meetings of the sessions of the Association or Executive Board. The Vice-Moderator shall also assist the Moderator in such matters as the Moderator may direct.
3. **CLERK:** The Clerk shall keep a full and accurate record of all business and recommendations of the Association and Executive Board. At each meeting the Clerk shall present the minutes of the previous meeting. All records for at least one year shall be on hand at each meeting.
4. **TREASURER:** The Treasurer shall receive all funds for the Association and shall oversee the disbursement of all funds in accordance with the adopted Association's budget or the specific instructions of the Association and upon receipt of a bill or voucher properly authorized. The Treasurer shall keep accurate records of all monies received with sources and designations of same.

SECTION 3: DUTIES OF ASSOCIATION TEAMS

1. **Overview:** The coordination and implementation of the Association's work shall be carried out through Teams. On-going Teams will be the Staff Team, the Administration Team, the Church Strengthening Team, the Church Planting Team, the Ministry Team, and the Partnership Missions Team.
2. **Membership:** A nominating committee, composed of the Vice-Moderator (who will serve as Chair), and the chairs of the other Teams will have the sole responsibility to nominate Administration Team members and bring a recommendation to the Annual Meeting. Other Team members, who must be members of churches in the Association, shall be nominated by the Administration Team and voted on by the Association at the Annual Meeting. At least fifty percent of the membership of each team must be composed of church staff members. The Administration Team may appoint Interim Team members with full authority to serve should a vacancy arise. The Interim members shall be presented to the Executive Board or at the Annual Meeting to be duly elected to their Team. Except for the Staff Team, all Teams should have 6 or 9 members with members serving a three-year term. One third of the Team members will rotate off the Team each year. Those rotating off any Team may not serve on that Team for at least one full year, but are eligible to serve on a different Team if nominated and elected. Anyone designated to fill an unexpired term of less than one year, may be considered eligible to be nominated and elected to then serve a full three-year term. The Moderator and Executive Director shall serve as ex officio members of all Teams.
3. **Responsibility:** Teams are to seek vision, think creatively, develop strategy, and implement agreed upon plans in keeping with the purpose of the Association (see Constitution, Article II). Each Team will submit its plans and budget request to the Administration Team prior to the Annual Meeting.
4. **Authority:** Teams shall have the authority to develop strategies in keeping with the vision and purpose of the Association and Executive Board, request an annual budget, disburse approved funds, and temporarily appoint individuals or subcommittees to carry out specific Team assignments. As a representative body within the Association, no Team members shall have authority over the local church or the Association. Each Team shall elect its own Chairperson and other officers as needed.
5. **Accountability:** Each Team shall maintain a record of its activities and is to work in a spirit of cooperation with the Executive Director and Executive Board. All Teams shall present a report of their activities during the Annual Meeting.
6. **Meetings:** Team meetings are to be called by the Team Chairperson or Executive Director. Teams are recommended to meet at least quarterly.

SECTION 4: DESCRIPTIONS OF ASSOCIATION TEAMS

1. **Staff Team:** The Staff Team shall consist of all personnel recognized by the Association as staff. The Executive Director shall serve as ex officio member of all teams, leading and coordinating the work of the association. The Staff Team shall handle the day-to-day work of the Association in keeping with Association's job descriptions and operating procedures.
2. **Administration Team:** The Administration Team shall provide oversight and direction to the Association. Its responsibilities shall include carrying out duties assigned by the Executive Board; acting on behalf of the Association between Executive Board Meetings; overseeing all matters related to Associational personnel (hiring, job descriptions, benefits, salary, etc.); directing the Association in matters related to its existing property and major purchases; developing the Association budget; enlisting Team members; coordinating the Association calendar; planning and coordinating all matters related to the Annual Meeting and Executive Board Meetings; evaluating requests to join the Association; and appointing Associational representatives as needed.
3. **Church Strengthening Team:** The Church Strengthening Team shall develop and implement strategies to help bring health and vitality to local churches. Specific actions to consider include planning educational opportunities for church leaders; providing churches with training and consultation to foster discipleship and

spiritual transformation; helping churches evaluate their ministries and discover new ways of fulfilling their purpose; providing support for particular events that promote spiritual health and vitality; cultivating opportunities for deeper relationships within churches and between churches; and equipping churches to fulfill their mission.

4. Church Planting Team: The Church Planting Team shall assist the Association and all of its churches become active participants in church planting. The Team will be involved in such activities as researching where new work needs to begin; identifying pockets of unreached people in our communities; recruiting and training potential church planters; exploring new ways of starting churches; educating and encouraging churches to become involved in church planting; motivating churches to become missional and evangelistic; mobilizing believers to live as missionaries in their communities; budgeting Associational funds to help establish new churches; prayer walking strategic areas for future work; encouraging, supporting and providing learning opportunities for church planters in the Association; and helping the Association and its churches stay focused and passionate about new work.
5. Ministry Team: The Ministry Team will seek to create and maintain ministries that help the Association's churches work together and minister in our communities. Responsibilities of this Team include helping churches evaluate needed ministries; identifying opportunities for working cooperatively in existing ministries; providing information and organizing educational opportunities concerning new ministry opportunities; enlisting leaders and volunteers for Associational ministry teams; evaluating whether or not Associational ministries are effective; and providing oversight, support and encouragement for Associational ministries.
6. Partnership Missions Team: The Partnership Missions Team will facilitate cooperative missions participation between the Association and its churches beyond the local field of ministry. Responsibilities of this Team include leading the Association to explore and create new partnerships; identifying where Associational churches are already doing missions; networking churches to partner together in missions; promoting missions education and training in the Association; evaluating Associational partnerships; providing scholarships and other funding for partnership trips; and identifying and making available mission resources.