

# **CONSTITUTION**

**AND**

## **BY-LAWS**

**OF THE**

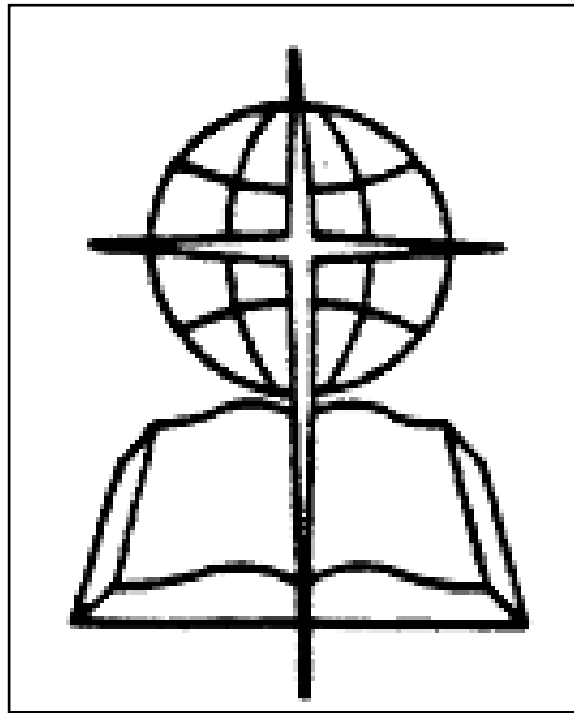
**MID-LAKES SOUTHERN BAPTIST ASSOCIATION**

**IN**

**BOLIVAR, MISSOURI**

**AS ADOPTED OCTOBER 7, 2014**  
**LATEST REVISION OCTOBER 4, 2016**

“Churches working together...  
Serving Jesus...  
Throughout the World.”



**Mid-Lakes Southern Baptist Association**  
722 East South Street  
Bolivar, Missouri 65613



Contact us:

Phone (417) 326-4667

Fax (417) 326-4667

[midlakes@windstream.net](mailto:midlakes@windstream.net)

[www.midlakesba.com](http://www.midlakesba.com)

Office Hours: Monday, Tuesday, Wednesday

**CONSTITUTION AND BY-LAWS  
OF THE  
MID-LAKES SOUTHERN BAPTIST ASSOCIATION**

**AS ADOPTED OCTOBER 7, 2014  
LATEST REVISION OCTOBER 4, 2016**

**ARTICLE I -- NAME**

The name of this body shall be “The Mid-Lakes Southern Baptist Association.”

**ARTICLE II -- PURPOSE**

**Section 1.** The purpose of the Association shall be to furnish the constituent churches a medium of fellowship and cooperation for the propagation of the gospel and the strengthening of the churches by all methods in accord with the Word of God.

**Section 2.** This Association shall cooperate with the Missouri Baptist Convention and the Southern Baptist Convention in achieving its purpose.

**ARTICLE III -- MEMBERSHIP**

**Section 1.** This Association shall be composed of messengers from the Southern Baptist churches which are in friendly cooperation with this Association, together with a pastor of these churches, the officers and trustees of the Association, the Executive Board members for the year, the Director of Missions, and those additional leaders listed in the By-Laws, Article II, “Duties of Officers, Trustees and Other Leaders”.

**Section 2.** This Association is an autonomous body.

**Section 3.** Any church desiring to affiliate with this Association shall make application by letter to the chairperson of the Personnel/Church Relations Committee requesting such affiliation. This letter shall indicate the church’s friendly and loyal cooperation with this body and the date of the church’s action approving such application. The letter should include a copy of the church’s articles of faith. All such applications shall be thoroughly studied and considered by the Personnel/Church Relations Committee. This committee shall then present the applications with recommendations for consideration by the Association at a regular Annual Meeting. The application must be received by the Personnel/Church Relations Committee at least ninety days prior to the first day of the annual Meeting at which it is to be considered.

**Section 4.** The Association shall fully recognize the autonomy of the local churches. Any church may withdraw from affiliation at its pleasure and the Association may, for any reason deemed sufficient, withdraw from affiliation with any church.

**Section 5.** Each church of fifty resident members or less shall be entitled to three messengers; and for each additional fifty resident members or fraction thereof, one additional messenger, with no church being entitled to more than ten messengers including those qualifying in Section 1 of this article.

**ARTICLE IV -- ARTICLES OF FAITH**

The doctrinal guidelines for the Association and its work shall be the Baptist Faith and Message as adopted by the Southern Baptist Convention, understanding that any Southern Baptist church affiliated with the Association has the right to affirm any Southern Baptist confession of faith.

**ARTICLE V -- OFFICERS**

The officers of this Association shall be Moderator, Vice-Moderator, Clerk, and Treasurer.

**ARTICLE VI -- TRUSTEES**

The Association shall elect three Trustees who shall have duties as set forth in the By-Laws.

**ARTICLE VII -- EXECUTIVE BOARD**

This Association shall have an Executive Board whose membership, duties, meetings, and quorum shall be set forth in the By-Laws.

**ARTICLE VIII -- COMMITTEES**

Provision shall be made in the By-Laws for elected and appointed committees. Special committees may be appointed by the Moderator.

**ARTICLE IX -- AMENDMENTS**

This Constitution may be amended at any Annual Meeting of the Association by a two-third majority of the members present and voting, provided written notice of the proposed change(s) shall have been given at the regular meeting of the Executive Board immediately prior to the annual meeting. The proposed amendment(s), further, shall be presented on the first day of the Annual Meeting and action taken on the second day.

## **BY-LAWS**

### **ARTICLE I -- MEETINGS**

**Section 1.** The Association shall meet annually within the month of October at such times and places as may be set by the Association.

**Section 2.** Messengers shall register with the Clerk immediately upon their arrival at the meetings, indicating the church or associational office represented. Messengers representing fifty per cent of the churches shall constitute a quorum for the transaction of business.

**Section 3.** All meetings of the Association shall be opened and closed with prayer.

**Section 4.** The first order of business shall be the report of the Program Committee, which, upon adoption by the body, shall become the order of business and program for the meetings.

**Section 5.** All reports shall be for the year ending immediately proceeding.

**Section 6.** In all questions not provided for in the Constitution and these By-Laws, *the Association shall be guided by the latest edition of Robert's Rules of Order.*

### **ARTICLE II -- DUTIES OF OFFICERS, TRUSTEES AND OTHER LEADERS**

**Section 1.** The Moderator shall be the presiding officer at all meetings of the Association and the Executive Board. He shall appoint special committees as needed unless provision has been made for their election. He shall serve as an ex-officio member (with vote) of all committees except the Nominating Committee.

**Section 2.** The Vice-Moderator shall assist the Moderator in the discharge of his duties and act in his stead during the Moderator's absence or incapacity. In case the office of Moderator becomes vacant, the Vice-Moderator shall become Moderator and serve until the regular election of officers at the next Annual Meeting of the Association.

**Section 3.** The Clerk shall keep an accurate record of all proceedings of the Association and of the Executive Board, register messengers at the Annual Meeting and call the roll of churches at the Annual Meeting and Executive Board Meetings. The Clerk shall carefully preserve a file of the minutes from year to year and deliver the same with all books and papers pertaining to the Clerk's office to the new Clerk.

**Section 4.** The Assistant Clerk shall assist the Clerk in the discharge of the clerk's duties and act during the Clerk's absence, incapacity, resignation or death.

**Section 5.** The Treasurer shall receive, hold, deposit in a bank approved by the Association, and disburse on approval of the Association all funds of the Association; the Treasurer shall render statements of the Association's funds at the meetings of the Executive Board and the Association. The Treasurer's accounts shall be audited annually by the Budget Committee and at such other times as the Executive Board may direct. The Treasurer shall be an ex-officio member of the Budget Committee.

**Section 6.** The Assistant Treasurer shall assist the Treasurer in the discharge of the Treasurer's duties and act during the Treasurer's absence, incapacity, resignation or death.

**Section 7.** The Trustees shall fulfill all legal requirements of the Association at the direction of the Association or the Executive Board. The Trustees shall have responsibility for maintaining, repairing, remodeling and redecorating all Association properties. They will prepare and recommend to the Association a policy for the occupancy and use of all Associational property.

**Section 8.** The directors of: Women's Missionary Union, Youth, Children, and Music shall affect adequate organizations through which they shall promote the best interests of their respective programs. They shall provide practical assistance to the churches in their respective programs.

**Section 9.** The standing and appointed Committees shall develop plans to encourage the churches and assist them in their individual and cooperative work in their respective areas of ministry.

**Section 10.** Each leader listed in Sections 5, 7, 8 and 9 of Article II of these By-Laws shall submit a written report at the Annual Meeting and may report as needed at Executive Board Meetings.

**Section 11.** All persons authorized to handle funds of the Association shall be covered by a bond, the premium for which shall be paid by the Association.

### **ARTICLE III -- ELECTIONS AND TERMS OF OFFICE**

**Section 1.** Officers, Trustees and other committee members shall be elected by majority vote at the Annual Meeting.

**Section 2.** The Moderator shall not be eligible to serve more than two terms in succession. He shall be nominated by the Nominating Committee or from the floor of the Association and elected by a simple majority of the messengers present and voting. No one shall be nominated who has not consented to serve if elected.

**Section 3.** The Vice-Moderator shall be nominated by the Nominating committee or from the floor of the Association and elected by a simple majority of the messengers present and voting. No one shall be nominated who has not consented to serve if elected.

**Section 4.** No officer, trustee or leader shall continue in office if they cease to be a member of an affiliated church.

**Section 5.** Terms of office for all elected leaders named in Article II except for Trustees and committee members shall be for one year, commencing with the close of the Annual Meeting, or until their successors are elected. One Trustee, two members of the Church/Personnel Committee, and one member of each committee (Except for Moderator) shall be elected at each Annual Meeting to serve for three years. Any vacancy in any office may be filled for the duration of the unexpired term at the Association Annual Meeting or by the Executive Board.

#### **ARTICLE IV -- EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of those elected leaders listed in Article II, Sections 1 through 9, of these By-Laws, the Director of Missions, a pastor of each affiliated church, and two board members elected by each of the affiliated churches.

**Section 2.** The Executive Board shall conduct needed business between Annual Meetings of the Association. It shall oversee the budget, implement the purpose of the Association, and promote its program. The Executive Board shall make an annual summary report to the Association.

**Section 3.** The Executive Board shall meet during January, April, July and October of each year, on a day determined by the Board. The annual meeting of the Association shall be considered to be the October meeting. The Moderator may call special meetings of this Board at such times and places as he may see fit. Notice of all meetings shall be sent to all affiliated churches at least one week prior to each meeting. The purpose of any call special meeting must be specified in the notice and the business conducted at that meeting must be limited to the stated purpose.

**Section 4.** Members of the Executive Board representing forty per cent, rounded up to the nearest whole number, of the affiliated churches shall constitute a quorum.

#### **ARTICLE V -- ASSOCIATIONAL COUNCIL**

The Associational Council shall consist of those officers and leaders named in Article II, Sections 1, 8 and 9, together with the Director of Missions, who shall serve as chairman. This Council shall coordinate the program and plan the calendar of the Association.

#### **ARTICLE VI -- PROGRAM COMMITTEE**

The Program Committee shall plan the program of the Annual Meeting and recommend its order of business. The committee shall consist of the Moderator, Vice-Moderator, Director of Missions, Director of Music, pastor of the host church and the preacher of the annual sermon. The Moderator will serve as chairman.

#### **ARTICLE VII -- COMMITTEES**

**Section 1.** Membership and terms of office: The Members of the Nominating Committee including the chairperson shall be appointed by the Moderator at the Annual Meeting. The members of all committees shall be nominated by the Nominating Committee. Each committee shall consist of three elected members (in addition to ex-officio members) unless otherwise specified below. Each member of a committee shall serve for three years with one-third of the members being elected each year. Each committee will elect its own chair. No member shall be eligible for re-election, after having served more than eighteen months, until the lapse of one year. No member of a committee shall continue in office if they have ceased to be a member of an affiliated church.

**Section 2.** A quorum for the transaction of business by any committee shall be two-thirds of the elected members. Each committee shall present a written report at the annual Meeting of the Association.

**Section 3.** The Budget Committee shall prepare and recommend a budget for the work of the Association during the succeeding calendar year. The proposed annual budget shall be mailed to the churches at least one week prior to the Annual Meeting. This Committee will monitor the finances of the Association and recommend changes, as they may be needed through the year. This Committee shall make an annual audit of the Treasurer's accounts and such other audits as the Executive Board may direct.

**Section 4.** The Constitution Committee shall recommend to the Association any changes in the Constitution or the By-Laws which it feels may be necessary or useful. The Committee shall prepare from suggestions made by the members of the Association, or upon its own initiative, a resolution for consideration by the Association as it may deem appropriate.

**Section 5.** The Missions Committee shall lead the Association in planning and implementing mission work, both within associational boundaries and beyond. Such mission work may include new churches, preaching stations, home Bible study fellowships, Sunday Schools, ministries in jails, hospitals, nursing homes, other institutions, and other activities deemed worthwhile. Where feasible, the local churches shall be encouraged to adopt and carry on the work of missions.

**Section 6.** The Historical Committee shall gather and preserve historical information both past and present about the churches and the Association. It shall establish and maintain relationship with the Missouri Baptist Historical Society. This Committee shall also encourage the churches to compile and preserve their histories and records. The

Committee shall assemble and present to the Association during the Annual Meeting a list of the brothers and sisters whose deaths have been reported for the Associational year just closed.

**Section 7.** The Nominating Committee shall nominate for election by the Association or the Executive Board all officers, trustees, other leaders, and members of committees except the members of the Nominating Committee and staff personnel. A proposed slate of nominees shall be presented to the churches at the Annual Meeting. Nominations to fill vacancies occurring between Annual Meetings will be made to the Executive Board. This Committee shall recommend to the Association a proposed time and place of the next Annual Meeting, together with the preacher of the annual sermon and an alternate.

**Section 8.** The Personnel/Church Relations Committee shall consist of six members, four of whom shall be laypersons and two pastors or church staff members. No more than one member from any church shall serve on this committee. Any member who is absent more than one-third of the meetings in a year may be replaced by the Association or the Executive Board, upon the initiative of the other members of this committee. The Personnel/Church Relations Committee shall meet as needed or as requested by the Executive Board and shall submit a written report as deemed necessary to the Executive Board and at the Annual Meetings of the Association. The Personnel/Church Relations committee shall supervise the work of the Director of Missions. In the event the position of Director of Missions is vacant, this committee shall recommend a replacement for election by the Association in regular session or by the Executive Board. This committee is to assist the Association in administering policies for staff personnel (paid or volunteer) by carrying out the following:

1. Periodically survey the need for staff positions.
2. Prepare, periodically review and update position descriptions for all staff personnel.
3. Develop and recommend to the Executive Board a policy manual or staff personnel.
4. Recruit, interview and recommend to the Association or Executive Board, the Director of Missions.
5. Consider the recommendation of the Director of Missions in the selection and termination of other staff personnel.
6. Serve as a committee to counsel and to hear grievances and appeals from staff personnel.

The Personnel/Church Relations Committee shall receive and review all applications by churches desiring to affiliate with this Association, and make recommendations to the Association at its Annual Meeting. It will serve in cases regarding dismissal of churches from the Association. This committee, through its chairman, may offer its services to any church or pastor where church-pastor relationships need assistance.

1. Serve as a committee to counsel and to hear grievances and appeals from duly authorized representatives of churches in the Association.

**Section 9.** The camp committee shall consist of 3 members as described in section 1. They shall oversee the planning and operation of the association children and youth camps.

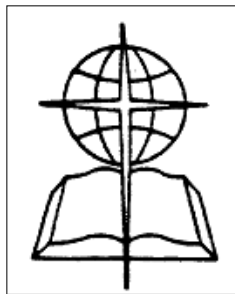
**Section 10.** Electronic communication is acceptable to conduct committee meetings and for making recommendations requiring a committee vote. Electronic modes of communication offer effective and efficient ways to share information, saving time and financial resource. Any committee meetings held using electronic communication will have minutes taken, including the names of members participating, and minutes will be distributed to members of the committee prior to presenting proposals to other association bodies. *This applies only to transactions between parties each of which has agreed to conduct transactions by electronic means. Whether the parties agree to conduct a transaction by electronic means is determined from the context and surrounding circumstances, including the parties' conduct.*

## **ARTICLE VIII -- STAFF**

A Director of Missions and other staff personnel may be employed by the Association or the Executive Board in accordance with adopted position descriptions and staff personnel policies.

## **ARTICLE IX -- AMENDMENTS**

These By-Laws may be amended at any Annual Meeting of the Association by a two-thirds majority of the members present and voting, provided written notice of the proposed change(s) have been given at the regular meeting of the Executive Board immediately prior to the Annual Meeting. The proposed amendments, further, shall be presented on the first day of the Annual Meeting and action taken on the second day.



Published by:  
Mid-Lakes Baptist Association  
L. Joe Coppedge, Director  
Bolivar, MO  
Printed: October 7, 2014