

**BYLAWS TO THE CONSTITUTION OF THE
EAST CENTRAL BAPTIST ASSOCIATION OF INDIANA**

Bylaw 1: Officers

Section 1. Election and Terms of Office

At the annual meeting, the Nominating Committee shall submit nominations for the officers of the Association. The floor shall then be opened for other nominations. To make a nomination from the floor, an individual must be a registered messenger. To be nominated from the floor, a person need not be a messenger, but must be present at the time of his/her nomination. All officers must be members of churches who are affiliated with the Association.

Officers will serve from the close of the annual meeting in which they are elected through the close of the next annual meeting.

Section 2. Duties.

- (A) **Moderator**: It shall be the duty of the Moderator to preside at all sessions of the Association unless he relinquishes this right to the Vice Moderator.
- (B) **Vice Moderator**: It shall be the duty of the Vice Moderator to preside at all meetings mentioned above in the absence of the Moderator or when designated by the Moderator. The Vice Moderator shall serve as Chairperson of the Credentials Committee.
- (C) **Clerk**: The Clerk shall be responsible for keeping the minutes of all sessions of the Association. He/she shall receive the *Annual Church Profile for SBC Churches and Missions* from each church and compile the information for report to the annual meeting of the Association and the State Convention of Baptist in Indiana. At the annual meeting, the Clerk shall present a list of participating church members who died during the previous Associational year. Also, the Clerk shall work to establish and maintain a permanent record of the history of the Association and each member church.
- (D) **Assistant Clerk**: The Assistant Clerk shall assist the Clerk in his/her duties and, in the absence of the Clerk, perform all duties listed above.
- (E) **Parliamentarian**: The Parliamentarian shall be present at each meeting of the Association to answer questions raised concerning parliamentary procedure.
- (F) **Treasurer**: The Treasurer shall receive all money belonging to the Association, keep an accurate record of the same and the object for which designated, and pay out such money as the Association may direct. He/she shall make written reports of the receipts and disbursements at each regular meeting and shall make a written report of the same to the annual meeting of the Association. He/she may be required to file bond in the amount determined by the Association.
- (G) **Assistant Treasurer**: The Assistant Treasurer shall assist the Treasurer as directed by the Treasurer.

(H) Trustees:

- (1) The number of Trustees shall be six, or as many as required by the laws of the state of Indiana. They shall be elected for a three year term with two of the six rotating off each year.
- (2) The Trustees shall ensure conformity with the Laws of Incorporation filed with the State of Indiana.
- (3) The Trustees shall act as the legal representative and shall have charge of all property and physical equipment of the Association. However, they shall not mortgage or sell any property without the consent of the Association. They shall provide a report at each annual meeting and as requested by the Association.

Bylaw 2. Associational Council

Section 1. Identification

The Council is composed of the Moderator, who will serve as Chairman, as well as the Officers and all Team Leaders/Chairpersons of standing committees.

Section 2. Duties

The Council shall meet as often as necessary to plan, coordinate and evaluate the activities of the Association. Changes to the Manuel of Operations shall be made by the Associational Council and approved at an Association Meeting. The Council shall present the January – December Associational Calendar for the following year to the Association at the November quarterly meeting.

Bylaw 3. Team Leaders and Ministry Coordinators

Section 1. Election and Term of Office

At the semi-annual meeting, the Nominating Committee shall submit nominations for each Team Leader. No nomination may be presented unless the nominee has been consulted and has agreed to serve if elected. Their election will enable planning and preparation for their term of office.

At the May quarterly meeting, each Team Leader shall submit nominations for all Ministry Coordinators that are members of their team. No nomination may be presented unless the nominee has been consulted and agreed to serve if elected.

All terms for Team Leaders and Ministry Coordinators will commence at the close of the annual meeting subsequent to their election and conclude at the close of the following annual meeting.

Section 2. Duties

All recognized ministries/Ministry Coordinators shall be governed by the Manual of Operations maintained in the Associational office.

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Section 3. Standing Teams

Church Planting Team. This team shall consist of at least 5 members and assist the Association in starting new churches.

Church Health Team. This team shall consist of at least 5 members and assist the Association in creating and maintaining healthy churches. Recommended Ministry Coordinators for the Church Health Team are:

1. Children's Ministry/VBS Coordinator
2. Youth Ministry Coordinator
3. Discipleship/Sunday School Coordinator
4. Women's Missionary Union Coordinator
5. Men's Ministry Coordinator
6. Music Coordinator
7. Prayer Coordinator

Association Ministry Team. This team shall consist of at least 5 members and assist the Association in reaching out to the non-christian and unchurched through joint ministry. Recommended Ministry Coordinators for the Association Ministry Team are:

1. Education Coordinator
2. Evangelism Coordinator
3. Migrant Ministry Coordinator
4. International Women's Ministry Coordinator
5. Disaster Relief Coordinator

Section 4. Meeting Times

Teams shall meet directly before the Annual, Semi-Annual, May, and November meetings. Teams will also be free to meet as often as needed to fulfill their ministerial responsibilities. Special meetings can be called by the Team Leader or Moderator.

Bylaw 4. Committees

Section 1. Appointed Committees

The Moderator shall appoint the following committees: Nominating, Finance, Resolutions and Arrangements, and Credentials. With the exception of the Credentials Committee, service will continue from appointment until the close of the next annual meeting.

- (A) Nominating.** To be formed at least two months prior to the semi-annual meeting, the Nominating Committee shall nominate, at the semi-annual meeting, persons to

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serve as Chairpersons of all Standing Committees and Team Leaders. At the May quarterly meeting they shall nominate members of all Standing Committees. They shall nominate, at the annual meeting, persons to serve as Officers of the association. The Nominating Committee shall nominate persons to fill all vacancies in the offices of the Association which may occur between meetings of the Association.

- (B) Finance.** To be formed at the annual meeting, the Finance Committee shall serve as Advisor to the Treasurer as needed. It shall present a unified budget at the annual meeting of the Association. The Finance Committee shall seek to promote Biblical stewardship in the Association.
- (C) Resolution and Arrangements.** To be formed at least three months prior to the annual meeting, the Resolution and Arrangements Committee shall present for approval, at the annual meeting, plans for the next years Association Meetings, including the time, place and speaker for each meeting. This committee shall also prepare the agenda for the Association. Changes to the Approved schedule shall be presented to the Associational Council for approval. The committee shall also present at the annual meeting, expressions of appreciation to the host church and other expressions of opinion or concern. This committee shall consider all resolutions that are submitted by a messenger to the annual meeting, provided said resolution is presented in writing to the committee one week prior to the annual meeting.
- (D) Credentials.** The Credentials Committee shall be formed when a church makes written request for membership or when a participating church is suspected of being in violation of Article IV of the Constitution. Once formed, the Credentials Committee will continue to serve until the close of the annual meeting after their recommendation. . The Vice Moderator shall serve as Chairperson of the Credentials Committee.

Section 2. Standing Committees

The Nominating Committee shall present nominations for committee Chairpersons at the semi-annual meeting of the Association, allowing time for planning and preparation before assuming office at the close of the subsequent annual meeting.

Standing Committees shall include the following, but may include others as authorized by the Association:

Baptist Collegiate Ministry (BCM). This committee shall consist of at least 5 members and serve as liaison between the BCM Director/Staff and the Association. The BCM Director, Student President and Ball State University Faculty Advisor shall serve as ex-officio members of this Committee. The job description is that published by National Collegiate Ministries of the Southern Baptist Convention contained in the Manual of Operations available in the Associational office.

Section 3. Special Committees

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At any meeting of the Association, a Special Committee may be formed. A Special Committee shall be formed when a matter must be addressed by the Association and it considers it prudent to utilize a committee to address the matter.

Section 4. Meeting Times

Committees shall meet directly before the Annual, Semi-Annual, May, and November meetings. Committees will also be free to meet as often as needed to fulfill their ministerial responsibilities. Special meetings can be called by the Committee Chair or Moderator.

Bylaw 5. Amendments

The foregoing Bylaws may be amended by a two-thirds vote of the messengers at any annual meeting of the Association. Any messenger may present a motion to change the foregoing Bylaws upon the following condition: Before a motion can be considered, the proposed changes must have been submitted, in writing, to the Association at least one month prior to the meeting.