

CONSTITUTION AND BYLAWS
OF
METRO PEORIA BAPTIST ASSOCIATION
CONSTITUTION

This constitution consists of the following thirteen Articles:

1. **NAME**

The name of this corporation shall be the Metro Peoria Baptist Association, and will be further referred to in this document as the "Association". The address of the principle office of this Association is 5112 W. Smithville Rd., Bartonville, IL 61607. This Association is incorporated in the State of Illinois as a non-profit, tax-exempt religious corporation.

2. **STATEMENT OF FAITH**

We affirm the Holy Bible as the inspired Word of God and as the only basis for our beliefs and practice. As a general statement of our faith, although it is not binding, this Association accepts the essential doctrines of the Southern Baptist Convention confessional statement, "The Baptist Faith and Message," 1925, 1963, 1998, and/or 2000.

3. **PURPOSE**

The purpose of this Association shall be to promote Christian fellowship and cooperation among the churches affiliated with the Association; to uphold the doctrines and principles of our Baptist faith and to encourage the churches to be loyal to and practice these principles; to promote the preaching and teaching of God's Word and the enlisting and training of all Christians for service; to promote missions, benevolence, stewardship, Christian education and to take the gospel of Christ to the ends of the earth; and to co-operate with the Illinois Baptist State Association and the Southern Baptist Convention in a world mission program.

4. **MISSION STATEMENT**

The mission of Metro Peoria Baptist Association is "to unite and assist churches to fulfill the Biblical mandates of missions and church development for the advancement of Christ's Kingdom."

5. **MEMBERSHIP**

A. This Association shall have an Annual Meeting composed of Messengers elected annually from the churches affiliated with the Association. When such Messengers are approved by the Association, they shall be seated and entitled to participate in the affairs of the Association. Each church may have ten (10) Messengers for the

- first fifty (50) resident members, and one additional Messenger for each fifty resident members above the first fifty, provided no church has more than twenty
- B. church-selected Messengers. Each mission may have three mission-selected messengers.
 - C. Churches which give written evidence of agreement to the STATEMENT OF FAITH and PURPOSE of this Association as referred to in Articles 2 and 3 above and pledge their support and cooperation, may be admitted to membership in this Association by an affirmative vote of two-thirds (2/3) of the Messengers present and voting at the Annual Meeting. Such written evidence must be in the hands of the Administrative Team at least sixty (60) days prior to the Annual Meeting.
 - D. It shall be the duty of the affiliated churches to correspond promptly each year using the Annual Church Profile (ACP) furnished by the Illinois Baptist State Association. Further, it is the responsibility of each church to be represented by Messengers at the Annual Meeting. When any church fails to be represented by Messengers or ACP, the Moderator of the Association shall instruct the Administrative Team to contact that church to determine the reason. In the event that the church fails to send an ACP or Messengers to the next Annual Associational meeting following contact by the Administrative Team the church shall be sent written notice by the Clerk of the Association that its name has been dropped from the list of affiliated churches.
 - E. It shall be the further duty of churches to contribute annually to the financial support of the Associational work. Any church failing to do so shall be dealt with in the same manner as in Article 5, Section C, described above.

6. OFFICERS

The officers of the Association shall be Moderator, Vice-Moderator, Clerk, Assistant Clerk, Treasurer, Historian, Trustees, Program Directors and Team Leaders. These officers shall be placed in nomination by the Administrative Team and also opportunity shall be given for making nominations from the floor. They shall be elected by the Association during an evening session of the Annual Meeting. They shall serve until the close of the following Annual Meeting of the Association or until their successor shall be elected and installed. The Moderator and the Vice-Moderator shall be limited to not more than two (2) successive years of service. The duties of these officers shall be those incumbent upon such officers as outlined in the Operations Manual for the Association. When the Association employs a Director of Missions, this person shall be nominated by the special committee and elected by the Association or when necessary by the Executive Committee.

7. AUTHORITY

The Association is an autonomous body and therefore reserves the right to determine its own policies and direct its own business. This Association is independent of any

denominational control. It may refuse to seat Messengers from churches who are not in fellowship or doctrinal agreement with the Association. This Association shall never exercise authority over or give direction to churches affiliated with it, but will stand ready to lend assistance and counsel.

8. ASSOCIATIONAL PROGRAMS

This Association shall encourage and promote such programs as Sunday School, Discipleship Training, Woman's Missionary Union, Brotherhood, Music and other programs which are In keeping with the PURPOSE of the Association, selecting leaders as necessary for the promotion of the work as outlined in the Operations Manual.

9. EXECUTIVE COMMITTEE

- A. The Association shall have an Executive Committee consisting of two (2) lay members from each church with a resident membership of one hundred (100) or less and one additional committee member for each additional one hundred (100) resident church members, provided no church has more than five (5) church-selected members on the Executive Committee. Each mission may have on mission-selected member. In addition to church and mission selected members, all pastors of churches and missions, Association officers, and team leaders shall be ex officio voting members. (The Director of Missions is an ex officio member without vote.) Nominations for membership on the Executive Committee may be made by the church, and members must be elected by the Church and seated by the Association at Annual Meeting or Executive Committee meetings.
- B. The Executive Committee shall attend to all matters of the Association between the Annual Meetings; promote all the work authorized by the Association and carry out all directives given by the Association. It shall make an annual report to the Association of all work carried on and all finances handled.
- C. The Executive Committee shall hold regular meetings at least two (2) times a year, the dates being set by the Association. Special meetings may be called by the Moderator when deemed necessary, or upon written request office (5) Executive Committee members. Any call for a special meeting must set out, in writing, the purpose for which it is called, not less than one month previous to the date of such meeting, with a copy mailed to each member of the Executive Committee. Complete minutes shall be kept of all Executive Committee meetings, and said minutes shall designate the number of members present.
- D. In addition to twelve voting members being needed for a quorum, there shall be members from at least seven churches for the transaction of business at both regular and special meetings of the Executive Committee.

10. MEETINGS.

The Association at each Annual Meeting shall determine the time and place of future meetings. The Executive Committee may have power to change the stated time and/or

place of the Annual Meeting in case of emergency or necessity. The Association shall hold such program meetings as are deemed wise in order to carry out the total PURPOSE of the Association.

11. TEAMS and COMMITTEES

The Association shall have the following teams, Administrative Team, Ministry Development Team, Missions Mobilization Team, New Work Team, and Leadership Development Team, and others as needed. The Association shall have the following committees: Executive Committee and Trustees. The Administrative Team shall have the responsibility for nominating all teams and committees. All selections on the committees and teams shall be subject to the approval of the Association during the final session of the annual meeting.

12. CORPORATE RESPONSIBILITY

The property of the Association is irrevocably dedicated to religious purposes, and no part of the net income or assets of this Corporation shall ever be used to the personal benefit of an Officer or Member of the Association, or to the benefit of any private individual, upon the dissolution of the Association. After paying or adequately providing for the debts and obligations of the Association, the remaining assets and property of every nature and description whatsoever shall be paid or transferred at the direction of the Trustees to the Illinois Baptist State Association and/or Southern Baptist Convention ministries.

13. CONSTITUTION:

This Constitution may be amended at the Annual Meeting of the Association by a two-thirds (2/3) majority of the Messengers present provided notice of such change has been given to the Executive Committee sixty (60) days prior to the Annual Meeting and provided it is read in the first session of the Annual Meeting and voted on at the final session. (October, 2009)

BYLAWS

1. In parliamentary procedure the body shall be governed by the current edition of ROBERTS' RULES OF ORDER.
2. The fiscal year of the Association shall be from January 1 through December 31. Annual reports to the Association shall cover the period from August 1 through July 31 of the following year.
3. The Annual meeting of the Association shall be in the month of October. The exact days and place shall be recommended by the Administrative Team, or a committee authorized by the Association and approved by the body. The Executive Committee may be authorized to make such adjustment in the time and place of the Annual Meeting as may become necessary because of circumstances which develop after the close of the Annual Meeting.
4. All officers and team members of the Association must be members of churches within the Association, in good standing, and recognized for their knowledge of and loyalty to Southern Baptist doctrines and programs.
5. Duties of the officers shall be as follows:

The MODERATOR shall call to order and preside over the meetings of the Association and the Executive Committee and direct the affairs of the Association in an orderly manner and Christian spirit. (The Moderator may for good reasons ask other officers or members of the body to preside at times.)

The VICE-MODERATOR shall preside over meetings in the absence of the Moderator and shall assist the Moderator in such ways as the Moderator may direct.

The CLERK shall keep a full and accurate record of all business of the Association, the Executive (committee, the Associational Council, and assist in preparation of the Annual. All records for at least one year shall be on hand at each meeting. Copies of reports shall be kept for one year, all minutes for three years and Associational Annuals permanently. These shall be kept in a fireproof safe.

The ASSISTANT CLERK shall fulfill all responsibilities of the Clerk in the Clerk's absence and assist as requested.

The TREASURER shall receive all funds of and for the Association. Upon receipt of a voucher properly authorized, the Treasurer shall disburse all funds not otherwise designated in accordance with the adopted Associational budget and fiscal policy. The Treasurer shall make reports to the regular meeting of the Executive Committee and Annual Meeting of the Association, and have the same approved. The Administrative Team shall audit the Treasurer's reports at the close of the reporting year and report the same to the Annual Meeting of the Association for approval. Additional requests for audits may be submitted to the Administrative Team for consideration. Paid Associational personnel cannot serve as Treasurer.

The ASSISTANT TREASURER shall fulfill all the duties and responsibilities of Treasurer in the Treasurer's absence, and assist as requested. In cooperation with the Treasurer, the Assistant shall maintain a working knowledge of tax laws,

associational financial procedures, fiscal policies, and financial software. Paid Associational personnel cannot serve as Assistant Treasurer.

The HISTORIAN shall prepare a digest of historical events of special interest during the Associational year as reported by the affiliated churches in the Annual Church Profile, etc. This would include: new buildings constructed, ordinations for ministry, new church-type missions, other ministries started, etc. It shall also include highlights of the most outstanding Associational activities conducted. Information for this report may also be gleaned from church and Associational newsletters, correspondence and reports, presented at the Annual Meeting and printed in the Associational Annual, a copy of which shall be kept in a fireproof safe or vault.

The DIRECTOR OF MISSIONS shall be responsible for planning and executing the work of the Association in collaboration with the Associational mission officers, committee chairmen and program directors. The Director of Missions shall work in close cooperation with the Moderator and shall report regularly to the Executive Committee and to the Annual Meeting of the Association. The Director of Missions shall work under the direct supervision of the Administrative Team.

The TRUSTEES shall have the responsibility of signing all legal documents for the Association and shall have the immediate supervision of all such papers and property. They shall have no power, however, to buy or sell, lease, mortgage or transfer any such titled or deeded property or papers without specific authorization of the Executive Committee of the Association. The Trustees shall be responsible for the maintenance and upkeep of Association property. There shall be at least three (3) Trustees.

6. The Executive Team shall consist of the Moderator, Vice-Moderator, Clerk, Treasurer, Director of Missions, and the team leaders. It shall plan, coordinate and evaluate the Associational program of work, including the calendar of activities. The Director of Missions shall be chairman. It shall meet once a quarter or as needed.
7. All Team Leaders shall give an annual written report of their work, as well as written reports at the regular Executive Committee meeting. The Executive Committee shall exercise authority over these organizations and committees only to the extent of determining whether they are working within the bounds of the MISSION STATEMENT of the Association.
8. A place shall be made on the order of business of the Association for miscellaneous business at each session of the Annual Meeting.
9. A sermon, or sermons, shall be provided for at each Annual Meeting. Addresses on assigned topics relating to phases of our Baptist work may be suggested by the Administrative Committee.
10. Messengers to the Association shall be accorded equal rights and privileges of the floor, provided each Messenger who desires to speak shall rise, address the Moderator and be recognized before beginning to speak. No Messengers shall be

entitled to speak on any subject more than twice until other Messengers desiring to speak have been heard. Upon request of a Messenger or by consent of the body, the Moderator may invite a visitor to speak during discussion.

11. The Treasurer is duly authorized to endorse and sign checks, drafts and orders for the payment of money for the Metro Peoria Baptist Association on its checking and savings accounts. In the Treasurer's absence or inability, the Assistant Treasurer or Moderator may perform these duties under the same stipulations in Bylaw 5 for Treasurer.
12. Loans may be granted by the Executive Committee of the Association only upon the recommendation of the Finance Committee. A maximum of \$2,500.00 may be loaned to any one church. When the terms of the debt are fully satisfied, the church becomes eligible for future loans, each loan to be treated as a new transaction. The lender(s) must agree in writing to the terms of this loan policy, and must sign a gift lien contract. The Finance Committee must submit its recommendations in writing, specifying the rate of installments the lendee proposes for repaying the debt, which is not to exceed one year from the date the loan is approved.
13. These BYLAWS may be amended at the Annual Meeting of the Association by a majority vote of the Messengers present, provided that notice of such proposed change has been given to the Executive Committee sixty (60) days before the Annual Meeting. Such amendments will be read in the first session of the Annual Meeting and voted on at the last session. (October, 2009)