

By-Laws of the Petersburg Baptist Association

ARTICLE I ELECTION AND RESPONSIBILITIES OF OFFICERS

Section 1 The Officers of the PBA shall be nominated by the Association's Nominating Committee. Except for the Moderator and Moderator-Elect, they shall be elected to serve for a term that coincides with the PBA's administrative year or until their successors are elected.

Section 2 Responsibilities:

- A. The Moderator shall preside over all meetings of the PBA and its Executive Council; shall appoint special committees and teams as may be deemed necessary; shall serve as ex-officio member of all councils, committees and teams, with the exception of the Nominating Committee; and shall perform such other duties as may be deemed necessary by the Executive Council.
- B. The Moderator-Elect shall assist the Moderator in the discharge of his/her duties and perform tasks as may be assigned by the same. The Moderator-Elect shall act in behalf of the Moderator, performing those duties in the absence of the same. The Moderator-Elect shall serve as a member of the Personnel Committee and shall serve as Chairman of any Credentialing Committee as may be appointed in accordance with ARTICLE IV; Section 2 of the Constitution of the PBA.
- C. The Clerk shall keep an accurate record of all proceedings of the PBA and the Executive Council; shall publish and circulate the annual minutes; and shall preserve a file of the minutes and other historical data from year to year. The Clerk shall also receive the Annual Church Profile from each member church and compile the information needed for the PBA minutes. An Assistant Clerk shall be nominated by the Nominating Committee and approved by the Messengers at the annual meeting but would not be an officer of the PBA. The duties of the Assistant Clerk shall be to assist the Clerk in the discharge of the duties and perform those duties of the Clerk in his/her absence. The Assistant Clerk shall be responsible for registering all messengers and visitors attending the meetings of the Association and shall keep an account of those attending and participating in all meetings of the Executive Council.
- D. The Treasurer shall oversee the receipt and disbursement of all funds in the manner prescribed by the Association or the Executive Council. The Treasurer shall make an annual report of receipts and disbursements to the PBA and provide quarterly reports to the Executive Council. The Treasurer shall serve as a member of the Budget and Finance Committee. That a combination of any two of the following five (5) be authorized to sign checks of and for the PBA: Treasurer, Assistant Treasurer, Moderator, Chairperson of the Budget & Finance Committee, and Administrative Assistant.
- E. The Assistant Treasurer shall assist the Treasurer in the discharge of his/her duties and perform those duties of the Treasurer in his/her absence. The Assistant Treasurer shall serve as a member of the Budget and Finance Committee. The Treasurer shall give an Annual Report of all receipts/disbursements of the PBA to the PBA Annual Meeting as well as to all Executive Council Meetings. Said reports will be generated by the Administrative Assistant.

ARTICLE II EXECUTIVE COUNCIL

Section 1 The Executive Council shall consist of five (5) elected officers of the PBA as provided under ARTICLE V; Section 1 of the PBA Constitution, all past moderators of the PBA, provided said moderators are members of and active in member churches of the PBA, the Chairman of the PBA Trustees and two (2) persons selected from each member church to serve as their Association Executive Council representatives. Said representatives may be either laypersons, pastors, or one of each. Furthermore, each member church shall be entitled to name an alternate to attend any meeting of the Executive Council who shall have voting privileges in the absence of a regular representative.

Section 2 The Executive Council shall have authority between meetings of the PBA to transact any and all necessary business that shall require immediate or imminent action.

Section 3 The Executive Council shall approve ministry team leaders as proposed by the presiding Council Coordinators.

Section 4 Meetings of the Executive Council shall be conducted quarterly on the third Monday of January, April, July and October, and at such other times as the Moderator shall deem necessary.

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ARTICLE III LEADERSHIP COUNCIL

- Section 1** The Leadership Council shall consist of the Director of Missions, all elected officers, all chairpersons of standing committees, all council coordinators and all team leaders. The Director of Missions shall preside over meetings of this council. In his absence the Moderator shall preside.
- Section 2** The duties and responsibilities of the Leadership Council shall be to plan, coordinate and evaluate the work of the PBA in light of the stated values, mission and vision. Furthermore, the Leadership Council shall coordinate and plan for the Annual Meetings of the PBA and for the various programs throughout the year and shall perform other duties as may be assigned by the PBA or the Executive Council.
- Section 3** The Leadership Council shall meet at least two (2) times each year, one of which shall be in the month of June, for the purpose of reviewing the work of all teams, councils and committees, offering advice for improving and advancing the work, and for reviewing the *Policies and Procedures Manual* for any suggested or needed amendments, additions or changes. Any amendments, additions or changes to said *Manual* shall be forwarded to the Executive Council for its consideration at its October meeting.

ARTICLE IV MISSIONS AND EVANGELISM COUNCIL

- Section 1** The Missions and Evangelism Council shall consist of a Coordinator, the W. M. U. Director, at least three (3) pastors from member churches and any other interested persons selected from the various member churches. The Council Coordinator will be nominated each year by the Nominating Committee and elected by the messengers at the Annual Meeting of the PBA. The other members of this Council, with the exception of the W.M.U. Director, shall serve at the pleasure of the Coordinator and must be approved by the Executive Council at its January meeting.
- Section 2** The Missions and Evangelism Council shall be charged with the responsibility to coordinate and facilitate cooperative mission and evangelism efforts of PBA member churches. The Council shall:
- A. Confer with churches to discover outreach efforts of the member churches in order to discern the need, when requested, for coordinated assistance from other member churches;
 - B. Suggest, encourage, facilitate, and coordinate mission and evangelistic efforts throughout the PBA area, and arrange and coordinate partnerships between the churches and other ministries outside the PBA geographical area;
 - C. With assistance and advice from member churches and individuals, seek to locate areas for new church work and pursue efforts to establish ministries in those areas;
 - D. In coordination with local church efforts, seek to encourage and provide evangelistic training and opportunities for individuals within member churches; and
 - F. Seek to discern ways to cooperate with other Christian organizations within the PBA area to expand our mutual interests to advance the Gospel of Christ.
- Section 3** The Missions and Evangelism Council shall have the authority to separate itself into teams to oversee the various interests, ministries and missionary programs provided and overseen by the PBA. These teams shall be defined and duties outlined in the *Policies and Procedures Manual* of the PBA.

ARTICLE V TRUSTEES

The messengers of the PBA will elect five (5) persons from the member churches to serve as Trustees. The Trustees must meet the requirements to hold said position as required under the laws of the Commonwealth of Virginia and shall hold the titles of all properties owned by the PBA; shall ensure that such properties are reliably insured; and shall transact any business concerning the buying or selling of properties as directed by the Association. They shall elect a Chairman from among themselves who shall also serve on both the Executive and Leadership Councils. Each Trustee shall serve a term of five (5) years, on a rotation basis, with one Trustee subjected to reelection or replacement each year. No two Trustees shall be members of the same church. Furthermore, no person shall be eligible for election to the offices of Moderator, Moderator-Elect, Clerk, Treasurer or Assistant Treasurer while serving as a Trustee.

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ARTICLE VI NOMINATING COMMITTEE

Section 1 The Nominating Committee shall consist of five (5) persons selected by the Executive Council at its October meeting and approved by the messengers at the Annual Meeting of the PBA for a two (2) -year term. No two persons shall be from the same church, and none shall serve more than one (1) consecutive term

Section 2 The Nominating Committee shall nominate:

- A. The officers of the PBA, as provided under ARTICLE I of these By-Laws;
- B. The Missions and Evangelism Coordinator, as provided under ARTICLE IV of these By-Laws;
- C. The Camp Kehukee Council Coordinator, as provided under ARTICLE VIII of these By-Laws; and
- D. All Trustees, as provided under ARTICLE V of these By-Laws; and
- E. All members of all standing committees, as provided under ARTICLE VII of these By-Laws. The slate of nominees shall be presented to messengers of the PBA at its Annual Meeting for approval.
- F. Assistant Clerk

ARTICLE VII STANDING COMMITTEES

Section 1 Personnel Committee

- A. The Personnel Committee shall be composed of six (6) members consisting of the Moderator-Elect and 5 other members, all from different member churches, on a two (2)- year rotation plan with no more than three (3) members subject to reelection or replacement each year.
- B. The duties of the Personnel Committee shall be to:
 1. Serve as an advisory group to the Director of Missions and all Associational staff personnel;
 2. Develop and recommend to the Budget and Finance Committee proposed salary and benefit packages for the Director of Missions and for other Associational staff. The Personnel Committee shall take into consideration recommendations from the Director of Missions in preparing the salary and benefit packages for other Associational staff personnel;
 3. Develop, maintain and annually review job descriptions for each staff position;
 4. Recommend to the Executive Council the employment and dismissal of Associational staff in consultation with the Director of Missions; and
 5. Annually conduct a written performance evaluation of the Director of Missions.

Section 2 Budget And Finance Committee

- A. The Budget and Finance Committee shall be composed of seven (7) members consisting of the Treasurer, Assistant Treasurer and 5 other members, all from different member churches, on a two (2)- year rotation plan with no more than three (3) members subject to reelection or replacement each year.
- B. The duties of the Budget and Finance Committee shall be to:
 1. Develop an annual ministry action budget that is reflective of the Association's values, mission and vision;
 2. Provide guidance and direction in the development of fiscal policies that ensure the viability and financial well-being of the Association; and
 3. Perform such other duties pertaining to the administration and oversight of the budget and finances of the PBA as may be required by the PBA or the Executive Council.
- C. The Budget and Finance Committee shall present its proposed fiscal-year budget to members of the Executive Council by US Postal Service, postmarked no later than the 1st of October of each year. The Executive Council may endorse or amend the budget proposal at its October meeting. Upon approval, the Executive Council will forward the proposed budget to the messengers for their approval at the Annual Meeting of the PBA.

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ARTICLE VII STANDING COMMITTEES (Continued)

Section 3 Facilities Committee

- A. The Facilities Committee shall be composed of six (6) members, no more than two (2) from the same member church, on a two (2)- year rotation plan with no more than three (3) members subject to reelection or replacement each year.
- B. The duties of the Facilities Committee shall be to:
 - 1. Provide for the maintenance and upkeep of the Association office building and grounds;
 - 2. Oversee any and all rental agreements and contracts involving the Association office;
 - 3. Research and make any recommendations for office relocations and/or changes;
 - 4. Recommend to the Budget and Finance Committee a proposed office facilities budget in consultation with the Director of Missions and the Administrative Assistant;
 - 5. Two members shall serve on the Kehukee Facilities Team to assist in the maintenance of the Camp, Conference and Retreat Center; and
 - 6. Perform such other duties as may be deemed necessary by the PBA, its officers or the Executive Council.

ARTICLE VIII CAMP KEHUKEE

Petersburg Baptist Association is the owner of the Camp, Conference and Retreat Center known as Camp Kehukee, located in Carson, Virginia. The PBA shall supervise and maintain this property and its facilities through a Camp Kehukee Council, the appointment and duties of which shall be outlined in the PBA *Policies and Procedures Manual*. Two (2) members of the Facilities Committee will be selected from among its members to serve on this council.

ARTICLE IX DIRECTOR OF MISSIONS

- Section 1** The Director of Missions (herein called DOM) shall be responsible for the provision of general leadership and administrative oversight for the total work of the PBA. The DOM shall encourage, assist and coordinate the work of the churches of the PBA when called upon and shall aid in carrying out the Great Commission in the spirit of the Great Commandment.
- Section 2** The DOM shall be an ordained Baptist minister, who holds a minimum of a Master's Degree from an accredited seminary or graduate school and who affirms the values, mission and vision of the PBA.
- Section 3** The DOM shall be approved by the Executive Council upon the recommendation of a five (5)- person search committee appointed by the Moderator. No two members of said search committee shall be members of the same church. Upon approval by the Executive Council, the DOM shall be elected by a three-fourths (3/4) ballot vote of the messengers at a special called PBA meeting.
- Section 4** The DOM and the Association shall mutually agree upon the tenure of the position, and the relationship may be dissolved at the request of either party, with at least a thirty (30) -day written notice.
- Section 5** The DOM shall make regular reports to and be supervised by the Executive Council. The specific duties and responsibilities of the DOM shall be outlined in a position description that shall be developed by the Personnel Committee and incorporated in the accompanying *Policies and Procedures Manual* of the PBA.

ARTICLE X MEETINGS

- Section 1** The PBA shall hold an annual meeting to convene on the Thursday following the fourth Monday in October. Another date may be set by the Executive Council, provided that each member church is notified of said change no later than the 1st day of October. Special meetings of the messengers may be conducted when requested by a majority of the members of the Executive Council. Thirty (30) messengers shall constitute a quorum to conduct business within the Association.

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ARTICLE X MEETINGS (Continued)

Section 2 Regular meetings of the Executive Council will be conducted in accordance with ARTICLE II; Section 3 of these By-Laws. Special meetings of the Executive Council may be called by the Moderator, or upon petition of seven members of the Executive Council acting in behalf of the churches they represent. Twenty (20) voting members shall constitute a quorum to conduct business within the Executive Council.

Section 3 *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for all business sessions and meetings of the Association and its Executive Council.

ARTICLE XI ADMINISTRATIVE AND FISCAL YEAR

The administrative year of the PBA shall coincide with the Association's fiscal year, which shall begin on January 1st and conclude on December 31st, except for the Moderator and Moderator-Elect, who will begin their service at the close of the annual meeting. All officers, council members, committee members and team leaders will begin their terms on January 1st following their election and/or appointment.

ARTICLE XII POLICIES AND PROCEDURES

The duties and responsibilities of all standing committees, the selection of any and all special or temporary committees, and the selection, purpose and duties of ministry teams shall be enumerated in a *Policies and Procedures Manual*, which shall guide the PBA and its officers and define areas of ministry and service within the Association and among its supporting churches. This manual will be subject to review by the Leadership Council. This Council may revise or rewrite the manual, except those Articles pertaining to the job description of any paid employee, and shall forward a copy of said revisions to the Executive Council for its consideration. Any and all changes approved by the Executive Council will become effective at the beginning of the administrative year.

ARTICLE XIII AMENDMENTS TO THE BY-LAWS

These By-Laws may be changed, amended or abolished in their entirety at any Annual Meeting of the PBA by a two-thirds (2/3) majority of the messengers present and voting. Said changes, amendments or proposal for abolition must be submitted in writing to the Clerk of the Executive Council no later than the 31st day of August prior to the Annual Meeting of the PBA. The Executive Council shall meet to consider said proposal and, upon approval by a two-thirds (2/3) majority vote, will forward a final copy of the proposal to member churches by US Postal Service, postmarked no later than the 1st day of October prior to the Annual Meeting.