

**BYLAWS  
OF  
THE WILMINGTON BAPTIST ASSOCIATION**

(adopted October 11, 2016)

**Article 1. Membership**

- 1.1 Qualifications. Membership in the Wilmington Baptist Association, hereafter known as the "WBA" or "Association", shall be determined as provided in the Constitution.
- 1.2 Termination of Membership. Member churches should participate in Executive Committee meetings (via members) and the WBA Annual Session (via messengers), contribute to the WBA budget, lift sister congregations up in prayer and report through the Annual Church Profile (ACP). If a church has gone at least a year without participating in at least one of the four aforementioned opportunities, the Membership Team will try to initiate contact and seek reconciliation. After a second year of inactivity, the Officers (Moderator and Vice Moderator) will seek reconciliation. After three (3) years of inactivity, the inactive church shall be placed in watch-care for one (1) year. If the church continues to be non-participatory at the end of the year of watch-care, membership/watch-care status will be removed completely. At this time, a letter will be sent to church informing them that they are no longer considered a member of the WBA.
- 1.3 Voting. Each church shall be entitled to up to ten (10) messengers. Messengers shall be duly elected by their member church.
- 1.4 Powers and Prerogatives with respect to Members. Recognizing the autonomy of the local church, the WBA has no power to infringe on the sovereignty and rights of its member congregations. It is not an ecclesiastical legislature, a council or court of appeals. It may advise members and recommend measures to be taken, but has no power to enforce them in any way. The combined wisdom, piety, and intelligence of the member churches, however, ought to be given deep consideration and highest regard.
- 1.5 General. To become a member of the Executive Committee or an officer, or a member of any committee or team, a candidate must be an active member of an active WBA church and supportive of the purposes of the WBA as described in the Constitution. Upon request of the Nominating Team, member activity and support of the church shall be determined by the Pastor and/or Deacon Chairperson.

## **Article 2. Meetings**

- 2.1 Annual Session. The Annual meeting of the Association shall be scheduled in October of each year. The date and location of the Annual Meeting shall be announced during the Annual Meeting the prior year. The Executive Committee may change the date and location of the Annual Session in any year, provided notice of at least one month is given to all member churches. The messengers voting in annual session are the final authority in policy of the Association.
- 2.2 WBA in Called Session. Special meetings of the members for any purpose or purposes may be called by the Administrative Support Team with at least two weeks written notice to the member churches. The business to be transacted at any special meeting shall be limited to the purposes stated in the notice.
- 2.3 Quorum. There must be a minimum of forty (40) messengers present, representing at least one-fourth (1/4<sup>th</sup>) of the member churches, to constitute a quorum for any meeting of members (Annual or called Session of the messengers of the WBA).

## **Article 3. Executive Committee**

- 3.1 Executive Committee. The Executive Committee of the WBA shall consist of the Officers, the Ministerial Staff of the WBA the immediate past-Moderator; the pastor and lay representative from each member church, the chair of each committee and the team leader of each team, and the Directors of the Associational WMU and Baptist Men.
- 3.2 Executive Committee Meetings. The Executive Committee of the WBA shall meet in January and September, and at such other times as decided by the Moderator. The coming year budget shall be presented in September for recommendation to the Association in Annual Session. Budget adjustments may be presented in January based on year end reports.
- 3.3 Quorum. A quorum of the Executive Committee will consist of representation from one-fourth (1/4<sup>th</sup>) of the member churches.

## **Article 4. Officers**

- 4.1 Officers. The Officers shall be Moderator, Vice-moderator, Recording Secretary and Director of Missions (Associational Missionary).

- 4.2 Term of Office. The term of office for the Moderator, Vice-moderator and Recording Secretary shall begin on January 1 following election the previous October and shall last one year, or until his/her earlier death, resignation or removal. The Moderator and Vice-moderator shall not be eligible for more than two consecutive one (1) year terms. The Recording Secretary can be elected to successive terms without limit.
- 4.3 Resignation. An officer may resign at any time by giving notice in writing or by electronic transmission to the WBA Resource Center addressed to the Moderator, Executive Committee or Director of Missions. A resignation will be effective upon its receipt unless the resignation specifies that it is to be effective at some later time or upon the occurrence of some specified later event.
- 4.4 Vacancies. The Nominating Team shall bring forth its recommendation for filling any vacancy at the next Annual meeting or at the next Executive Committee meeting. The vacancy will then be filled by vote of the Executive Committee.
- 4.5 Moderator. The Moderator shall preside at all meetings of the WBA in Session and the Executive Committee, deciding points of order and making such appointments as provided by the Constitution and these By-laws. The Moderator shall serve as ex officio, voting member of all committees and teams and may appoint someone to represent him/her in this ex officio capacity. The Moderator may appoint a Parliamentarian to assist in making rulings. In the absence of a Director of Missions (Associational Missionary), the Administrative Support Team under the direction of the Moderator shall be responsible for the day-to-day operations of the WBA.
- 4.6 Vice-moderator. The Vice-moderator shall assist the Moderator, performing tasks as assigned by the Moderator. The Vice-moderator shall preside over meetings as requested by the Moderator. The Vice-moderator shall also serve as chairperson of the Administrative Support Team.
- 4.7 Recording Secretary. It shall be the duty of the Recording Secretary to:
- (1) Serve as recorder for the Association in Session, the Executive Committee and the Administrative Support Team.
  - (2) Secure from the churches the Annual Church Profile and provide information on the collection of this profile.
  - (3) With the assistance of the WBA staff, oversee the printing and distribution of the Associational Annual.
  - (4) Notify special committees and teams of their appointment.

## **Article 5. Administrative Support Team**

- 5.1 The Administrative Support Team. The Administrative Support Team exists to plan, implement and evaluate administrative ministries and functions to facilitate the ministries and viability of the Association. The Administrative Support Team shall be led by the Vice-moderator and shall consist of the

Officers, as well as the Committee Chairpersons and Ministry Team leaders. The team leaders include, but are not limited to the Leaders of the: Program Team, Personnel Team, Finance Team, Membership Team, Ordination Team, Constitution Team, Nominating Team, Facility Team. Team leaders will be added to this Administrative Support Team as additional teams are formed. Possible future teams could be, but not limited to: Pastoral Fellowship, Pastoral Family Health, Prayer, Evangelism, Leadership Development, Discipleship, Mapping, Resource Development, and/or Missions Teams.

## **Article 6. General Organization**

**6.1 Trustees.** This team shall have five (5) members. It shall be the duty of this team to:

- (1) Serve as the legal representative of the Association.
- (2) To act as directed by the Association in handling legal matters.
- (3) To oversee the total insurance plan for protecting the property and equipment of the Association and the professional liability of the staff and officers.

### **6.2 Personnel Team.**

The Personnel Team shall consult with and advise the Director of Missions on the need for staff members. This team will appropriate bonuses, when finances allow and performance is at or above expectation. The Team will develop specific personnel policies as needed.

### **6.3 Finance Team.**

The Finance Team shall develop and direct the application of the Financial Plan of the WBA. The budget for the following year should be submitted for approval in the September Executive Committee Meeting and ratified in the Annual Session. If needed, a revised budget may be presented to the Executive Committee in January. An Audit Sub-team will also perform an internal audit each year.

### **6.4 Facility Team.**

The Facility Team will coordinate the use, care and maintenance of the Resource Center building and grounds.

### **6.5 Program Team.**

The Program Team shall arrange the program for the Annual Session to include praise and worship and proclamation. This is to be a time of celebrating God's provision and grace.

## **6.6 Ordination Team.**

The Ordination Team leader will form a team as ordination is requested for someone in a ministry position requiring ordination and requested by their local church.

## **6.7 Membership Team.**

The Membership Team shall study and evaluate all churches seeking membership in the Association and make recommendations to the WBA, seek to restore relationships with non-participating member churches, and make recommendations concerning their membership status. The Membership Team will try to initiate contact and seek reconciliation when a church has lapsed into inactivity as mentioned in Article 1.

## **6.8 Constitution Team.**

The Constitution Team shall study recommended changes to the Constitution and By-laws. This team will also coordinate with other team leaders and staff in the creation and maintenance of a WBA Policy Manual. Nominations shall be preceded by direct contact with prospective nominees and obtaining their agreement to serve. The Administrative Support Team shall nominate members for the Nominating Team.

## **6.9 Nominating Team.**

The Nominating Team shall nominate candidates for all Offices, Trustees, Team Leaders and team members as requested by Team Leader.

## **Article 7. Resolutions.**

Resolutions, having little power to accomplish good and considerable power to cause mischief, shall have no place in the proceedings of this Association. Expressions of gratitude, appreciation, or remembrance shall be handled as appropriate, but do not require resolutions.

## **Article 8. Tenure and Elections**

With the exception of staff and unless otherwise stated in these By-laws, all officers of the Association shall be nominated by the Nominating Team and elected by the Association annually. In performing its task, the Nominating Team shall seek balance between ministers and laity. Balance between ministers and laity serving as Moderator and Vide-moderator is especially recommended.

## **Article 9. Staff Leadership**

### **9.1 Director of Missions**

A. The Call. When a Director of Missions is to be called, the Moderator shall nominate five (5) Search Team members, to the Administrative Support Team or the Executive Committee for election. The Team is to present only one candidate at the time to the Executive Committee for a ballot vote. It shall require an affirmative vote of three-fourths (3/4<sup>th</sup>) of those present and voting to effect a call. Should the vote be less than three-fourths (3/4<sup>th</sup>) of those present and voting, the Team will be instructed to continue their search.

B. Duties. The duty of the Director of Missions shall be as follows:

- (1) To administer the work of the Association
- (2) To work with and assist pastors and churches
- (3) To work with and assist associational organizations and leaders
- (4) To provide missionary leadership
- (5) To work with the officers and teams in carrying out the purpose of the Association as set form in Article II of the Constitution and in keeping with the adopted policies of the Association.

C. Term of Office. The Director of Missions (Associational Missionary) shall serve until the relationship is dissolved at the request of the Director of Missions or the Executive Committee.

## 9.2 Other Ministerial Staff.

## 9.3 Administrative Assistants.

- A. The number of Administrative Assistants shall be determined by the Director of Missions, the Officers, and the Personnel Team.
- B. Selection. Administrative Assistants are to be interviewed and selected by the Director of Missions and approved by the Personnel Team.
- C. Duties. The duty of each Administrative Assistant shall be those set forth in job descriptions approved by the Personnel Team.
- D. Term of Service. The Administrative Assistants shall serve until the relationship is dissolved at the request of the employee or on recommendation of the Director of Missions and the Personnel Team.

## **Article 10. Amendments**

These By-laws may be amended by a vote of two-thirds (2/3<sup>rd</sup>) majority of the messengers present and voting at a meeting of the Association in Session. No amendment shall be considered in an Association in Session unless the Executive Committee shall have been given the opportunity to consider the amendment, and a

copy of the proposed amendment shall have been delivered to each member church no fewer than thirty (30) days prior to the meeting at which it is being considered.