

SAN JACINTO BAPTIST ASSOCIATION  
PROPOSED CONSTITUTION  
Adopted October 18, 2011

**Article I: Name**

The name of this body is the SAN JACINTO BAPTIST ASSOCIATION.

**Article II: Definition and Purpose**

A. San Jacinto Baptist Association is a self-determining local Southern Baptist inter-church community created and sustained by the cooperating churches affiliated with it, and responsible to them through their messengers. Through the Association, the churches foster their fellowship, and their unity in faith and practice, and give and receive assistance in achieving their purpose.

B. The purpose of the San Jacinto Baptist Association is to promote the interests of the Kingdom of Jesus Christ within the bounds of the Association and to the ends of the earth, and to encourage the cooperating churches to contribute to Texas and Southern Baptist missionary, benevolent and educational causes and institutions.

**Article III: Membership**

A. The Association is composed of cooperating churches. A cooperating church is one that has applied to, been accepted by, and is in good fellowship with the churches of San Jacinto Baptist Association.

1. In good fellowship means:

- a. Being sound in doctrine,
- b. Being faithful each year in supporting the Association and its mission causes financially, and
- c. Participating in its meetings and programs annually.

2. Sound doctrine is understood as that which is consistent with the New Hampshire Confession of Faith or the Baptist Faith and Message.

3. The Association disclaims ecclesiastical jurisdiction over any member church.

B. A church may apply for membership in accordance with the procedures outlined in the bylaws.

C. Relationships may be severed in accordance with the procedures outlined in the bylaws.

D. Each cooperating church will report its work for the year to the annual meeting of the Association by completing the Annual Church Profile.

**Article IV: Governance**

A. Annual Meeting

1. The Association, consisting of messengers from cooperating churches chosen per Article II.C.2b. of the Bylaws, will convene annually to conduct association business in accordance with procedures outlined in the bylaws.

2. The officers of the Association shall consist of Moderator, Vice-Moderator/Treasurer, Clerk, and Trustees who will be elected at the annual meeting of the Association.

3. A Called Meeting of the Association may be convened at the discretion of the Moderator and Coordinating Council or the Executive Board of the Association. Notice of such special meetings will be made to each church in writing at least one month before such special meetings.
- B. Executive Board
1. The Executive Board will meet at least once every three (3) months for the purpose of conducting Association business between its Annual Meetings in accordance with procedures outlined in the bylaws.
  2. The Executive Board will be composed of officers of the Association; leaders of all Association ministry teams, fellowships, councils, and groups; pastors and other ministerial staff, and two (2) lay persons elected by each cooperating church.
  3. Cooperating mission churches may be represented by the pastor and one lay person.
- C. Coordinating Council
1. The Coordinating Council will meet monthly to conduct Association business between regular or called meetings of the Executive Board in accordance with procedures outlined in the bylaws.
  2. The Coordinating Council will advise the Executive Board concerning all Association business.
  3. The Coordinating Council membership will be determined in accordance with procedures outlined in the bylaws.
- D. Association Staff
1. The Association Staff consists of employees of San Jacinto Baptist Association and Lake Tomahawk Christian Retreat Center.
  2. The Association Staff will manage Association business on a daily basis in accordance with procedures outlined in the SJBA Personnel Manual.

#### **Article V: Amendments to the Constitution**

- A. This Constitution shall be amended by a 2/3 vote of the messengers present at the Annual Meeting or a Called Meeting for the purpose of considering a change to the Constitution.
- B. Proposed amendments to this constitution must be submitted in writing to the Association Clerk at, or prior to, any meeting of the Association, including the Annual Meeting, Executive Board, and Coordinating Council.
1. All proposed amendments will be directed to the Coordinating Council for research and deliberation.
  2. The Coordinating Council will report on the proposed amendment to the Executive Board and recommend that each proposed amendment be either forwarded to the Association or dismissed.
- C. Cooperating churches will be notified of the proposed amendment in writing one month prior to the meeting date.

SAN JACINTO BAPTIST ASSOCIATION  
PROPOSED BYLAWS  
Adopted October 18, 2011

**Article I. Procedures for Association Membership**

- A. San Jacinto Baptist Association is comprised of Cooperating Churches as defined in Article III-A of the Constitution.
- B. Application for Membership
1. Any church requesting membership in this Association must petition the Association in writing at least thirty (30) days prior to the Annual Meeting.
  2. The Membership Team will qualify the petition and prepare a report for consideration by the Association at the Annual Meeting.
  3. By an affirmative vote of the messengers, the petitioning church will be identified as a Provisional Church for one year.
    - a. Except for voting privileges, a Provisional Church will have all membership privileges.
    - b. A Provisional Church must maintain good fellowship according to guidelines as stated in Article III-A of the Constitution.
    - c. Upon recommendation by the Membership Team and the approval of the messengers, Provisional Church status may be waived for a cooperating mission within the Association that constitutes as a church.
  4. Full membership will be granted at the next Annual Meeting upon recommendation by the Membership Team and approval by the messengers.
- C. Ending Membership
1. A church desiring to conclude its' relationship with San Jacinto Baptist Association should submit a letter of explanation to the Membership Team.
  2. A church not meeting the guidelines as stated in Article III-A of the Constitution will be contacted by the Membership Team.
    - a. The Membership Team will attempt to identify issues and seek a solution.
    - b. The Membership Team will offer encouragement, counsel, and spiritual support to the church.
    - c. If necessary the Membership Team may recommend changing the church to Provisional Church status.
  3. Upon recommendation by the Membership Team, the Association reserves the right to disassociate with any member church not in good fellowship.

**Article II. Procedures for Governance**

- A. Rules of Operation
1. Association business shall be conducted in keeping with Christian principles.

2. Association business will be conducted under the guidelines of the current edition of Robert's Rules of Order. The Constitution and Bylaws of San Jacinto Baptist Association shall take precedence over Robert's Rules of Order.
3. Participation in association meetings shall be defined as a messenger's or member's presence as noted in the minutes or registration process. This participation may include:
  - a. Physical presence at any regular or called meeting.
  - b. Presence through electronic or other media-convened meeting.
4. Votes by proxy or absentee ballot shall not be permitted in association meetings.

B. Officers of the Association

1. Terms of Service:

- a. Officers of the association will be recommended for election by the Nominating Team at the Annual Meeting.
- b. Officers must be active members of a cooperating church in the association.
- c. Officers shall serve terms of service as defined in their duties. Each term begins immediately following the meeting at which they are elected.
- d. Vacancies shall be filled by the Executive Board.
  - (1) In the event the office of Moderator becomes vacant the Vice-moderator/Treasurer will serve as interim Moderator until a replacement is elected.
  - (2) Persons for all other vacancies will be recommended by the Nominating Team.
  - (3) Persons filling unexpired terms will be eligible for ~~to~~ a full term for the same office.
- e. All officers of the Association serve voluntarily.

2. Duties:

- a. Moderator:
  - (1) The Moderator will preside at all regular and special meetings of the Association and Executive Board.
  - (2) The Moderator may call for a special meeting of the Association or Executive Board in accordance with Article IV, Sec. A3 of the Constitution
  - (3) The Moderator is an ex-officio member of all Ministry Teams of the Association
  - (4) The Moderator will be recommended by the Nominating Team for a two-year term to be elected in even-numbered years.
  - (5) The Moderator may not serve consecutive terms.
- b. Vice Moderator/Treasurer
  - (1) The Vice Moderator/Treasurer will preside over the Coordinating Council.
  - (2) The Vice Moderator/ Treasurer will preside over the Annual meeting and Executive Board in the absences of the Moderator or at his request.
  - (3) The Vice Moderator/Treasurer will be recommended by the Nominating Team for a two-year term to be elected in odd-numbered years.
  - (4) The Vice Moderator/Treasurer may not serve consecutive terms.
  - (5) The Vice Moderator/Treasurer will report the financials of the association to the Coordinating Council.

- c. Clerk
  - (1) The Clerk will keep accurate and official minutes of all business sessions of the Association, Executive Board and Coordinating Council.
  - (2) The Clerk will provide a compilation of all reports for the Annual Meeting.
  - (3) The Clerk will be recommended by the Nominating Team for election annually and may serve successive terms.
- d. Trustees
  - (1) Four trustees will be recommended by the Nominating Team for election to serve as legal agents of the Association.
  - (2) Trustees act only at the direction of the Association, Executive Board, or Coordinating Council.
  - (3) The term of service will be four (4) years with one trustee rotating off each year.
  - (4) No trustee may serve consecutive terms.
  - (5) Two trustee signatures are required for business transactions.

## C. Annual Meeting

### 1. Arrangements

- a. The Annual Meeting will be conducted in October at a time and place announced at the previous Annual Meeting.
- b. During the business session of the current Annual Meeting, the Moderator will appoint the Annual Meeting Arrangements Team consisting of five members.
- c. The Annual Meeting Arrangements Team will work with the Executive Director to plan and coordinate the details of the next Annual Meeting.

### 2. Quorum, Messengers, Agenda, and Resolutions

- a. A Quorum is comprised of all elected messengers from cooperating churches who are registered for the current meeting.
- b. Each church will be entitled to three (3) messengers, plus one (1) additional messenger for each fifty (50) resident members, with a maximum of twelve (12) messengers per church.
- c. The Agenda of the Annual Meeting shall be determined by the Executive Director in consultation with the Moderator, Vice Moderator, host pastor and others.
- d. Resolutions
  - (1) A Resolution is a non-binding statement of majority opinion of the Association.
  - (2) Any issue for consideration by the association as a resolution must be presented in written form to the Resolution Team for review prior to the convening of the first session of the annual meeting.
  - (3) Any issue determined by the Resolution Team to require additional study may be presented at the next meeting of the Executive Board or at a Special Called meeting of the association for consideration.

### 3. Called Meeting of the Association

- a. A Quorum is comprised of all elected messengers from cooperating churches who are registered for the current meeting.
- b. Each church will be entitled to three (3) messengers and one (1) additional messenger for each fifty (50) resident members, with a maximum of twelve (12) messengers per church.

- c. The agenda for a Called Meeting will be restricted to the purposes identified in the notification of the meeting.

D. Executive Board:

1. Arrangements

- a. Executive Board meetings will be set with the approval of the calendar at the Annual Meeting.
- b. A quorum for all Executive Board meetings is comprised of all elected representatives from member churches who are registered for the current meeting.

2. Responsibilities

- a. The Executive Board is responsible for authorizing the budget. All fees and money shall be received and dispensed through the unified budget of San Jacinto Baptist Association.
- b. The Executive Board will be authorized to employ staff for the Association in accordance with this Constitution and Bylaws and in keeping with the current budget policies of the Association.
- c. The Executive Board will be authorized to purchase and sell such properties as deemed necessary for the achievement of the purpose of the Association in keeping with the current policies of the association.
- d. The Executive Board will develop its own organizational practices.
- e. The Executive Board will be authorized to address other subjects deemed appropriate and consistent with the purposes of the Association and this Constitution and Bylaws.

3. Called Meetings of the Executive Board

- a. A called meeting of the Executive Board may be convened at the discretion of the Moderator and Administrative Council.
- b. Each church will be notified in writing of the arrangements and purpose for the meeting at least two weeks in advance.

E. Coordinating Council:

- 1. The purpose of the Coordinating Council is to assist the Executive Director in guiding the work of the Association through its ministry teams.
- 2. Membership will consist of officers of the Association and coordinators of the five ministry groups (Administration, Networking, Reproduction, Resourcing, and Lake Tomahawk), the Executive Director, and the Lake Tomahawk Manager.

3. Arrangements

- a. Coordinating Council meetings will be set with the approval of the calendar at the Annual Meeting.
- b. A called meeting of the Coordinating Council may be convened at the discretion of the Executive Director and Association officers.
- c. Coordinating Council meetings shall be open to any member of a cooperating church.
  - (1) Members of cooperating churches or others desiring to bring business before the council will inform the Vice Moderator/Treasurer or the Executive Director prior to the meeting. The Vice Moderator/Treasurer and the Executive Director reserve the right to consider the business at a later date.

- (2) The council may invite representatives of ministry groups to provide reports concerning their plans.
- (3) The council reserves the right to enter executive (closed) session when deemed appropriate by a majority vote of the council present.

#### 4. Responsibilities and Limits

- a. The Coordinating Council will serve in an advisory capacity to all ministry teams, fellowships, councils, and groups.
- b. The Coordinating Council will be responsible for providing oversight to the financial condition of the Association and Lake Tomahawk Christian Retreat Center:
  - (1) By preparing annual budgets based on the recommendations of all ministry teams, program leaders, and councils;
  - (2) By reviewing monthly financial statements;
  - (3) By authorizing necessary extra-budgetary expenditures; and
  - (4) By reporting to the Executive Board and to the Annual Meeting.
- c. The annual budgets of the Association and Lake Tomahawk will be completed in time to be presented to the Executive Board meeting prior to the Annual Meeting, and pending approval, forwarded to the Annual Meeting for final approval.

#### 5. Ministry Group Coordinators

- a. All ministry teams, fellowships, councils, and groups will relate to the Association through at least one of five ministry groups:
  - (1) Administrative Group – These teams provide support for the Association staff and assistance to local congregations in matters dealing with Association and Church Administration.
  - (2) Networking Group – These teams and fellowships provide opportunity for church staff members to come together for fellowship, encouragement, resources, and networking of mutual service opportunities.
  - (3) Reproducing Group – These teams provide training, resources and opportunities for churches to live out the Great Commission.
  - (4) Resourcing Group - These teams provide local churches with resources to encourage discipleship growth, church growth, and professional enrichment of employees. The Team will also provide resources to address current issues affecting the life of the church and community.
  - (5) Lake Tomahawk Group – These teams support the Lake Tomahawk Christian Retreat Center ministry with resources to provide a developing camp environment with the goal of seeing individuals become growing disciples of Jesus Christ.
- b. Each ministry group will be coordinated by an individual elected at the Annual Meeting.
  - (1) Coordinators will be recommended by the Nominating Team and elected for one year terms.
  - (2) Coordinators may serve consecutive terms.
- c. Responsibilities include:
  - (1) Establishing and maintaining contact with the leaders of each of the teams within the ministry group,

- (2) Encouraging team leaders to be pro-active in fulfilling the ministry tasks,
  - (3) Providing assistance in locating resources or other needs in developing plans or projects, and
  - (4) Informing the Executive Director and the Coordinating Council of the work of the teams in the ministry group.
- d. Ministry Group Coordinators are not responsible for the work of any team within the ministry group. Coordinators are not expected to attend team meetings or activities, but they may participate and assist as appropriate.

### **Article III. Procedures for Association Ministry**

#### **A. SJBA Ministry Teams**

1. Association Ministry Teams are volunteers from cooperating churches who work together to accomplish specified purposes, tasks, or objectives.
  - a. Teams will be organized into ministry groups based on purposes and responsibilities.
  - b. The teams will be classified as On-going or Task Force Teams.
2. On-going Teams
  - a. Members of On-going Teams will be recommended by the Nominating Team for election at the Annual Meeting to serve a 3-year term, with one-third of the team rotating off each year.
  - b. Nominating Team members will be presented for election by the Association upon recommendation by the Executive Director, Moderator, and Vice-Moderator.
  - c. Duties and responsibilities of On-going Teams will be defined in the SJBA Ministry Team Manual.
  - d. On-going Teams may include, but are not limited to:
    - (1) Prayer
    - (2) Missions
    - (3) Evangelism
    - (4) Discipleship
    - (5) Membership
    - (6) Operations
    - (7) Nominating
    - (8) Lake Tomahawk Teams
3. Task Force Teams
  - a. Task Force Teams may be enlisted for specific projects to help the Association fulfill its mission.
  - b. Task Force Teams may be enlisted by the Executive Director with the approval of the Nominating Team, Coordinating Council, Executive Board or Annual Meeting.
  - c. Task Force Teams will provide ongoing reports to the Coordinating Council.
  - d. Task Force Team guidelines will be addressed in the SJBA Ministry Team Manual.
4. The SJBA Ministry Manual will be developed and maintained by the Coordinating Council.



## B. Association Staff

### 1. Definitions

- a. Staff for San Jacinto Baptist Association will include all paid employees of the San Jacinto Baptist Association Mission Center and Lake Tomahawk Christian Retreat Center.
  - b. The Association will have three levels of staff employment with conditions and benefits as described in the staff/policies manual.
    - (1) Level I Staff are individuals employed to lead and direct the Association to achieve its goals and purposes. These include, but are not limited to, the Executive Director and Camp Manager.
    - (2) Level II Staff are individuals who work full-time or part-time for either the Mission Center or Lake Tomahawk who receive regular salaries.
    - (3) Level III Staff are individuals working full-time or part-time for either the Mission Center or Lake Tomahawk and are paid hourly.
2. The SJBA Personnel Manual will be developed and maintained by the Operations Team in consultation with Level I staff.
- a. The SJBA Personnel Manual will outline employment policies for all staff levels.
  - b. The SJBA Personnel Manual will identify lines of supervision, job descriptions, benefits, and protocol for daily operations.
  - c. The SJBA Personnel Manual will be approved by the Executive Board.
3. All staff members are accountable to the Executive Board through the established lines of supervision.

## **Article IV. Procedures for Amending the Bylaws**

- A. These bylaws shall be amended by a majority vote of the church representatives present at any regular or called meeting of the Executive Board or Association provided adequate notice of the proposed amendment has been given.
- B. Proposed amendments to the bylaws must be submitted in writing to the Association Clerk at, or prior to, any meeting of the Association, including the Annual Meeting, Executive Board, and Coordinating Council.
1. All proposed amendments will be directed to the Coordinating Council for research and deliberation.
  2. The Coordinating Council will report on the proposed amendment to the Executive Board and recommend that each proposed amendment be either considered or dismissed.
- C. Cooperating churches will be notified of the proposed amendment in writing one month prior to the date of the meeting of the Executive Board or Association at which it is to be considered.

Approved at October 18, 2011 Annual Meeting  
Corrections approved at January 23, 2012 Executive Board