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CONSTITUTION AND BY-LAWS OF THE SAN ANTONIO BAPTIST ASSOCIATION

Article I - NAME

The name of this association shall be the San Antonio Baptist Association.

Article II - PURPOSE

The purpose of this body shall be to awaken and stimulate among the churches the greatest possible activity in evangelism, missions, Christian education and benevolent enterprises; to cultivate a closer cooperation among the churches and to promote a harmony of feeling and concert in advancing all the interests of the Redeemer's Kingdom.

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CONSTITUTION OF THE SAN ANTONIO BAPTIST ASSOCIATION

Article I: Name

- A. The name of this Association shall be the San Antonio Baptist Association.
- B. The San Antonio Baptist Association shall be chartered and incorporated as a 501c3 non-profit organization according to the laws of the State of Texas.

Article II: Mission and Values

- A. The mission of the San Antonio Baptist Association shall be to connect, to encourage and to support churches for kingdom impact.
- B. The values of the San Antonio Baptist Association are:
 1. Collaborative Connections - (Matthew 28:18-20; 1 Corinthians 3:10; Acts 1:8) as demonstrated by God-directed relationships that result in Kingdom expansion.
 2. Missional Mindset - (Matthew 28:18-20; Mark 16:15; Luke 24:45-47; Acts 1:8) as demonstrated by an intentional obedience to Christ's Commission.
 3. Strategic Creativity - (Matthew 28:18-20; 2 Timothy 2:2; Acts 14:23) as demonstrated by innovative contextual ministry, which results in reproducing disciples, trained leaders and new churches.

Article III: Structure

- A. The San Antonio Baptist Association is structured around six teams.
 1. The Executive Leadership Team
 - a. The Members of the team will be
 1. Executive Director
 2. Moderator
 3. Vice-Moderator
 4. Treasurer
 5. Clerk
 6. Digital Competence Team Leader

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7. Church Planting Team Leader
 8. Leader Development Team Leader
 9. Community Impact Team Leader
 10. Kingdom Expansion Team Leader
 11. Two rotating members who each serve a two-year term ending on alternate years.
 12. Full time SABA ministry staff, who are non-voting Ex-Officio members
- b. The Duties of the team will be to
1. Assist the Executive Director in fulfilling the San Antonio Baptist Association mission
 2. Make regular reports to the Executive Board.
 3. Determine the time, place and date of the Annual Business Meeting and Annual Celebration.
 4. Prepare a yearly budget, which will be presented at the Annual Business Meeting for a vote of approval.
 5. Oversee all budget and personnel needs of the Association.
 6. Propose a list of officers for a vote of approval at the Annual Business Meeting.
 7. Present a list of nominees, to represent the Association on the Board of Directors for the Alto Frio Baptist Encampment, for a vote of approval at each Annual Business Meeting.
 8. Receive petitionary letters from churches desiring SABA membership and determine, which churches to present to the Executive Board for membership.
 9. Present a yearly calendar for a vote of approval at each Annual Business Meeting.
 10. Approve the various details of each upcoming year to be presented at the Annual Business Meeting or Executive Board Meeting.
2. The Five Strategy Teams will be
- a. Each team leader shall be a member of the Executive Leadership Team.
 - b. Each team leader shall be selected by the team once every two-years and will be presented to the Association for approval with the other officers during the Annual Business Meeting

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- c. The Digital Competence Team will enhance kingdom impact technologically.
- b. The Kingdom Expansion Team will engage God led relationships globally with other Great Commission Christians.
- c. The Church Plant/Replant Team will use innovative efforts toward disciple making movements resulting in reproducing churches.
- d. The Community Impact Team will use collaborative efforts to serve our communities.
- e. The Leader Development Team will invest in leaders who invest in others.
- f. The Executive Director and the Moderator will be members of each strategy team.
- g. Each of the five Strategy Teams will
 - 1. Lead our Association in that specific area of emphasis in fulfillment of the mission statement of the Association.
 - 2. Consist of individuals who have a passion for that specific area of ministry and are active members of San Antonio Baptist Association churches.
 - 3. Fulfill our mission statement to connect, encourage and support churches for kingdom impact.
 - 4. Be given a yearly budget by the Association.
 - 5. Develop and maintain in writing a list of procedures and protocols. These procedures and protocols will be published in the Association's Annual Booklet and other publications.
 - 6. Determine where and how finances will be allocated according to the team's written procedures and protocols.
 - 7. Give a report to the Executive Board at its regularly schedules meetings.

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Article IV: Relationships

- A. This Association shall be composed of autonomous churches and shall not exercise authority over such churches.
- B. This Association may affiliate or share relationships with other Christian entities that are in line with our historical statements of faith.
- C. This Association will have the right to recognize and seat messengers from member churches at the Annual Business Meeting or at called meetings.
- D. This Association will cooperate with other Baptist entities, such as National Conventions, State Conventions, Baptist Associations or other entities in an endeavor to fulfill our mission, core values and strategy for kingdom impact.

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Article III - MEMBERSHIP

Section 1 - COMPOSITION

The association shall be composed of cooperating missionary Baptist churches who have petitioned for membership, have accepted the Baptist Faith and Message as approved by the Southern Baptist Convention in 1963 as their doctrinal position, have been incorporated as a non-profit corporation in the state of Texas, and have been accepted. Cooperation as defined by this body means (1) agreement with the purpose of this association as stated in Article II, (2) participation in various activities of this association, (3) regular and systematic financial support of this association, and (4) annual submission of the Annual Church Profile.

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Article V: Membership

Section One: Qualifications

- A. The Association shall be composed of cooperating Baptist churches who have:
 1. Petitioned and approved for membership.
 2. Affirm the statements of the Baptist Faith and Message or compatible statements of faith.^{1 2}
- B. The majority of the SABA churches affiliate with other Baptist organizations on the local, state and national levels but affiliation with other Baptist organizations is not a requirement for Association membership.
- C. Cooperation as defined by this body means: agreement with the purpose of this Association as stated in Article II; participation in the various missional³ and organizational⁴ activities of this Association; regular and systematic financial⁵ support of this Association.

¹ There are three historical versions of the Baptist Faith and Message - 1925, 1963 and 2000. A SABA church will affirm at least one of the three historical versions or a like version. Throughout our history as Baptists there have been many statements of faith, which include but are not limited to: the 1644 London Confession; the 1742 Philadelphia Confession; the 1758 Sandy Creek Association, the 1833 New Hampshire and others.

² The 1925 and 1963 BF&M Preambles state: "1. That they constitute a consensus of opinion of some Baptist body, large or small, for the general instruction and guidance of our own people and others concerning those articles of the Christian faith which are most surely conditions of salvation revealed in the New Testament, viz., repentance towards God and faith in Jesus Christ as Saviour and Lord. 2. That we do not regard them as complete statements of our faith, having any quality of finality or infallibility. As in the past so in the future Baptist should hold themselves free to revise their statements of faith as may seem to them wise and expedient at any time. 3. That any group of Baptists, large or small, have the inherent right to draw up for themselves and publish to the world a confession of their faith whenever they may think it advisable to do so. 4. That the sole authority for faith and practice among Baptists is the Scriptures of the Old and New Testaments. Confessions are only guides in interpretation, having no authority over the conscience. 5. That they are statements of religious convictions, drawn from the Scriptures, and are not to be used to hamper freedom of thought or investigation in other realms of life."

³ Missional involvement includes church participation in a missions-ministry capacity. Examples are church teams or individuals going to a mission focus area, serving a strategic partner, and other actions within local or international SABA efforts.

⁴ Organizational involvement includes church participation in an equipping capacity. Examples are training, resourcing, strategic team activity, and other actions that directly strengthen SABA's mission efforts.

⁵ Financial involvement includes regular giving to SABA. Currently a new SABA church start gives 3% of the undesignated funds. SABA suggests each member church consider giving 3% or more of its undesignated funds with 1% as a suggested minimum. Each church decides the amount to give regularly. Any member church, which has not given something in the previous 12 months will be considered a church not in good-standing. For such churches, SABA will not be able to supply a 501c3 non-profit letter.

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ARTICLE I - MEMBERSHIP PROCEDURES

Section 1

Item 1: Any church desiring membership in the San Antonio Baptist Association shall present a petitionary letter to the Membership Committee of the Association.

Item 2: The Membership Committee shall thoroughly investigate each church making petition as to soundness in doctrine and practice in compliance with Article III of the Constitution.

Item 3: After thorough investigation, the Membership Committee may recommend a petitioning church to the Executive Board for acceptance in one of the categories described in Item 4.

Item 4: The petitioning churches shall fall into either of two categories:

A. A church that has been a mission of an associational church may apply for immediate membership in the association.

B. A church that has not been a mission of a church of the association may apply to the association by petitioning for a watchcare status for a period of one year.

(1) A church under watchcare is eligible to participate in all association activities and programs, with the exception of voting privileges and holding an elected position in the association.

(2) During the year of watchcare each petitioning church shall be evaluated by the Membership Committee as to full participation in the programs, goals, ministries and finances that support the association. Upon the completion of evaluation and recommendation by the Membership Committee the church shall be eligible to apply for full membership in the association.

Section 2

Item 1: The Membership Committee shall report on and present to the Annual Convention as the first order of business all churches that have been received by the Executive Board since the previous Annual Convention.

Item 2: When a unanimous vote of the Executive Board has not been received for the acceptance of a church, the matter shall be referred back to the Membership Committee, without discussion, to determine the nature of any objection and see if the differences can be eliminated.

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Section Two: Membership Procedures

- A. Any church desiring membership in the San Antonio Baptist Association shall present a petitionary letter to the Executive Leadership Team.
- B. The Executive Leadership Team shall thoroughly investigate each church making petition as to soundness in doctrine and practice in compliance with Article V Section One of the Constitution.
- C. After thorough investigation, the Executive Leadership Team may recommend a petitioning church to the Executive Board for acceptance in one of the categories described in Article III, Section Two D.
- D. The petitioning churches shall fall into either of two categories:
 - 1. A church that has been a mission of an existing member church may apply for immediate membership in the Association provided the church is in compliance with Article V Section One of the Constitution.
 - 2. A church that has not been a mission of an existing member church may apply to the Association by petitioning for a watchcare status for a period of one year.
 - a. A church under watchcare is eligible to participate in all association activities and programs, with the exception of voting privileges and holding an elected position in the Association.
 - b. During the year of watchcare each petitioning church shall be appraised by the Executive Leadership Team with regard as to participation in Article V Section One. Upon the consideration and recommendation by the Executive Leadership Team, the church shall be accepted for full membership in the Association.
 - c. If a church under watchcare does not participate with regards to Article IV Section One, the church and the Executive Leadership Team will discuss how to strengthen the cooperative relationship between the two. The option to extend the watchcare one additional year will be considered.
- E. The Executive Leadership Team shall report on, and present at the Annual Business Meeting, all churches that have been received by the Executive Board since the previous Annual Celebration.
- F. When a unanimous vote of the Executive Board has not been received for the acceptance of a church, the matter shall be referred back to the Executive Leadership Team, without discussion, to determine the nature of any objection and see if the differences can be eliminated.

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- A. After thorough investigation, the Membership Committee shall bring a final recommendation to the next meeting of the Executive Board
- B. If the recommendation in next meeting of the Executive Board is to accept the petitioning church as a member of the association, a three-fourths majority vote shall be required.
- C. If a church fails to receive a three-fourths majority vote, the Membership Committee may recommend that the church be received under watchcare for one year.

Section 3 Upon written complaint of unsound doctrine and/or lack of compliance with Article III, Section I, of the Constitution on the part of a member church, the Membership Committee by majority vote may recommend to the Executive Board that the subject church be suspended from membership privileges for a period of time the Committee considers appropriate to allow for corrections to be made. If the corrections are not made within that time, the Committee may recommend that the Executive Board withdraw fellowship from the church with a full report given to the next Annual Associational Convention.

Section 2 - AUTHORITY

The association, when duly assembled, shall be the sole judge of the qualifications and fitness of its membership. In justice and propriety, it claims the power to deny membership to, or withdraw membership from, churches unorthodox in faith, unchristian in character or leadership, or non-cooperative in practice. This right shall be recognized as inherent and indispensable. Warrant for any such action shall be this Constitution. The association recognizes the autonomy of the churches and will in no way interfere with their ecclesiastical functions.

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- 1. After thorough investigation, the Executive Leadership Team shall bring a final recommendation to the next meeting of the Executive Board.
 - 2. If the recommendation in the next meeting of the Executive Board is to accept the petitioning church as a member of the Association, a three-fourths majority vote shall be required.
 - 3. If a church fails to receive a three-fourths majority vote, the Executive Leadership Team may recommend that the church be received under watchcare for one year.
- G. Upon written complaint of unsound doctrine and/or lack of compliance with Article V Section One, the Executive Leadership Team by majority vote may recommend to the Executive Board that the subject church be suspended from membership privileges for a period of time the Executive Leadership Team considers appropriate to allow for corrections to be made. If the corrections are not made within that time, the Executive Leadership Team may recommend that the Executive Board withdraw fellowship from the church with a full report given at the next Annual Business Meeting.

Section Three - Authority

- A. The Association, when duly assembled, shall be the sole judge of the qualifications and fitness of its membership.
- B. In justice and propriety, it claims the power to deny membership to, or withdraw membership from, churches unorthodox in faith, unchristian in character or leadership, or non-cooperative in practice.
- C. This right shall be recognized as inherent and indispensable. Warrant for any such action shall be this Constitution. The Association recognizes the autonomy of the churches and will in no way interfere with their ecclesiastical functions.

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Section Four - Process for Addressing Non-Participation

- A. A church will be considered a non-participating church when that church has not been active in the current 12-month period as detailed in Article V Section One.
- B. In the event that a member church fails to participate, the church will be contacted by the Executive Director, a SABA ministry staff member, and/or a member of the Executive Leadership Team and a follow up encouragement letter will be sent after the contact has been made.
- C. If a church does not participate in the first six-months after initial contact, the church will be contacted a second time by the Executive Director, a SABA ministry staff member, and/or a member of the Executive Leadership Team and a follow up encouragement letter will be sent after the contact has been made.
- D. At the end of the second six-month period of non-participation, the church will be placed on a Non-Participating Church List.
- E. All non-participating churches will not be eligible to:
 - 1. Receive a yearly 501c3 Tax Exempt Letter.
 - 2. Vote at Executive Board Meeting or at the Annual Business Meeting.
 - 3. Have the Association sign their loan requests verifying that the church is a member in good standing.
- F. A church will be considered a 'church in good standing' after three months of regularly participating in the Association as defined by Article V Section One.

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Article IV - ANNUAL CONVENTION

Section 1 - TIME AND PLACE

The association shall meet once a year at such time and place as may be agreed upon at an Annual Convention.

Section 2 - MESSENGERS TO THE ANNUAL CONVENTION

Item 1 - NUMBER OF MESSENGERS FOR EACH CHURCH

Each Church shall be entitled to a minimum of three messengers and one additional messenger for each fifty resident members or a fractional part thereof over fifty, excluding mission members, provided that no church shall be entitled to more than twenty additional messengers. Churches who sponsor missions may elect one additional messenger from the membership of the mission for each fifty members or fractional part thereof of the mission up to a maximum of two additional messengers. Each messenger shall be a member of the church by whom elected.

Item 2 - SEATING OF MESSENGERS

- a. Messengers duly elected by their member church shall be seated by vote of the Convention at the first session.
- b. Any question regarding the seating of messengers from any church shall be dealt with according to the procedures stated in the By-Laws.
- c. A Credentials Committee of five persons, appointed prior to the Annual Convention by the Moderator, shall serve to resolve any question regarding the seating of the messengers and bring appropriate recommendation to the Annual Convention. A three-fourths vote of those present and voting shall prevail.

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Article VI - Annual Business Meeting and Celebration

Section One: Time, Place and Purpose

- A. The Association shall meet once a year at such time and place as may be agreed upon by the Executive Board doing its regular meetings.
- B. Association Meetings shall be held at such times, places and for such purposes as shall be designed by the Executive Leadership Team.

Section Two: Annual Business Meeting

A. Number of Messengers for Each Church

1. Each Church shall be entitled to a minimum of three messengers and one additional messenger for each fifty resident members or a fractional part thereof over fifty, excluding mission members, provided that no church shall be entitled to more than twenty additional messengers.
2. Churches who sponsor missions may elect one additional messenger from the membership of the mission for each fifty members or fractional part thereof of the mission up to a maximum of two additional messengers. Each messenger shall be a member of the church by whom elected.

B. Seating of Messengers

1. Messengers duly elected by their member church shall be seated by vote of the Convention at the first session.
2. Any question regarding the seating of messengers from any church shall be dealt with according to the procedures stated in Article IV Section Two.
3. A Credentials Committee of five persons, appointed prior to the Annual Celebration by the Moderator, shall serve to resolve any question regarding the seating of the messengers and bring appropriate recommendation to the Annual Celebration. A three-fourths vote of those present and voting shall prevail.

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Section 3 - OFFICERS

Item 1 - The officers of the association shall be the Moderator, Vice-Moderator, Treasurer and Clerk. They shall be elected by the Annual Convention and assume their duties at the close of the last session. All officers must be members of a church that is a member of San Antonio Baptist Association. The Moderator shall serve for not more than two consecutive one-year terms.

Item 2 - The Moderator, or at his discretion the Vice-Moderator, shall preside at the sessions of the Annual Convention.

Item 3 - The Trustees of the association shall be the Moderator, Vice-Moderator, Treasurer and Clerk. They shall serve the association in transactions requiring legal signatures, acting only on direction of the associational annual meeting or the Executive Board.

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For SABA officers see Article VIII - Officers, Section One

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ARTICLE V - EXECUTIVE BOARD

Section 1 - FUNCTION

This association shall have an Executive Board empowered to transact all business between Annual meetings consistent with the adopted principals and policies of this body.

Section 2 - MEMBERSHIP

The Executive Board shall consist of the pastor and at least one other member elected by each church; and, may consist of one additional member for each 250 resident members, providing the board shall consist of no more than 8 members from each church. The pastor of any mission sponsored by a member church shall be a member. In addition to members elected by the church, the officers of the association, the leaders of all ministry programs, and the chairperson of all standing

SECTION 3 - MEETING

Item 1 - Regular Meetings

The Executive Board shall meet on a regularly scheduled basis as approved by the Executive Board at a time and place announced. The Moderator, or in his absence the Vice-moderator, shall preside. In the absence of the Moderator or Vice-moderator, a Moderator pro-tem shall be elected from the floor. The quorum shall consist of members in attendance at meetings.

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Article VII - Executive Board

Section One: Function and Purpose

- A. This Association shall have an Executive Board empowered to transact all business between Annual Business Meetings consistent with the adopted principals and policies of this Association.
- B. This Association shall have an Executive Leadership Team empowered to transact all business between Executive Board Meetings, consistent with the adopted principals and policies of this Association.

Section Two: Membership

- A. The Executive Board shall consist of the pastor and at least one other member elected by each church; and, may consist of one additional member for each 250 resident members, providing the board shall consist of no more than 8 members from each church.
- B. The pastor of any mission sponsored by a member church shall be a member.
- C. In addition to members elected by the church, the Officers of the Association, the leaders of all ministry programs, and the chairperson of all standing committees shall be ex-officio members of the Executive Board.
- D. Churches on the non-participating list may continue to attend the Executive Board Meetings but will not have voting privileges.

Section Three: Meetings

- A. The Executive Board shall meet once each quarter, February, May, August and Annual Business Meeting as well as other times as the Moderator, in consultation with the Executive Director, may deem necessary.
- B. The dates and times for the other regular meetings are as designated by the Executive Leadership Team.
- C. The Moderator, or in his absence the Vice-moderator, shall preside. In the absence of the Moderator or Vice-moderator, a Moderator pro-tem shall be selected by the Executive Leadership Team. The quorum shall consist of members in attendance at meetings.

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Item 2 - Called Meetings

Called meetings of the Executive Board may be called when necessary by majority agreement of the officers with a posted notice of at least seven days prior to the meeting.

AGENDA: Because of the volume of business and report items presented monthly at the Executive Board meeting, and because of the time required for them, the associational office staff shall prepare copies of all business and report items to be distributed at the beginning of each Executive Board meeting, and all items of business and reports should be presented to the Association office by Thursday 7 working days prior to the regular Executive Board meeting.

WRITTEN REPORTS: In order to conserve time, monthly reports of staff, officers, and chairmen of committees should be written and given to the associational office by Thursday 7 working days prior to the Executive Board meeting.

LIMITATIONS: Any motion presented to the Executive Board regarding program or finances, shall be referred to the appropriate committee without Board action unless subject has already been discussed and acted upon by said committee. Motions to override committee action are always in order, but no motion should be presented to the Executive Board unless the appropriate committee has had an opportunity to study the matter.

OFFICERS: The officers of the Executive Board are the same as those for the Association. (See Article IV Section 3-OFFICERS of the Constitution.)

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Section Four: Called Meetings

- A. Called meetings of the Executive Board may be called when necessary by majority agreement of the Executive Leadership Team with a posted notice of at least seven days prior to the meeting.

Section Five: Agenda

- A. Because of the volume of business and report items presented at the Executive Board meeting, and because of the time required for them, the Associational office staff shall prepare copies of all business and report items to be distributed at the beginning of each Executive Board meeting.
- B. All items of business and reports should be presented to the Association office 7 working days prior to the regular Executive Board meeting.

Section Six: Limitations

- A. Any motion presented to the Executive Board regarding program or finances, shall be referred to the Executive Leadership Team without Board action unless subject has already been discussed and acted upon by the Executive Leadership Team and/or one of the Strategy Teams.
- B. Motions to override Executive Leadership Team action are always in order, but no motion should be presented to the Executive Board unless the Executive Leadership Team and/or one of the Strategy Teams has had an opportunity to study the matter.

Section Seven: Officers

- A. The officers of the Executive Board are the same as those for the Association. (Article VIII Section One)

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Moderator - The Moderator shall be the Chairman of the Executive Board. He shall serve as Chairman of the Trustees of the Association. He shall serve as ex-officio member of all committees. He shall preside at the sessions of the Annual Meeting. He shall serve a maximum of two successive one-year terms. Filling part of a one-year term, however long that may be, shall be in addition to these two one-year terms.

Vice-Moderator - The Vice-Moderator shall serve in the absence of the Moderator in any of the above stated responsibilities. He shall serve as a Trustee of the Association. He shall automatically succeed to the office of Moderator should that office be vacated for any reason.

Clerk - The Clerk shall be responsible for the minutes of the Associational Annual Meeting, Executive Board, and the Administrative Committee. The Clerk shall serve as a Trustee of the Association.

Treasurer - The Treasurer will work in cooperation with the Director of Missions as the Administrative Assistant in handling the finances of the Association.

TRUSTEES - The Moderator, Vice-Moderator, Clerk, and Treasurer shall be the Trustees of the Association. As such, they shall serve the Association in transactions requiring legal signatures, as legal signers. In all cases the Trustees shall act only on the stated authority of the Association in its Annual Meeting or by the Executive Board.

VACANCIES - In event of vacancy in any of these offices, the vacancy will be filled by nomination from the Nominating Committee and election by the Executive Board and/or the Associational Annual Meeting. Additional nominations may be made from the floor.

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Article VII - Officers (taken from the policy manual)

OFFICERS: The officers of the Executive Board are the same as those for the Association.

Moderator - The Moderator shall be the Chairman of the Executive Board. He shall serve as Chairman of the Trustees of the Association. He shall serve as ex-officio member of all committees. He shall preside at the sessions of the Annual Meeting. He shall serve a maximum of two successive one-year terms. Filling part of a one-year term, however long that may be, shall be in addition to these two one-year terms.

Vice-Moderator - The Vice-Moderator shall serve in the absence of the Moderator in any of the above stated responsibilities. He shall serve as a Trustee of the Association. He shall automatically succeed to the office of Moderator should that office be vacated for any reason.

TRUSTEES - The Moderator, Vice-Moderator, Clerk, and Treasurer shall be the Trustees of the Association. As such, they shall serve the Association in transactions requiring legal signatures, as legal signers. In all cases the Trustees shall act only on the stated authority of the Association in its Annual Meeting or by the Executive Board.

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Article VIII - Officers and Representatives

Section One: Officers

A. Officers

1. The Officers of the Association shall be the Moderator, Vice-Moderator, Treasurer and Clerk. They shall be elected for a two-year term by vote at the Annual Business Meeting and assume their duties at the close of the meeting.
2. All officers must be active members of a church that is a member of San Antonio Baptist Association.
3. The Trustees of the Association shall be the Moderator, Vice-Moderator, Treasurer and Clerk. They shall serve the Association in transactions requiring legal signatures, acting only on direction of the Annual Business Meeting, the Executive Board or the Executive Leadership Team.
4. The Moderator, or at his discretion the Vice-Moderator, shall preside at the sessions of the Annual Business Meetings. He shall serve as Chairman of the Executive Board, the Executive Officer for the Association and an ex-officio member of all strategy teams. He shall for one term of two-years before rotating out of the office.
5. The Vice Moderator shall preside over meetings of the Executive Board or of the Annual Business Meeting in the absence of the Moderator. If the office of Moderator becomes vacant, he shall assume the duties of the Moderator for the unexpired term. At the end of the previous Moderator's term, he shall then serve his normal term as Moderator. In the event of the Moderator and the Vice Moderators offices are vacant, the Executive Leadership Team will nominate persons for these offices and present their nominations to the Executive Board for approval. In the absence of the Moderator, Vice Moderator, the Executive Leadership Team will select someone to preside over the Executive Board meeting or an Annual Business Meeting.

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Treasurer - The Treasurer will work in cooperation with the Director of Missions as the Administrative Assistant in handling the finances of the Association.

Clerk - The Clerk shall be responsible for the minutes of the Associational Annual Meeting, Executive Board, and the Administrative Committee. The Clerk shall serve as a Trustee of the Association.

VACANCIES - In event of vacancy in any of these offices, the vacancy will be filled by nomination from the Nominating Committee and election by the Executive Board and/or the Associational Annual Meeting. Additional nominations may be made from the floor.

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6. The Treasurer is to be the first point of contact for the Executive Director in oversight of the budget of the Association and shall make regular reports to the Executive Board concerning these transactions. An annual audit or financial review of the Association's books shall be made at the expense of the Association and made known to the Executive Board. The type of financial review shall be at the discretion of the Executive Leadership Team.
7. The Clerk will keep accurate minutes of the Annual Business Meeting, the Executive Board Meeting and the Executive Leadership Team meetings, along with a register of attendance, and transfer all minutes, records, and legal papers into the custodial care of the Association office.
8. After asking for nominations prior to the Annual Business Meeting, the Executive Leadership Team will propose a list of officers for the Association. During an official business session the Moderator shall give the opportunity for additional nominations from the floor.
9. The removal of any officer elected or appointed by the Association will be approved by a two-thirds vote of the Executive Board, whenever in its judgment the best interests of the Association would be served. Such removal shall be without prejudice to the contract rights, if any, of the officer removed.
10. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Executive Board for the unexpired portion of the term. The Executive Leadership Team will receive names and will consult with each individual concerning the duties and responsibilities of the office. The Executive Leadership Team will then recommend to the Executive Board for a vote those individuals who are qualified and willing to serve.

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Section Two: Alto Frio Camp Representatives

- A. The Executive Director shall serve perpetually as a Trustee on the Board of Trustees at the Alto Frio Baptist Encampment.
- B. The Association shall elect four representatives to serve for a three-year rotating term.
- C. The Association representatives cannot obligate the Association nor its cooperating churches financially or legally.
- D. Representatives shall be eligible to serve two consecutive three-year terms. Any service beyond the two consecutive terms shall be at the recommendation of the Executive Leadership Team and voted on at the Annual Business Meeting.
- E. Persons elected to fill an unexpired term on the Board may complete that term and serve additional terms. The makeup of the Representatives shall be a balanced mixture of pastors, staff members and laypersons. Representatives may bring recommendations to the Association as to participation in the Camp's growth and progress.

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POLICY MANUAL

The Executive Board of the association shall have authority to approve a Policy Manual which will include staff job descriptions, committee job descriptions, fiscal policies, and other items deemed necessary. This Policy Manual shall govern the operation of the association on a day to day basis.

The Policy Manual may be changed after presenting the proposed change to the Executive Board at a regular meeting and voting upon the change in a subsequent meeting.

ARTICLE VI EMPLOYEES

The Executive Board of the association shall have authority to employ a Director of Missions and such other employees as may be deemed necessary to carry on the work of the association. The duties of the Director of Missions and other employees shall be set out in the Policy Manual of the association.

ARTICLE III

RULES OF DECORUM

When the Constitution, By-Laws, and Policy Manual are silent, the association shall recognize the current edition of Roberts Rules of Order as its operating procedures.

ARTICLE IV FISCAL YEAR

The Fiscal Year shall be January 1 through December 31.

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Article IX - Policy Manual

- A. The Executive Board of the Association shall have authority to approve a Policy Manual, which has been reviewed by the Executive Leadership Team.
- B. This Policy Manual shall govern the operation of the Association on a day to day basis.
- C. The Policy Manual may be changed after presenting the proposed change to the Executive Board at a regular meeting and voting upon the change in a subsequent meeting.

Article X - Employees

- A. The Executive Board of the Association shall have authority to employ an Executive Director and such other employees as may be deemed necessary to carry on the work of the Association.
- B. The duties of the Executive Director and other employees shall be approved by the Executive Leadership Team.

Article XI - Rules of Decorum

- A. When the Constitution and the Policy Manual are silent, the Association shall recognize the current edition of Roberts Rules of Order as its operating procedures.

Article XII - Fiscal Year

- A. The Fiscal Year shall be January 1 through December 31.

2001 Version - Left Column

ARTICLE III - AMENDMENTS

These By-Laws may be amended at any Annual Convention of the association by a two-thirds vote of the messengers attending, providing that the notice of such proposed change shall have been given in writing in the first session of said convention. The vote shall be taken in the final session.

ARTICLE VII - DISSOLUTION

Upon dissolution of the corporation or the winding up of its affairs, the assets of the corporation shall be distributed exclusively to charitable, or religious, or educational organizations which would then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

2018 Revision - Right Column

Article XIII - Amendments

- A. The Executive Board shall have the authority to set time, place and date of the Annual Business Meeting. The time, place and date of the Annual Business Meeting will be submitted to the Executive Board for approval by the Executive Leadership Team
- B. These By-Laws may be amended at any Annual Business Meeting of the Association by a two-thirds vote of the messengers attending, providing that the notice of such proposed change shall have been given in writing in the first session of said convention.

Article XIV - Dissolution

- A. Upon dissolution of the corporation or the winding up of its affairs, the assets of the corporation shall be distributed exclusively to charitable, or religious, or educational organizations, which would then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.