

**Parker County Baptist Association Bylaws**  
**Approved on October 17, 2021**

**ARTICLE 1 – NAME AND LOCATIONS OF OFFICES**

The legal name of the organization is Parker County Baptist Association, Incorporated. The principal office shall be located in the county of Parker and in the state of Texas. Offices in other locations may be established by the Association when deemed necessary.

**ARTICLE 2 - MEMBERSHIP**

A. Qualifications of Membership

1. An autonomous church must be at least one-year old to request membership in the association. A church plant started by the Association is considered a provisional member of the association at the time it enters into a partnership with the association.
2. The church requesting membership must be committed to working in fellowship with member churches whose best expression of theological unity is any edition of "The Baptist Faith and Message," and must desire to cooperate with other churches in the Association in carrying out the purpose of this body.

B. Application for Membership

1. Autonomous churches desiring membership must submit a completed application to the Association no later than ninety (90) days before the Annual Meeting of the Association. (See Appendix 1)
2. A church plant is considered a provisional member of the association at the time it enters into a partnership with the Association. Any time after the church plant is at least a year old, and all covenant partners affirm that the church plant is self-supporting and autonomous; the church plant may request through a written statement its desire to be affirmed by the association as a full member. This request must be directed to the Executive Board no later than thirty (30) days prior to the Annual Meeting.

C. Processing Applications

1. The Executive Board of the Association will meet with the pastor and leaders of the congregation requesting membership to determine their commitment to the Association and to cooperation with other churches.
2. The Executive Board will vote to recommend the church for membership at the Annual Meeting. Upon approval of the Executive Board, the Association will vote in the Annual meeting upon the recommendation to accept the church into full membership.

- D. Removal of Churches from the Membership of the Association
  - 1. When a member church has ceased to carry out its agreed upon responsibilities as a member of the Association during a two-year period, or has become divisive by promoting among other churches of the Association actions contrary to the purpose of the Association as stated in Article II of the Constitution, or has changed its doctrinal position from that which is outlined in these Bylaws, the Executive Board shall meet with the pastor and leaders of the church to determine the situation and to design a plan of action.
  - 2. The Executive Board shall report its findings to the Association and may recommend either the removal of the church from the Association or recommend a plan of action to restore the church in fellowship with the Association.
  - 3. The recommendation to remove a church requires a two-thirds majority vote by the Association.

### **ARTICLE 3 – ASSOCIATION OFFICERS**

- A. The Association shall elect annually a Moderator to serve for the following year.
- B. The Moderator shall preside over all meetings of the Association.
- C. The Executive Board President or Vice-President shall assume the responsibilities of the Chair during the Moderator's absence or upon the Moderator's resignation.

### **ARTICLE 4 – EXECUTIVE BOARD**

The Executive Board serves as the governing body of the Association during the year between Annual Meetings. The Executive Board shall conduct the business of the Association, develop and administer a budget for the Association, employ a staff, authorize and approve legal matters, and review the work of the Association.

- A. The Executive Board shall consist of 12 members from Association churches, with no church having more than one member on the Board. Members shall serve staggered terms of 3 years each, with four members elected each year by the Association.
- B. The Executive Board shall elect annually a President, Vice-president, Secretary, and Treasurer. These officers shall serve as officers of the Corporation.

- C. The President shall preside over all Board meetings. The President, along with the Director of Missions, shall represent the Association to other entities, agencies, and institutions.
- D. The Vice-President shall assume the responsibilities of the Chair during the President's absence or upon the President's resignation.
- E. The Secretary shall keep all the minutes and records of Executive Board meetings and Association Meetings and assist in preparing these for publication or distribution as necessary.
- F. The Treasurer of the Association shall oversee the receipt and disbursement of all monies of the Association as directed by the Executive Board. The Treasurer shall see that regular financial reports are presented to the Executive Board.
- G. The Trustees of the Association shall be the officers of the Executive Board. They, under authority and instructions from the Executive Board will enter legal contracts as needed by the Association.
- H. The Executive Board shall hold monthly meetings either in person or by videoconference.
- I. Special meetings of the Executive Board may be called by notifying Board members by phone, text message, or e-mail at least five days prior to the meeting date.
- J. A quorum for a regular meeting of the Executive Board will be a majority of Board members.

## **ARTICLE 5 - ORGANIZATION**

The coordination and implementation of the Association's work shall be carried out by the staff under the direction of the Executive Board.

The Executive Board shall appoint a Nominating Committee no later than June of each year to nominate an Association Moderator, new Executive Board members and Board members for the Heart of Texas Baptist Encampment to the Association in its Annual Meeting.

The Executive Board may appoint ad-hoc teams and committees at any time to facilitate the mission and purpose of the Association.

## ARTICLE 6- STAFF PERSONNEL

- A. The Executive Board shall approve job descriptions for all elected and administrative staff positions, as well as compensation and benefit plans for all staff. The job descriptions, benefit plans, and all other matters related to personnel shall be part of the Operating Procedures.
- B. Elected Staff
  - 1. Director of Missions
    - a. When a vacancy occurs in the position of Director of Missions, the Executive Board shall be responsible for searching for and presenting to the Association a candidate for the position.
    - b. Following acceptable procedures of prayer, references, and interviews, this Board shall present to the Association its nominee for Director of Missions.
    - c. They shall inform the Association by written notice at least two weeks prior to the meeting at which the nominee will be presented.
    - d. The Association shall vote by paper ballot on whether to accept the nominee. A seventy-five percent (75%) affirmative vote of members present, and voting shall be required to constitute a call.
  - 2. Other Elected Staff
    - a. When the Executive Board approves an elected staff position, or an opening in an elected staff position occurs; the President, Vice-President, Director of Missions, plus two additional members elected by the Executive Board shall constitute a search committee.
    - b. They shall follow the same procedures and guidelines outlined in the calling of an Executive Director.
  - 3. Removal of Elected Staff
    - a. Presentation of a motion of dismissal for any elected staff member must be made at an Executive Board meeting at which time the Executive Board by majority vote will determine whether to proceed with the process. If the vote is affirmative, a called meeting of the Association will be scheduled to consider the motion.
    - b. The decision to proceed shall be published in the Association's newsletter at least 30 days prior to the meeting of the Association at which the motion for dismissal shall be considered. Dismissal of elected staff shall require a 75% vote of members present, and voting.
- C. Administrative Staff
  - 1. Employed Staff – It shall be the responsibility of the Executive Board, in consultation with the Director of Missions, to employ or release from employment persons in administrative staff positions, as approved by the Executive Board and necessary for the ongoing work of the Association.

2. Contract Staff – as budget funds permit, the Director of Missions, in consultation with the Executive Board, may employ or release such temporary help as needed for a specific project or for long-term service.

## **ARTICLE 7 – FINANCES**

### **A. Budget and Finance**

1. The Executive Board shall oversee the preparation and presentation of a budget to the Association at the Annual Meeting.
2. The Executive Board shall, in conjunction with the Treasurer, oversee the finances and make necessary reports available to the churches in a timely manner.

### **B. Accounting**

1. All funds received by the Association for any and all purposes shall be duly deposited and accounted for in the financial records of the Association by the Treasurer or his/her designee. Monthly financial reports shall be prepared. A financial report for the appropriate time period shall be presented at each meeting of the Executive Board.
2. Designated and undesignated gifts may be received from friends, institutions, foundations, and other acceptable sources. All gifts are subject to review by the Executive Board.
3. All other procedures related to finances shall be part of the Operating Procedures.

- C. The Association's fiscal year will be January 1 through December 31.

## **ARTICLE 8 – AMENDING THE BYLAWS**

These Bylaws may be amended at any Association meeting by a two-thirds vote, provided that the recommended changes have been publicized prior to the meeting.

## **ARTICLE 9 – PARLIAMENTARY RULES**

In all business matters not covered by these Bylaws, decisions shall be made according to Robert's Rules of Order (latest revision edition.)

## Appendix 1

### PARKER BAPTIST ASSOCIATION APPLICATION FOR MEMBERSHIP

Church Name \_\_\_\_\_

Church Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Church Physical Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Church Phone Number \_\_\_\_\_ Pastor's Home Phone \_\_\_\_\_

Pastor's Name \_\_\_\_\_ E-mail \_\_\_\_\_

Home Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Date Constituted \_\_\_\_\_ Number of Current Members \_\_\_\_\_

#### **Corporate Resolution Must be passed in Business Meeting by vote of the Church Body**

We the members of \_\_\_\_\_ Church have read the purpose, constitution and Bylaws of the Parker County Baptist Association and desire to enter into a covenant relationship with the churches which constitute its membership. We agree to the standards of membership expressed in Article IV (Membership) of the Constitution of the Parker County Baptist Association, and request full membership in the Association.

Approved by Church action on this date: \_\_\_\_\_

Signatures:

Church Clerk \_\_\_\_\_

Pastor of Moderator \_\_\_\_\_

**Please attach a copy of your current Constitution and Bylaws and a copy of your doctrinal statement.**

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#### **Office Use Only**

Dates Application Received \_\_\_\_\_

Date of Executive Board Meeting \_\_\_\_\_ Action \_\_\_\_\_

Date of Annual Meeting \_\_\_\_\_ Action \_\_\_\_\_