

BYLAWS TO THE CONSTITUTION OF *SOUTHMONT BAPTIST CHURCH* OF DENTON, TEXAS

Article I. Rules of Order

The rules for conducting all church business meetings shall be those in the most current edition of *Roberts Rules of Order Newly Revised*, except when stipulations within these bylaws take precedence.

Article II. Church Officers

Church membership is required prior to the acceptance of any of the following positions:

1) Moderator

The Pastor shall serve as presiding officer of the Church Conference and in cooperation with other church leaders develop an agenda for those meetings.

2) Vice-moderator

The Vice-moderator shall perform the duties of the moderator in the moderator's absence. He or she shall be elected to a one-year term of office and may be elected to serve successive terms, not to exceed three consecutive years. The Vice-moderator serves as the president of the corporation.

3) Clerk

The Clerk maintains the church's membership records, takes the minutes of all church business meetings, prepares an annual report to the Denton Baptist Association and other organizations as requested, verifies a quorum at business meetings, and performs other duties appropriate to the office or as requested by the pastor. He or she shall be elected to a one-year term and may be elected to successive terms, not to exceed three consecutive years. The Clerk serves as secretary of the corporation.

4) Treasurer

The Treasurer represents the church in its financial management. The Treasurer will assist the Finance Committee and the church staff in preparing an annual budget proposal. He or she shall be elected to a one-year term and may be elected to serve successive terms, not to exceed three consecutive years. The Treasurer serves as treasurer of the corporation.

5) Parliamentarian

The Parliamentarian ensures that church business meetings are conducted according to *Robert's Rules of Order* and according to the constitution and bylaws of the church. The parliamentarian is an officer of the church, but not an officer of the corporation. He or she shall be elected to a one-year term and may be elected to serve successive terms, not to exceed three consecutive years.

Article III. Meetings

Section 1. Worship

Public worship shall be held on Sundays and Wednesdays and at such other times as the church may direct. The Lord's Supper shall be observed as directed by the pastor, at least once each quarter. In all activities scheduled for use of church property, the needs of *Southmont Baptist Church* shall take precedence over all others.

Section 2. Business Meetings

Regular Business Meetings

Meetings for the transaction of church business shall be held at least twice each quarter, typically on the third Wednesday of the month. The main purpose is for the congregation to receive reports from ministries and committees, and to entertain old and new business. The Finance Committee shall provide a written financial statement at each regular business meeting.

Called Business Meetings

Special business meetings shall be called to consider matters of significant nature upon the request of the pastor, chairman of deacons or a standing committee. Reasonable methods of communication will be used in order to give the church members a 7-day advance notice of the Called Business Meeting stating the subject, date, time and location of the meeting unless an extreme urgency renders such notice impractical. No business shall be transacted at a called business meeting other than that stated in the notification.

Section 3. Quorums and Eligibility

Business Meetings

Two and one-half percent of the resident membership, but not less than fifty persons, shall constitute a quorum for conducting church business. All active members of the church shall be eligible to vote. Absentee voting is not permitted unless otherwise approved in a previous business conference. Proxy voting is not permitted.

Meetings of Standing Committees

A majority of the members of any standing committee shall constitute a quorum.

Article IV. Standing Committees

Section 1. Number of Committees

For administrative purposes, the church shall organize itself by committees to accomplish its mission and tasks. By vote of the congregation, the church shall establish, alter or discontinue such committees as deemed necessary to efficiently carry on the work and progress of the church. The church shall have the following standing committees: Committee on Committees, Finance, Personnel, Properties/Grounds, and Missions. Each standing committee will determine its own meeting schedule except that each must meet at least once a quarter in order to present a report to the Church Conference.

Section 2. Election of Committees

To encourage participation and utilize the talents, skills, gifts and experience of the church membership, the Committee on Committees shall make an effort to keep all committees balanced by age, race, and gender.

- Committees will serve on a rotating basis with approximately one-third being elected each year.
- A slate of nominees for all church standing committees, except the Committee on Committees, shall be prepared by the Committee on Committees and presented to the church for approval. At this time, nominations from the floor may be added to the slate after which the church vote will determine committee membership.
- No member may serve on the same committee for more than three consecutive years unless the church specifically decides otherwise, though each may be eligible for re-election after the lapse of at least one year.
- All committee members shall be active members of the church for a minimum of one year prior to serving on a committee.
- The size of each committee shall be recommended to the church by the Committee on Committees.
- No one person shall serve on more than one standing committee at a time except as may be established elsewhere in these bylaws.
- Recommendations made to the church in the name of a committee shall first have been approved by a majority of the committee members present at the meeting during which such recommendations were voted upon.
- Each member of the ministerial staff, though ineligible to serve as a member of a standing committee, may be appointed as a liaison to a standing committee at the discretion of the pastor. The staff liaison will convene the first meeting and shall serve as an ex-officio member and shall have no voting rights.

Section 3. Committee Chairs

The first order of business for newly-elected committees will be to choose a chairperson from within their group to preside over the committee meetings and represent the committee on the Church Advisory Council. No person may serve as a committee chair for more than two consecutive years.

Section 4. Committee Minutes

All standing committees shall keep accurate minutes of meetings in order that proper transmission of information can be made to the church as called upon during monthly business meetings. A summary of such minutes shall be available to the church on a timely basis.

Section 5. Ad Hoc Committees

The church may establish ad hoc committees as required to accomplish a specific project or task. Such committees shall continue until such project or task is completed or the congregation determines that the committee is no longer required. The Committee on Committees shall nominate individuals, including a chairman, to serve on such committees except for the members of a Pastor Search Committee who shall be selected in accordance with the procedures stated in the Pastor Search Committee Handbook.

Section 6. Responsibilities of Standing Committees

Finance Committee - The Finance Committee shall:

- Meet at regular intervals to consider the financial condition of the church;
- Prepare annually a proposed budget including local expenses, education, missions, salaries, and benevolences and shall submit the same to the church in conference at least thirty (30) days prior to the beginning of the calendar year;
- Prepare a policy for periodic audits of the church's finances, such policy to be approved by the congregation of the church.
- Approve all purchases, contracts, bids and/or work proposals, in excess of two thousand dollars (\$2,000), that are not specifically listed in the annual budget.
- Work with the treasurer and staff personnel responsible for financial administration in the preparation and presentation to the church of required reports regarding the financial affairs and financial management of the church; and
- Consult and coordinate with any and all other committees in preparation of the annual budget.

Missions Committee – The Missions Committee is to have the oversight of mission work to be undertaken and conducted by the church and shall:

- Provide ways and means of instructing and enlisting the missionary interest of the church body in building up the Kingdom of God. (Matt. 28:19-20);
- Work with the pastor in lifting the missions awareness of the congregation through action projects and educational programs/speakers; and
- Coordinate all special denominational emphases (Mary Hill Davis, Annie Armstrong, Lottie Moon and similar offerings). All mission projects carried out in the name of *Southmont Baptist Church* may be subject to committee review and church approval.

Committee on Committees – The report of the Committee on Committees is subject to the approval of the church and shall be in the form of a recommendation to the church, and church members shall have the privilege of nominations from the floor. This committee shall:

- Be composed of seven (7) members and will be selected by the Church Advisory Council and presented to the church for approval before October 1 each year. One person from the preceding year will remain on this committee and serve as the chair. The term of service will be October to September;
- Actively seek interested persons according to their gifts, select and nominate to the church candidates for the positions of church officers, committee members, and such other positions as the church may direct; and
- Nominate committee personnel to fill all vacancies as needed.

Personnel Committee – The Personnel Committee shall:

- Cooperate with the pastor in the selection and hiring of staff employees;
- Be responsible for all matters related to job performance, employee benefits, and/or changes to the job responsibilities of church employees;
- Make annual recommendations to the proper bodies regarding salaries and benefits;
- Make recommendations to the church regarding the creation or deletion of staff positions;
- Develop and keep current all job descriptions for all church staff;
- Be responsible for all necessary background checks for all paid staff prior to the start of employment;
- Act as a liaison among all members of the church staff and between staff and congregation when there are grievances, develop a grievance policy to be approved by the church, and seek amicable mediation for such procedures;
- Initiate any disciplinary or termination actions necessary using the procedural guidelines developed by the Personnel Committee and approved by the church;
- Mediate employee grievances; and
- Periodically assess the adequacy of the church's liability issues relating to personnel.

Properties/Grounds Committee - This committee shall:

- Be responsible for the care and maintenance of all real and movable assets owned, or leased by, the church;
- Be responsible for keeping the property in good repair, shall make arrangements for such alterations as may be voted by the church;
- Keep the property and its contents insured;
- Identify and qualify outside contractors, as may be needed, for orderly maintenance of church property. Confirm, via the Finance Committee, that the required funds are available, and recommend a contractor and bid price. Upon completion of the work, verify that the work has been done in a satisfactory manner, and recommend that the allocated funds be disbursed; and
- Refer to the Finance Committee for joint recommendations to the church, all matters of major repair or improvement and the purchase of major items of equipment.
- This committee shall have no power to buy, sell, mortgage, lease, or transfer any real property of the church.

Section 7. Ministry Groups – Ministry groups are ultimately responsible to the will of the congregation of *Southmont Baptist Church* and their purpose is:

- To provide opportunities for members to be encouraged to grow spiritually; and
- To develop Godly friendships through Bible study, prayer groups, missions education, outreach ministry, and various other special events.

Section 8. Ministry Teams – Ministry Teams are ultimately responsible to the will of the congregation of *Southmont Baptist Church* and will operate according to the Southmont Ministry Teams Handbook. The teams consist of volunteers who aid various ministries to meet their goals in practical ways and who are not elected by the congregation. They are not standing or policy-making bodies.

Article V. Membership

A person may offer himself as a candidate for membership in the church at its invitation, usually at the close of each worship service and shall be presented to the church body by the pastor or his designee. These candidates will be received into membership by a majority vote of the church at the time of presentation in a regularly scheduled church conference.

Membership may be attained by:

- 1) Ordinance of baptism by immersion following profession of faith;
- 2) Letter of recommendation from any Baptist church of like faith and order;

- 3) Statement that the person has been baptized by immersion; or
- 4) Restoration to the rolls after having been dropped or excluded.

It shall be the responsibility of each member to study and obey the Holy Scriptures, to support the programs and affairs of the church, to contribute financially, and to love and prayerfully support the church staff and fellow members of this church body.

Church membership may be terminated according to the following actions:

- 1) By the death of the member;
- 2) By request for transfer of a letter of recommendation to another church;
- 3) At the member's request;
- 4) After a search for members who cannot be located or have not been heard from for a period of three (3) years; or
- 5) Exclusion by disciplinary action of the church (Matt. 18:15-17). Exclusion is a last resort for those members who refuse reconciliation. Any member affected thereby shall have the right to be heard by the church body before any action or discipline or exclusion from the fellowship of the church may be taken.

Voting Rights of Members:

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in business meetings.

Article VI. Amendment of the ByLaws

These bylaws may be revised or amended by the submission of a written proposal from any church member or committee chair to the Church Clerk.

Section 1. Procedures

- 1) The proposal will then be read aloud at the next authorized business meeting of the church. An explanation and clarification must be given as to the purpose or reason for the amendment. Modifications and debate of the proposed amendment are not in order at the first reading.
- 2) By the Sunday following the first reading, copies of the proposal will be made known and available for all members of the congregation.
- 3) At the business meeting, following the first reading, a second reading of the proposal (as amended) must occur. Discussion and modifications of the proposal are in order. The main motion as amended may then be voted on. Assuming the attendance of a quorum, a two-thirds majority of those present and voting is required to amend these by-laws.

Section 2. Implementation

Amendments to these bylaws shall be in full force and effect immediately upon their approval and shall repeal, nullify and set aside any other articles, sections or language that are contrary thereto.