

Shiloh Baptist Association, Inc.
Bylaws

ARTICLE I - MISSION STATEMENT

Shiloh Baptist Association, Inc. (the “Association”) is a body of Baptist churches cooperating to

- spread the Gospel of Jesus Christ
- promote Baptist distinctives
- provide Christian fellowship and
- assist member churches to discover and to fulfill their distinct mission

ARTICLE II – MEMBERSHIP

Section A –The members of the Association shall be those cooperating Baptist churches which have made the appropriate application to and have been accepted into the Association.

Section B – Existing churches may become members of the Association by making appropriate application. Churches which are members of other Baptist associations may apply by presenting letters of dismissal from such bodies. Newly constituted churches may apply by letter and shall furnish satisfactory evidence of adherence to New Testament principles and friendly and loyal cooperation with the purpose and aims of the Association. The process for the admission of a church into the Association as a member shall be as follows:

1. The letter of application, including supporting documents, such as Constitution and Bylaws, Church Covenant, Statement of Faith, Church Budget, and Directory of Church Officers, Committees, and Organizations, shall be made to the Association Council. The Council shall recommend acceptance or denial of the church making application to the Shiloh Baptist Mission Board.
2. If membership is approved by vote of the Shiloh Baptist Mission Board, the applying church shall be placed under watchcare but it shall not become a member until it is formally accepted by the Association.
3. If requested by the applicant church during the period of watchcare, the Assist Member Churches Group will work with the applicant church to develop its work and mission and to define its relationship to the Association.
4. The Shiloh Baptist Mission Board shall make a recommendation on membership to the Association at a Fall Meeting (as defined in Article X). Admission of a church to the Association requires a two-thirds vote of the messengers present and voting to approve a recommendation from the Shiloh Baptist Mission Board.

Section C - Each church holding membership in the Association shall report annually to the Association on its work as requested by the Clerk.

Section D - Each church holding membership in the Association shall be encouraged to contribute annually a percentage of its receipts, the percentage to be suggested by the Association.

Section E - The Association shall not abridge the autonomy or independence of any of its member churches, nor shall the Association exercise control over the internal affairs of the churches.

ARTICLE III – VOTING

The voting body shall be the messengers. The messengers shall include the officers of the Association, members of the Shiloh Baptist Mission Board and all ordained ministers actively serving a church holding membership in the Association. Each member church shall elect four messengers and one additional messenger for each one hundred additional members or major fraction thereof, not to exceed a total of 15.

ARTICLE IV - RELATIONSHIP TO OTHER BODIES

The Association shall cooperate with other Christian entities to the mutual benefit of each.

ARTICLE V - OFFICERS

Section A – The officers of the Association shall be Moderator, Vice-moderator, Clerk, Treasurer, Assistant Treasurer, Director of Missions, and the Woman’s Missionary Union Director. The officers shall be elected by the messengers as provided in Section B below.

Section B - With the exception of the Woman’s Missionary Union Director, who will be elected by the Shiloh Woman’s Missionary Union, and the Director of Missions, the officers shall be elected at the Fall Meeting of the Association in even-numbered years and take office on the following January 1.

Section C - The representatives of the Association to the Virginia Baptist Mission Board shall be nominated by messengers at the Fall Meeting of the Association for election by the Virginia Baptist Mission Board.

Section D - The Moderator shall not be elected to two consecutive terms. The office of the Moderator shall alternate between an ordained minister and a layperson when it seems to be in the best interest of the Association.

Section E - In the event that any of the offices of the Association should become vacant or should the Association fail to elect an officer, with the exception of the Woman’s Missionary

Union Director, the Moderator, and the Director of Missions, a new officer shall be elected by the Shiloh Baptist Mission Board to complete the unexpired term.

ARTICLE VI - DUTIES OF OFFICERS

Section A - Moderator - It shall be the duty of the Moderator to preside over the meetings of the Association and the Shiloh Baptist Mission Board, and to assist the Director of Missions in leading and giving general direction in all of the work of the Association. The Moderator shall serve as an *ex officio* member of all the groups and committees of the Association. The Moderator shall appoint a Parliamentarian, who shall be provided with a copy of Robert's Rules of Order (current edition) by the Association. The Moderator shall arrange for appropriate recognition of all visiting and new ministers to the Association.

Section B - Vice-moderator - It shall be the duty of the Vice-moderator to preside over the Association and the Shiloh Baptist Mission Board in the absence of the Moderator and to assist the Moderator in the performance of his/her duties. Should the office of the Moderator be vacated, the Vice-moderator shall automatically become the Moderator for the unexpired term and assume all the responsibilities and powers of the office. It also shall be the duty of the Vice-moderator to arrange for a memorial service at the Fall Meeting to honor the deceased of the churches within the Association.

Section C - Clerk - It shall be the duty of the Clerk to keep a record of all the proceedings of the Association, the Shiloh Baptist Mission Board, and the Association Council; to carry on the correspondence of the Association; to inform the members of the Shiloh Baptist Mission Board of meetings; to provide for and compile church reports; and to oversee the printing of the minutes and their distribution to the churches.

Section D - Treasurer - It shall be the duty of the Treasurer to receive and disburse all funds of the Association upon the direction of and in the manner prescribed by the Association. The Treasurer shall make reports to the Association Council, the Shiloh Baptist Mission Board, and the Association Fall Meeting. The Treasurer shall make the Association's records available to the Audit Committee upon request.

Section E - Assistant Treasurer - The Assistant Treasurer shall assist the Treasurer as needed and carry out the duties of the Treasurer in his/her absence or if the Treasurer is unable to perform his/her duties.

Section F - Woman's Missionary Union Director - The Woman's Missionary Union Director shall promote, organize and give direction to the work of the Woman's Missionary Union in the Association. She shall submit reports to the Shiloh Baptist Mission Board and the Fall Meeting of the Association.

Section G - The Representative(s) to the Virginia Baptist Mission Board - The Representative(s) to the Virginia Baptist Mission Board of the Baptist General Association of Virginia shall represent the Association on the Mission Board, work for the common good of the

Association and the Baptist General Association of Virginia, and submit reports to the Shiloh Baptist Mission Board and the Fall Meeting of the Association.

ARTICLE VII - STAFF

Section A - Director Of Missions

1. The Director of Missions shall provide general leadership and services to the total life and work of the Association and minister to churches and church leaders. The Director of Missions shall be an *ex-officio* member of all groups and committees of the Association.
2. The Director of Missions shall submit appropriate reports to the Association Council, the Shiloh Baptist Mission Board, and the Fall Meeting of the Association.
3. The Director of Missions shall be called and employed by recommendation of a Search Committee to the Shiloh Baptist Mission Board. An affirmative vote by secret ballot of at least seventy-five percent of the members of the Shiloh Baptist Mission Board present and voting shall be required in order to extend a call.
4. The Director of Missions may terminate the relationship with the Association with thirty days notice to the Shiloh Baptist Mission Board. The Shiloh Baptist Mission Board, upon recommendation of the Association Council (as defined in Article IX), at a regular or called meeting, may terminate the relationship with the Director of Missions with thirty days notice, provided such meeting has been announced to the members of the Shiloh Baptist Mission Board two weeks prior to the time of the meeting and provided that the vote for termination is at least seventy-five percent of those present and voting and that the vote is by secret ballot.
5. The Association Council shall give encouragement and counsel to the Director of Missions.

Section B - Other Staff

1. Additional professional staff members may be called and employed by recommendation of the Association Council to the Shiloh Baptist Mission Board.
2. Support staff members may be employed by the Association as needed. These shall be employed by the Association Council and supervised by the Director of Missions.
3. A job description for each staff member shall be developed by the Association Council.

ARTICLE VIII – SHILOH BAPTIST MISSION BOARD

Section A - Composition - The Shiloh Baptist Mission Board shall be composed of one ordained staff minister and two elected laypersons from each member church, the elected officers

of the Association, the Group leaders, and Representative(s) of the Association to the Virginia Baptist Mission Board. A church shall be entitled to one additional member for each \$2,500 contributed to the operating budget of the Association. No church shall have more than five members.

Section B - Structure - The Shiloh Baptist Mission Board shall be divided into four groups: Spread The Gospel Group; Promote Baptist Distinctives Group; Provide Christian Fellowship Group; and Assist Member Churches Group.

1. The purpose of the Spread The Gospel Group shall be to encourage and assist the churches individually and cooperatively to engage in missions and ministry activities in order to effectively spread the Gospel of Jesus Christ.
2. The purpose of the Promote Baptist Distinctives Group shall be to promote the distinctives of Baptists through the preservation and communication of our history. This group shall be responsible for the preservation of the Association's historical records. It shall also encourage and assist member churches in preserving their history.
3. The purpose of the Provide Christian Fellowship Group shall be to make provisions for the Spring and Fall meetings of the Association and to provide other opportunities for Christian fellowship among the churches of the Association.
4. The purpose of the Assist Member Churches Group shall be to assist churches as requested in areas such as, but not limited to, education, leadership, planning, and church/minister relationships.
5. Other groups may be formed as needed by action of the Shiloh Baptist Mission Board.

Section C - Group Leaders - Group leaders shall be elected by the messengers at the Fall Meeting of the Association in even numbered years and take office on the following January 1. Group Leaders shall be members of the Association Council.

Section D – Meetings

1. The Shiloh Baptist Mission Board shall meet at least twice annually. Additional meetings may be called by a majority vote of the Association Council.
2. Group meetings shall be held as needed and called by the Group leader.

Section E – Interim Governance - When the Association is not in session the business of the Association shall be carried out by the Shiloh Baptist Mission Board and reported to the Fall Meeting.

ARTICLE IX - ASSOCIATION COUNCIL

Section A - Composition - The Association Council shall be composed of the Moderator, Vice-Moderator, Director of Missions, Clerk, Treasurer, Woman's Missionary Union Director, and group leaders of the Shiloh Baptist Mission Board. The Director of Missions shall serve as chair of the Council except on personnel matters for which the Moderator will act as chair.

Section B - Duties - The Association Council shall coordinate the work of the Shiloh Baptist Mission Board and be responsible for administrative, budget/finance, and Bylaws matters as they arise. The Council shall appoint an Audit Committee annually. A Nominating Committee shall be appointed as needed to nominate officers, group leaders, representative(s) to the Virginia Baptist Mission Board, and other leaders. A Director of Missions Search Committee shall be appointed as needed. The Council shall act on behalf of the Shiloh Baptist Mission Board between meetings of such Board and shall report its actions to such Board.

Section C - Meetings - The Association Council shall meet as needed and meetings may be called by its chair or the Moderator.

ARTICLE X - MEETINGS

1. The Association shall hold at least two meetings annually. A general business meeting, to be known as the Fall Meeting, shall be held in October. A general inspirational meeting shall be held on a date in the spring to be selected by the Provide Christian Fellowship Group.

2. Should a called meeting of the Association become necessary, the Shiloh Baptist Mission Board shall arrange for the meeting. The clerks of the churches shall be notified of the time, place, and business to be presented at least ten days prior to the meeting.

3. Other non-business meetings may be held as desired.

ARTICLE XI - PARLIAMENTARY PROCEDURE

Section A - The messengers from twenty-five percent of the churches shall constitute a quorum.

Section B - Every motion, report, and/or resolution should be presented to the Clerk in writing.

Section C - In questions of procedure not provided for by the Bylaws, the meetings of the Association and meetings of the Shiloh Baptist Mission Board shall be conducted in accordance with the parliamentary procedure of Robert's Rules of Order (current edition).

ARTICLE XII - FISCAL YEAR

The fiscal year of the Association shall be January 1 through December 31.

ARTICLE XIII - AMENDMENTS

These Bylaws may be amended by the concurrence of two-thirds of the messengers of the Association present and voting at any regular meeting, provided that a written notice stating the proposed amendment shall have been sent to the clerk of each church in the Association at least thirty days prior to the meeting of the Association at which the proposed amendment is to be presented for adoption.

(Adopted 4/14/2011)