

CONSTITUTION OF THE KNOX COUNTY ASSOCIATION OF BAPTISTS

ARTICLE I - NAME

The name of the body shall be "KNOX COUNTY ASSOCIATION OF BAPTISTS, INCORPORATED."

ARTICLE II - PURPOSE

The purpose of this Association shall be to bring into close and cooperative relationship the energies of the Baptist churches in Knox and surrounding counties for such purposes as the Association may deem proper and advisable for service in the Kingdom of God, and to provide for the spiritual welfare and fellowship of all the churches in the Association.

ARTICLE III - MEMBERSHIP

The Association shall be composed of messengers from cooperating Baptist churches which are, in their doctrine, policy and practice, in conformity with the purpose of the Association, and which have given evidence of support of the Association, the Tennessee Baptist Convention, and the Southern Baptist Convention.

Section 1 Recognition of Churches: Any church desiring affiliation with the Association shall first make a formal request to the Association office, including the following information (1) A brief history of its organization (2) Evidence of cooperation, or intention of cooperation with the Association, the Tennessee Baptist Convention and the Southern Baptist Convention through financial contributions (3) Their Articles of Faith which demonstrate theological harmony with The Baptist Faith and Message which has been adopted by the Southern Baptist Convention (4) A brief record of the achievements of the church to the date of petition.

This request will be referred to the Multiplication Team, who will explain the process to the church and recommend to the Executive Board or Administrative Team to receive the church into Watchcare status. The Multiplication Team will guide the church through an Assimilation Process, which is created by the Multiplication Team and approved by the Executive Board or Administrative Team. Upon completion of an Assimilation Process, the church will be presented to the Executive Board or Administrative Team for recommendation for membership. The church will be recommended for membership at the next Annual Meeting of the Association for vote by a two-thirds majority of the messengers present.

Section 2 - Admission of Messengers

Each cooperating church of 100 members or fewer shall be entitled to two messengers. Churches with larger memberships shall be entitled to one additional messenger for each additional 100 members. Churches affiliated with the association shall be expected to share in the financial support of the work of the Association.

Section 3 - Reports and Records of the Churches

It shall be the duty of the churches to correspond with the Association by letter each year, preferably using the form furnished for this purpose, giving the Association a summary of its work and accomplishments during the year.

Section 4 - Termination of Affiliation

A church may be disaffiliated with the Association in the following ways:

- A. Letter from the church clerk stating the action of the church to withdraw from affiliation.
- B. Recommendation of the Executive Board and action of the Association upon failure of the church to participate in the work of the Association.

ARTICLE IV - MEETINGS

Section 1 - Regular Meetings

The Association shall meet annually on such a date and at such a time and place determined by the Director of Missions in consultation with KCAB staff and the Administrative Team.

Section 2 - Special Meetings**(1) Special Meetings of the Association**

The Executive Board of the Association may call the Association into special session at any time and place, with the provision that all members are notified at least two weeks before the special meetings, ~~said notice~~ to give the time, place and purpose of the meeting.

(2) Special Meeting of the Executive Board The Officers of the Executive Board may call the Executive Board into special session at any time and place, with the provision that all members are notified at least one week in advance of the special meeting, with the notice announcing time, place, and purpose of the special meeting.

ARTICLE V - OFFICERS**Section 1 - Officers of the Association**

The officers of the Association shall be: Moderator; Associate Moderator; Clerk; Assistant Clerk; and Treasurer.

Section 2 - Duties of Officers

The duties of the officers shall be such as are provided in the Bylaws.

ARTICLE VI - EXECUTIVE BOARD**Section 1 - Membership**

The Executive Board of the Association shall be composed of the officers of the Association: the pastor and one additional member elected from each cooperating church having a membership up to 500, with an additional elected member for each 500 members or major fraction thereof; and the chairman of any committee appointed by the Association.

Section 2 – Organization

The Moderator, Associate Moderator, Clerk, Assistant Clerk, and Treasurer of the Association shall be the officers of the Executive Board. The Board shall have the power to make its own internal regulations, and to transact its business in such a manner as it may elect.

Section 3 – Meetings

The frequency and date of the meetings of the Executive Board shall be decided by the Board itself. The quorum of the Executive Board consists of those in attendance. An agenda will be provided at least 3 days prior to the meeting.

ARTICLE VII – COMMITTEES**Section 1 - Standing Committees**

The Standing Committees of the Association shall be such as are set forth in the Bylaws.

Section 2 - Ad hoc Committees

Ad hoc Committees may be appointed by the Moderator at the request of the Association or the Executive Board Administrative Team.

Section 3 - Duties of Committees: The duties of the committees of the Association shall be such as are provided in the Bylaws.

ARTICLE VIII - AUTHORITY

The Association is independent and sovereign in itself, and maintains the autonomy of the local congregation. This Association has no authority or ecclesiastical jurisdiction over any church. It shall be the responsibility of the Association to be available for fraternal counsel when such counsel is requested by any church, and further it shall be the privilege of the Association, two-thirds of the messengers present and voting concurring, to refuse to recognize messengers from any church which persists in practices contrary to the purposes and statements of this Association.

ARTICLE IX - PARLIAMENTARY PROCEDURE

The Association shall be governed in its deliberations by such parliamentary procedures as are commonly accepted in similar deliberative bodies. Robert's Rules of Order (current revision) shall be accepted as standard.

ARTICLE X - TRUSTEES

The number, terms of office, duties, and powers of the Trustees of the Association shall be such as provided for in the Bylaws.

ARTICLE XI - METHOD OF AMENDMENT

Section 1 - Constitution

The Constitution may be amended at any regular or special meeting of the Association by a two-thirds vote of the messengers present and voting, the amendment having been proposed and approved at the previous annual or special meeting of the Association and printed in the minutes.

Section 2 - Bylaws

The Bylaws of the Constitution of the Association may be changed at any regular or special meeting by a two-thirds vote of the messengers present and voting, provided however, notification of the proposed change is presented at least two weeks prior to the meeting.

BYLAWS OF THE KNOX COUNTY ASSOCIATION OF BAPTISTS

In order to carry out the provisions of the Constitution, the following Bylaws are adopted for the government of the Association.

ARTICLE I - MESSENGERS

1. **Enrollment** Messengers from the churches shall enroll with the Clerk of the Association before they are officially recognized. The Executive Board Administrative Team shall be responsible for supplying each messenger to the annual Association meeting with an identification tag with space for writing his name and the name of his church.
2. **Privileges** Messengers to the Association shall have the right to speak on the floor and to vote on all matters before the body, unless disqualified by virtue of unchristian conduct or attitude. Visitors to the Association shall be recognized and entitled to all courtesies of the Association. Such visitors shall be without the right to vote, and shall not be permitted to debate controversial issues before the Association without a two-thirds vote of the body authorizing the visitors to speak on a given issue.

ARTICLE II - ASSOCIATIONAL YEAR AND FISCAL YEAR

1. The Associational year shall be the calendar year.
2. The Associational fiscal year shall be the calendar year.

ARTICLE III - OFFICERS

1 Election

The election of the Moderator and the Associate Moderator shall be by written ballot vote at the annual meeting. However, when only one person is nominated for either office, the election of that person may be taken by acclamation. The Moderator shall not be eligible to succeed himself unless he has served less than one-half of a term as Moderator. The Clerk and Treasurer, shall be nominated by the Nominating Committee and elected by a majority vote of the messengers present and voting. The report of the Nominating Committee, however, shall not preclude other nominations from the floor.

2 Duties

- a) **Moderator:** The Moderator shall preside at all regular or called meetings of the Association; serve as ex-officio member of all committees and teams of the Association; work closely with the Director of Missions in counsel and in promoting every phase of the work of the Association and assist them in getting their work done well; appoint such committees as provided for in the Constitution; serve as chairman of the Executive Board, and serve as Team Leader of the Executive Board Administrative Team.
- b) **Associate Moderator:** The Associate Moderator shall be a general assistant to the Moderator, and shall stand in for the Moderator in any activity or responsibility requested by the Moderator; preside over meetings in the absence of the Moderator, or when requested to do so; and in event of the removal of the Moderator from the Association, the Associate Moderator shall automatically succeed to the office of Moderator.
- c) **The Clerk:** The Clerk shall be responsible for keeping accurate minutes of the Association and the Executive Board; see that persons elected and individuals affected by actions taken by the Association or Executive Board are notified of these actions; prepare the annual minutes of the Association; and be responsible for keeping securely all documents and records of interest to the Association. The Clerk shall attest the signatures of the Trustees who execute legal instruments.
- d) **Assistant Clerk:** The Assistant Clerk shall assist the Clerk in the performance of duties, and shall serve in the absence or removal of the Clerk. The Assistant Clerk shall also be responsible to serve with the Executive Board Administrative Team and shall preserve such items as would be of historical interest. A secretary employed by the Association will be nominated by the Nominating Committee to serve as Assistant Clerk. The Assistant Clerk, in the absence of the Clerk, shall attest the signatures of the Trustees who execute legal instruments.
- e) **Treasurer:** The Treasurer shall disburse funds as authorized, keeping accurate accounts of all disbursements, and shall make monthly written reports to the Executive Board, and an annual report to the Association, for all monies handled. The Treasurer shall report on the general financial condition of the Association, and keep the Executive Board and the Association informed of matters needing special attention.
- f) **Director of Missions:** The Director of Missions shall work closely with all officers of the Association and its organizations, committees and teams in giving counsel, guidance and oversight to every phase of the Associational mission and ministry; serve ex-officio with all committees and teams of the Association; assist churches in all matters related to mission and function; cooperate with the State and Southern Baptist Conventions; supervise the work of the employees of the Association.
- g) **Organization Directors:** The Organization Directors shall promote and direct the work of their respective organizations, working cooperatively with one another and with the Director of Missions in the promotion of the total denominational program; enlist and recommend for election such associates and age group workers and other officers as called for in the respective manuals relating to the organizational heads; train and inspire those workers to fulfill their offices; plan the program of the meetings as called for in the Associational manual of their respective work, or as the meetings are scheduled by the Association; and plan with the Director of Missions such annual training schools and special projects as would fit the needs of the Association and be approved by the Director of Missions and the Executive Board.

ARTICLE IV - EXECUTIVE BOARD

Section 1 - Duties

The Executive Board shall perform all such duties as are assigned by the Association; conduct all business of the Association during the interim between annual meetings, including all matters of policy, finance and personnel, providing the Board shall act in strict accordance with the Constitution of the Association; and manage the affairs relating to the work of the Association and those referred by the Executive Board Administrative Team.

Section 2 - Report to the Association

The Executive Board shall compile and maintain an annual report. This report shall include all actions of the Board during the year, together with recommendations from the Board to the Association, and shall be open to inspection by any member of the Association.

Section 3 - The Executive Board

The Executive Board shall receive quarterly reports (preferably written) from the Executive Board Administrative Team concerning all organizations, teams, and standing committees of the Association and offer counsel and assistance in the promotion of the work. In the event of the failure of a committee to function, the Executive Board shall be empowered to take such action as it may deem necessary to see that the duties of the committee are carried out.

ARTICLE V - EXECUTIVE BOARD ADMINISTRATIVE TEAM**Section 1 - Membership**

Association Officers, Chair of the Capital Funds and Finance Committee, Chair of the Personnel Committee, Director of Missions, four At-Large members of the Executive Board selected by the Nominating Committee and elected annually by the Executive Board, Church Assistance & Relations Team Leader, Church Missions Team Leader, Church Multiplication Team Leader.

Section 2 - Leadership

The Moderator of Association will serve as Leader of this Team. The Assistant Clerk will serve as secretary of this Team. Any member of the churches may attend and participate.

Section 3 – Meetings

The Team will meet monthly at a set time to be determined by the Team.

Section 4 – Duties

1. Oversee and Coordinate work of teams.
2. Recommends actions to the Executive Board
3. Recommends individuals to serve on the Nominating Committee.
4. Encourage the committees in their functioning.
5. Acts on administrative matters between meetings of the Executive Board.

ARTICLE VI - CHURCH TEAMS**A. Church Multiplication Team****a. Leadership**

The Team Leader will be nominated by the nominating committee and elected by the Association. The Team leader will enlist as many team members as needed to carry out its duties.

b. Duties

1. The Team will be a resource for data about our community.
2. The Team will guide in the establishing of new congregations by identifying areas of need, enlisting partnering churches, and making a recommendation to the Executive Board.
3. The Team will guide congregations wishing to affiliate with the Association through an Assimilation Process and report to the Administrative Team.

C. Church Assistance & Relations Team**a. Leadership**

The Team Leader will be nominated by the Nominating Committee and elected by the Association. The Team leader will enlist as many team members as needed to carry out its duties.

b. Duties

1. Assist churches in achieving their goals and accomplishing their vision.
2. Assist churches in self-study and assessment.
3. Assist churches in training and equipping staff.
4. Assist churches in by developing and implementing equipping events for various church programs.

5. Develop an annual calendar of equipping events.
6. Assist churches in building bonds of fellowship and appreciation through mutual work, recreation, fellowship meals and other means as desired.

D. Church Missions Team

a. Leadership

The Team Leader will be nominated by the Nominating Committee and elected by the Association. The Team leader will enlist as many team members as needed to carry out its duties.

b. Duties

1. Assist churches in discovering and responding to mission opportunities.
2. Provide training and leadership for churches to pursue a missional model.
3. Meet with leaders of mission work and give guidance and support.
4. Serve as a resource for missions development and policies.

ARTICLE VII - TRUSTEES

The Association shall have three (3) Trustees who shall serve for staggered terms of three (3) years with one Trustee to be elected at the annual meeting each year, PROVIDED, HOWEVER, that, at the first annual meeting after the adoption of this Bylaw, one shall be elected for a one (1) year term, another for a two (2) year term and the third for a three (3) year term. The Trustees shall be elected on a rotation basis and no person shall be eligible to serve as a Trustee at any time within one year from the date his last term as Trustee ends. In case of a vacancy on the Board of Trustees, the Executive Board of the Association may fill the vacancy by electing a Trustee to serve until the next annual meeting of the Association, at which time a Trustee shall be elected by the Association to fill out the remainder of the unexpired term of the Trustee vacating the office. The duties of the Trustees are as follows:

1. To have the immediate supervision of all the real and personal property of the Association and of its papers, instruments and other documents.
 2. To buy, sell, lease, mortgage or otherwise encumber or transfer the property of the Association but only after having been specifically authorized and empowered to do so by resolution adopted by the Association at any annual or special meeting or by the Executive Board at any regular or special meeting.
 3. To execute, acknowledge and deliver any and all leases, agreements, deeds, mortgages, deeds of trust and any and all other papers, instruments or other documents but only after having been specifically authorized and empowered to do so by resolution adopted by the Association at any annual or special meeting or by the Executive Board at any regular or special meeting.
 4. To review and study at frequent intervals the insurance program of the Association and the coverage of its property and with respect to its liability, and make recommendations to the Association and/or the Executive Board with respect to the need or advisability of more or additional insurance coverage.
- Leases, agreements, deeds, mortgages, deeds of trust and any and all other papers, instruments, or other documents shall be executed and, if legally required or proper, acknowledged in the name of the association by any two (2) of the three (3) Trustees after authorization and approval by the Association or the Executive Board, as provided above, their signatures to be attested by the Clerk, or in the absence of the Clerk, by the Assistant Clerk.

VIII - FINANCIAL POLICIES

The following financial policies shall be followed in the work of the Association:

1. With Respect to finance, the raising and spending of funds, the incurring of obligations, and the borrowing of money, any expenditure of funds or commitment for financial obligation already within the stated purpose of designated funds, or any request for expenditure not provided for in the budget shall be limited to:
 - a. Up to \$5,000.00 with the approval of the Director of Missions, the Associational Treasurer, and the Capital Funds and Finance Committee.

b. More than \$5,000.00 shall require the approval of a regular or called meeting of the Administrative Team.

2. Budget Designee

A budget Designee shall be assigned by the Executive Board and shall have responsibility of each division account in the Associational budget. The Designee shall approve in writing all and every expenditure of funds chargeable to the respective account and shall not authorize an expenditure of funds from the division account which exceeds the remaining division budget balance.

3. Budget Accounts

- a. Each division of the Associational budget may contain several budget accounts. The budget account(s) within a division may be increased or decreased at the discretion of the Director of Missions and the Executive Board Administrative Team provided that such adjustments will not increase the total annual budget amount of that division. The total budget amount approved for a division may be increased by the Executive Board should program effectiveness be threatened.
- b. When the annual receipts of an operating division exceed the budgeted amount, the approved annual budget expense amount for that operating division may be increased by the amount of such increase by the Capital Funds and Finance Committee. If receipts for an operating division are less than the budgeted amount, the total approved annual budget expense amount for the division will be reduced by the same amount if such adjustment is justified by the Capital Funds and Finance Committee.

4. Financial Secretary

The Association shall have a Financial Secretary who shall be responsible for depositing and recording all monies received by the Association from all sources, and for keeping clear and complete records of all receipts and disbursements for all funds, accounts and activities of the Association. The Financial Secretary shall be responsible for keeping expenditures within authorized amounts and immediately advising the Treasurer and Chairman of the Capital Funds and Finance Committee of any liability of the Association incurred by anyone in excess of available authorized amounts. Such Financial Secretary shall prepare reports monthly and annually of assets, liabilities, receipts, unspent budget balances and other information requested by the Executive Board, Executive Board Administrative Team or the Capital Funds and Finance Committee. The Treasurer shall work with the Financial Secretary and shall be familiar with every phase of the records system. In the absence or inability of the Financial Secretary to serve, the Treasurer shall be responsible for seeing that the Financial Secretary's work is done. The Financial Secretary shall be an employee of the Association.

5. NO LIABILITY

The Association shall not be responsible for any purchase or liabilities incurred by anyone, when such purchases or liabilities are made without written authorization of the Budget Designee for the account involved.

ARTICLE IX - STANDING COMMITTEES

General Provisions:

- 1. Membership:** Each of the Committees shall be composed of six (6) members except as set forth in these Bylaws.
- 2. Date of taking office:** Office shall be taken January 1
- 3. Rotation:** The term of service on these committees shall be for three years, and the principle of rotation shall be followed as set forth in these Bylaws.
- 4. Succession:** No member who has served a full term shall be eligible for reelection until having been out of such office for one Associational year.
- 5. Vacancies:** All vacancies shall be filled by the Executive Board upon recommendation of the Nominating Committee
- 6. Restrictions:** No individual shall be eligible to serve on more than two Standing Committees simultaneously. This restriction shall not prevent serving on Ad hoc committees.
- 7. Committee Chairs:** The Chair of each committee shall be elected by that committee prior to the Annual Meeting to serve for the following year.

All Committees shall report directly to the appropriate team of the Association through the Chair or through an appointed designee. It shall also be the duty of the Chair to keep the Executive Board Administrative Team informed of recommendations which shall be brought to the Executive Board.

Classification of Work and Committee Duties:

1. Capital Funds and Finance Committee: This committee shall be composed of nine members, and the Treasurer of the Association shall be an ex-officio member of the committee.

Duties

(a) Prepare a Budget to be submitted for the consideration of the Association for the coming year. The budget shall be prepared in time for presentation to the Administrative Team and Executive Board at least one month prior to the annual meeting of the Association.

(b) Supervise, in consultation with the Treasurer, the expenditures of the budget during the Associational year, and report to the Executive Board on matters relating to the financial condition of the Association.

(c) See that persons handling the monies of the Association are bonded, designate depositories and number of accounts for the funds of the Association, and appoint the Budget Designees for the various budget accounts.

(d) Keep complete records on all loans and other financial obligations of the Association; see that the repayment of all loans or obligations are met according to a fixed schedule, and keep before the Executive Board and the Executive Board Administrative Team the current monthly standing of such obligations.

(e) Give general supervision to the entire Associational finance program, including current operational expenses, financial obligations assumed by the Association, and planning and direction in regard to all capital needs and capital investments of the Association.

2. Maintenance Committee: This committee shall be composed of three members, and shall be responsible for maintaining in good repair and sound condition, all equipment and buildings of the Association office property.

3. Personnel Committee: The committee shall carefully screen those nominated for employment by the Association with due consideration of qualification, preparation and ability. The committee shall recommend the employment or the dismissal of personnel to the Executive Board or to the Association. The committee shall also be responsible to study salary schedules and matters pertaining to personnel work, and to prepare and periodically revise job descriptions for each paid position in the Association.

4. Constitution and Bylaws Committee: The membership of the committee shall be six members. The duties of this committee shall be to study the Constitution and Bylaws and report as it deems advisable to the Association, and would study matters referred to it by the Association, the Executive Board, and the Executive Board Administrative Team. Work of this committee would in no way prevent any person from offering amendments to the Constitution and Bylaws as provided in the amending process.

5. Nominating Committee: The Nominating committee shall be charged with the responsibility of bringing all nominations to the Association, including Team Leaders and the standing Committees of the Association with the exception of the Moderator, Vice-Moderator and the Nominating Committee. Individuals to serve on the Nominating Committee will be recommended by the Executive Board Administrative Team.

6. Western Heights Baptist Center Committee: This committee shall be responsible for the promotion, development and guidance of the work at the Western Heights Center, and shall give counsel and guidance to all personnel involved in the work.

7. Baptist Collegiate Ministries Committee: This committee shall act in an advisory capacity with the BCM and the Student Director, and shall keep the Executive Board informed as to the needs and progress of student work in the Association.

8. Camp Committee: This committee shall be responsible for the promotion, development and guidance of the work of Camp BaYoCa, and shall give counsel and guidance to all personnel involved in the work.

9. Montgomery Village Baptist Center Committee: This committee shall be responsible for the promotion, development and guidance of the work of the Montgomery Village Center, and shall give counsel, and guidance to all personnel involved in the work.

Constitution and Bylaws as amended adopted October 20, 2009

Changes to Bylaws Article VI Church Teams approved at Annual Meeting October 20, 2015

Changes to Bylaws approved at Annual Meeting October 18, 2016

Changes to Constitution approved on first reading at Annual Meeting October 18, 2016