



*Heartland Baptist Association's*  
**ASSOCIATIONAL RE-VISIONING**  
***RECOMMENDATIONS***  
**FINAL REPORT**

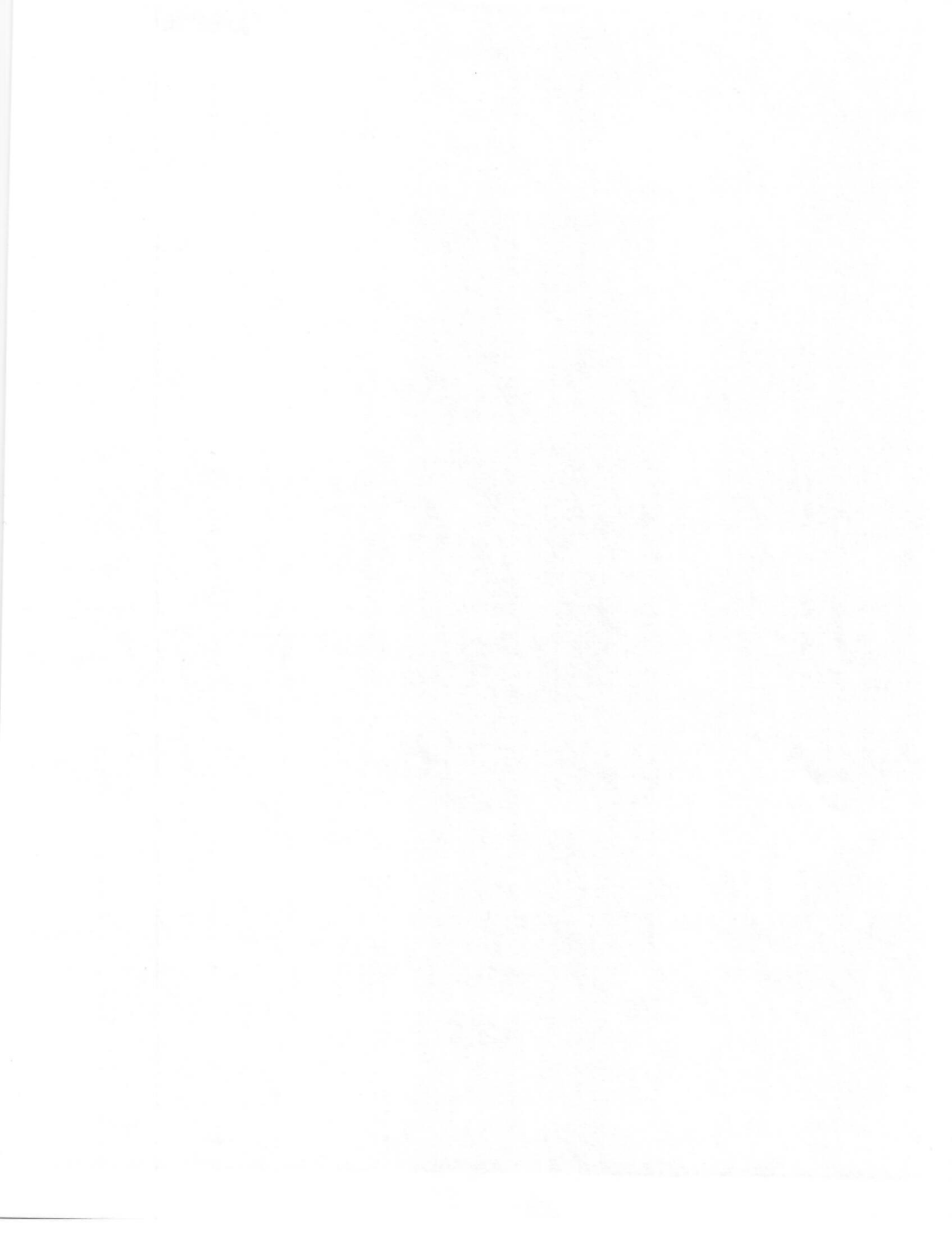
**THREE RECOMMENDATIONS APPROVED AT THE  
JULY 2019 EXECUTIVE BOARD**

**CONSTITUTIONAL CHANGES READ INTO THE MINUTES  
AT THE  
SEPTEMBER 2019 SEMI-ANNUAL MEETING**

The Executive Board will vote at the January 2020 Executive Board Meeting to recommend these Constitutional Changes to the April 2020 Semi-Annual where the vote will be held for final approval.

*Heartland Baptist Association*

P.O. Box 478, 108 W. 3rd St.,  
Lawson, MO 64062-0478  
(816) 296-3021 ~ [www.heartlandba.org](http://www.heartlandba.org)



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## JULY 2019 EXECUTIVE BOARD RE-VISIONING RECOMMENDATIONS:

### RECOMMENDATION # 1:

**THE PURPOSE OF HEARTLAND BAPTIST ASSOCIATION IS TO BE AVAILABLE FOR LISTENING TO, COMMUNICATING WITH, ENCOURAGING, AND SUPPORTING THE CHURCHES OF THIS ASSOCIATION IN REACHING AND GROWING PEOPLE FOR JESUS CHRIST.**

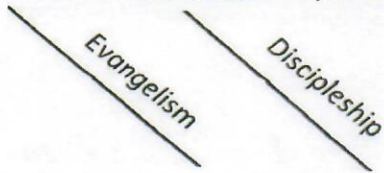
**EXPLANATION OF RECOMMENDATION #1:** The purpose of Heartland Baptist Association is to be available for:

- **LISTENING TO** the churches of this association,
  - "listening" is more than just hearing. Hearing acknowledges sounds within our environment. Listening well to others reveals yourself as being curious and interested in people and events. Listening should not only acknowledge what was heard, but also generate a response/an action.
  - "Key Issues and Next Steps" from churches in Diagnosis and Prescription is a good place to start. What are these pastors/churches saying?
  - Staff and teams should get into the churches, let the members voice their concerns to HBA directly.
  
- **COMMUNICATING WITH** the churches of this association,
  - HBA Newsletter. Should be out the last week of the preceding month for which is published.
  - Group text messaging.
  - Facebook and E-mail Updates for everything and anything. Some churches and pastors may not have internet or e-mail; find ways to make sure they are kept updated.
  - Special needs: Prayer requests, mission trips, DR, HBA events, etc.
  - Personal contact: visits in churches, visits on church fields (other than Sunday), random phone calls, etc.
  
- **ENCOURAGING** the churches of this association,
  - Encouraging someone can mean you're giving them support or confidence, but it also means that you're helping to develop something in them.
  - When the Bible talks about encouragement, it usually means that one is calling someone to their side in order to teach, comfort, strengthen or push them to act in a certain way.
  - Scheduling events for fellowship among the churches.

and

- **SUPPORTING** the churches of this association
  - Lead in developing training geared to the needs of a particular church or group of churches.
  - Assisting churches without pastors: transitional, pulpit supply, interim, etc.
  - Promoting and accessing resources for local church and HBA events: mission trips, block parties, fellowships, educational/training, camps, etc.
  - Providing resources or directing to resources required to perform various ministries .

... in reaching and growing people for Jesus Christ.



## **RECOMMENDATION # 2**

- **DETERMINED FIVE AREAS OF FOCUS/PRIORITY/RESPONSIBILITY OF THE ASSOCIATION**

- 1. MISSIONS COORDINATION:**

- Associational Sponsored in state, national and international mission trips.
- Coordinating missions & mission trips when invited by one of HBA Churches so that all churches are notified and given opportunity to be involved.
- Coordination of churches to do "mission" work to assist other local struggling churches
- State Fair Ministry
- Disaster Relief work

- 2. TRAINING COORDINATION:**

- Respond to training requests from churches.
- Trainings for churches in various subjects.
- Specific training for the State Fair Ministry, VBS, Sunday School, Pastor/Deacon Training, etc.
- PASTOR'S COHORT: Group meetings with younger pastors, veteran pastors mentoring younger pastors- Pastor discipleship.

- 3. HBA EVENTS COORDINATION:**

- VBS Clinic, Block Party Trailers/Equipment, Revivals, Great Outdoorsman Day, Coed Racer Day, Security, Financial/Stewardship Conferences, etc.

- 4. CAMP COORDINATION:**

- Camps

- 5. FACILITIES COORDINATION:**

- Trustees for Building

- 6. HBA STAFF RESPONSIBILITIES:**

- Transition/Consultation teams for churches without pastors.
- Copying.
- Churches serving Churches with resources
- Church resources as required.
- Serving as Interim Pastor at churches without pastors.

**RECOMMENDATION # 3:**

There would be an Area Coordinator for each of these categories. These Area Coordinators would serve with the Associational Officers as the Administrative Team. The Area Coordinators would be nominated by the Nominating Committee and elected by the Association in Semi Annual/Executive Board Meetings. The Area Coordinators in consultation with the Administrative Team would seek out and appoint individuals to coordinate and seek helpers in each category that the Area Coordinator is responsible.

# **PROPOSED CONSTITUTIONAL CHANGES**

~~Strike Through~~ are deletions

**Bold** are additions





**CONSTITUTION**  
*Heartland Baptist Association, Inc.*

**ARTICLE I -- NAME**

This Association shall be called the Heartland Baptist Association, Inc.

**ARTICLE II -- PURPOSE**

~~*Our purpose as the churches that form the Heartland Baptist Association is to support and encourage one another in reaching and growing people for Christ.*~~

**SECTION 1.** THE PURPOSE OF THE HEARTLAND BAPTIST ASSOCIATION IS TO BE AVAILABLE FOR LISTENING TO, COMMUNICATING WITH, ENCOURAGING AND SUPPORTING THE CHURCHES OF THIS ASSOCIATION IN REACHING AND GROWING PEOPLE FOR JESUS CHRIST.

**SECTION 2.** To accomplish this purpose the Association shall:

1. assist the churches to be on mission for our Lord Jesus Christ in their location;
2. assist the churches in planning, conducting, evaluating, and improving their programs of ministry, outreach, and discipleship;
3. promote and strengthen fellowship among the churches of the Association; and
4. be a full strategic missions partner with the Missouri Baptist Convention, the Southern Baptist Convention, their agencies and programs.

**ARTICLE III -- INCORPORATION**

**SECTION 1.** The Association shall be incorporated according to the laws of the state of Missouri as per Chapter 355 RSMo 1978.

**SECTION 2.** The Association shall have a Board of Directors, which consists of the Administrative Team. The Corporation shall meet at least annually.

**SECTION 3.** The Board of Directors are authorized to hold, purchase, and receive title to real estate and other property by devise, gift, grant, or other conveyance with power to mortgage and borrow money, sell, or convey the same or any part, parcel, or portion thereof when directed by the Association.

**ARTICLE IV -- MEMBERSHIP**

**SECTION 1.** The Association shall be composed of messengers from the churches in good standing, cooperating with and contributing financially to the work of the Heartland Baptist Association, Inc., and affirming the statement of faith called "The Baptist Faith and Message"-- as a guide toward faith and practice -- as adopted by the Southern Baptist Convention on either May 19, 1963 or June 13, 2000.

**SECTION 2.** Each member church shall be entitled to messengers to the Semi-Annual Meetings of the Association on the following basis of resident membership:

- 1-100 resident members = three (3) messengers
- 101-150 resident members = four (4) messengers
- 151-200 resident members = five (5) messengers
- 201-250 resident members = six (6) messengers
- 251 and above resident members = seven (7) messengers

In addition to these, the Director of Missions, the officers of the Association, and the pastors of member churches are ex-officio messengers to the Semi-Annual Meeting with voting privileges.

**SECTION 3.** Each member church may elect alternates to the Semi-Annual Meetings. An alternate is defined as one who substitutes for an absentee messenger and who votes only when actively serving as an alternate.

**SECTION 4.** Messengers and alternates shall be elected by their church. Their names shall be listed on the Annual Church Profile. Church approved changes concerning messengers and alternates must be provided in writing to the Associational Clerk.

**SECTION 5.** Churches desiring membership in this Association shall petition the Association by letter and representation at a Semi-Annual meeting of the Association; this letter of petition shall be presented to the Associational Clerk and read into the minutes at a business session of that Semi-Annual Meeting. Upon direction of the Association, the Moderator shall appoint a Credentials Committee of three (3) members with the Director of Missions and the Moderator serving as ex-officio members, whose duties shall be to examine the following:

1. the origin and history of the church;
2. the Articles of Faith;
3. the organizational structure;
4. denominational alignment;
5. willingness to comply with the Heartland Baptist Association, Inc.'s Constitution and By-Laws; and
6. other pertinent matters.

The Credentials Committee shall make regular progress reports to the Executive Board and upon completion of their examination, bring a recommendation at the next Semi-Annual Meeting. Upon receiving a three-fourths (3/4) vote favoring membership, the Association, represented by the Moderator, shall extend to said church the right of membership and fellowship in the Association.

**SECTION 6.** Any church failing to report to the Association by Annual Church Profile or by messenger and failing to give financial support for the program of the Association for two (2) years in succession shall be dropped from the roll without action of the body, provided that said church be visited by the Moderator and the Director of Missions after the first year to ascertain the reason for their non-reporting and offer assistance of the Association relative to the needs of the church. Such churches may be reinstated by vote of the body when sufficient reasons are given.

**SECTION 7.** The Association shall exercise no legislative or judicial authority over any church, nor shall it have any ecclesiastical power over the internal affairs of any church, but this Association reserves the right to reject messengers from any church which shows itself to be unorthodox in faith or practice, or which willfully and persistently creates discord by refusing to comply with the spirit of this Constitution. Should a question arise concerning the

Association's rejection of messengers and/or alternates, the Moderator may appoint a committee to review the issues involved and to bring a report to the Association.

## ARTICLE V -- TIME OF ANNUAL MEETING

**SECTION 1.** This Association shall meet semi-annually the week following the second Sunday in April and September with the exact dates and times to be determined by the Administrative Team.

**SECTION 2.** The Associational year shall begin on July 1 and end on June 30 of the succeeding year.

## ARTICLE VI – OFFICERS AND AREA COORDINATORS

**SECTION 1.** The officers of the Association shall consist of a Moderator, Assistant Moderator, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, **AREA COORDINATORS**, and shall be active resident members of churches cooperating with the Association.

**SECTION 2.** The officers of the Association shall be elected by the body after recommendations from the Nominating Committee and/or nominations from the floor. In balloting, the one receiving ~~a~~ **THE** majority of all votes taken shall be declared elected. In case of multiple nominations for a given office, election shall be by ballot. The officers shall be elected at the April Semi-Annual Meeting and begin their service on July 1st.

**SECTION 3.** The Moderator shall not serve more than two (2) consecutive terms.

**SECTION 4.** The officers of the Association shall also serve as the officers of the Semi-Annual Meetings, Executive Board and the Administrative Team. (See Article VII).

**SECTION 5.** **THIS ASSOCIATION SHALL HAVE FIVE AREA COORDINATORS: MISSIONS, TRAINING, HBA EVENTS, CAMP AND FACILITIES.**

## ARTICLE VII -- DUTIES OF OFFICERS AND AREA COORDINATORS

**SECTION 1.** The Moderator shall preside over the Semi-Annual Meetings of the Association, the meetings of the Executive Board and the Administrative Team. He shall appoint such committees as assigned to him by this Constitution or by the Association and shall serve as an ex-officio member of all teams and committees.

**SECTION 2.** The Assistant Moderator shall assume the duties of the Moderator in the absence of or when called upon by the Moderator.

**SECTION 3.** The Clerk shall record the minutes of the Semi-Annual Meetings and the Executive Board; receive and compile information from the Annual Church Profiles; **oversee**

~~the printing and distribution of the annual report;~~ compose official correspondence as directed by the Association; and, serve as Historian of the Association.

**SECTION 4.** The Assistant Clerk shall assume the duties of the Clerk in the absence of or when called upon by the Clerk or Moderator.

**SECTION 5.** The Treasurer shall receive, record, and report all monies on behalf of the Association. The Treasurer shall dispense these funds according to the budget of the Association and shall submit a written report of all transactions quarterly.

**SECTION 6.** The Assistant Treasurer shall assume the duties of the Treasurer in the absence of or when called upon by the Treasurer or Moderator.

**SECTION 7.** In the absence of the Moderator and the Assistant Moderator at the Semi-Annual Meetings, the Executive Board, or the Administrative Team meeting, the Clerk or Treasurer shall convene the session and proceed with the election of a Moderator Pro-Tem who shall then preside.

**SECTION 8.** THE AREA COORDINATORS, IN CONSULTATION WITH THE ADMINISTRATIVE TEAM, WILL SEEK OUT AND APPOINT INDIVIDUALS TO COORDINATE AND SEEK HELPERS IN EACH CATEGORY IN WHICH THE AREA COORDINATOR IS RESPONSIBLE.

## ARTICLE VIII -- THE EXECUTIVE BOARD

**SECTION 1.** The Executive Board shall meet in regular sessions in January and July to transact the business of the Association between Semi-Annual meetings. A quorum of fifteen (15), including one (1) elected officer, is necessary to transact business. The Executive Board shall make a full report of all meetings and business transacted to the Association at its Semi-Annual meetings.

**SECTION 2.** The Executive Board of the Heartland Baptist Association, Inc. shall be composed of two (2) elected members from each affiliated church. In addition to these, the Director of Missions, ~~officers of the Association~~, **ADMINISTRATIVE TEAM**, pastors of the churches, paid ministerial staff, and the Secretary of the Association are ex-officio members with voting privileges.

**SECTION 3.** Each member church may elect alternates to the Executive Board Meetings. An alternate is defined as one who substitutes for an absentee Executive Board Member and who votes only when actively serving as an alternate.

**SECTION 4.** Executive Board Members and alternates shall be elected by their church. Their names shall be listed on the Annual Church Profile. Church approved changes concerning Executive Board Members and alternates must be provided in writing to the Associational Clerk.

**SECTION 5.** ~~Strategy Team Members shall be selected from the Executive Board, alternates for the Executive Board, messengers to the Semi-Annual Meetings and/or alternate messengers to the Semi-Annual Meetings. No more than two members of all the Strategy Teams shall be from the same church.~~

**SECTION 6.** A member of the Executive Board may address the Board at any session. A non-Board member wishing to address the Board must have prior permission from the Moderator.

## ARTICLE IX – TEAMS & COMMITTEES

### NOMINATING COMMITTEE

**SECTION 1.** The Nominating Committee shall be nominated by the Moderator. The Nominating Committee shall be composed of seven (7) members. No member of the Administrative Team shall serve on the Nominating Committee. No two (2) members of the committee shall be from the same church. One member shall be designated Chairman and the committee shall serve the ensuing year.

**SECTION 2.** The Nominating Committee shall present nominations for the following at the April Semi-Annual Meeting: Moderator, Assistant Moderator, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, **AREA COORDINATORS AND GRAND OAKS EXECUTIVE BOARD MEMBERS. ALL LEADERSHIP POSITIONS SHALL BE SELECTED FROM THE EXECUTIVE BOARD, ALTERNATES FOR THE EXECUTIVE BOARD, MESSENGERS TO THE SEMI-ANNUAL MEETINGS AND/OR ALTERNATE MESSENGERS TO THE SEMI-ANNUAL MEETINGS.** The Moderator shall call for other nominations before election proceeds. ~~Any vacancies of officer positions shall be referred to the Nominating Committee for nomination at the next Executive Board or Semi-Annual Meeting.~~

**SECTION 3.** ~~The Administrative Team shall recommend to the April Semi-Annual Meeting nominations for all Strategy Team vacancies, Grand Oaks Executive Board Members and Resolutions Committee.~~ Any vacancies **FROM THE OFFICERS, AREA COORDINATORS, OR on the Strategy Teams,** Grand Oaks Executive Board Members, ~~or Resolutions Committee~~ shall be referred to the **NOMINATING COMMITTEE Administrative Team** for nomination at the next Executive Board or Semi-Annual Meeting. **THE MODERATOR SHALL CALL FOR OTHER NOMINATIONS BEFORE ELECTION PROCEEDS.**

**SECTION 4.** ~~Recommendations by the Nominating Committee and the Administrative Team shall be presented at the April Semi-Annual Meeting for ratification by the Association. Terms of office for all positions shall be July 1 through June 30. Strategy Team membership is on a three (3) year rotational system with one-third (1/3) of team members rotating off each year.~~

~~(THIS SECTION HAS BEEN MOVED AND EDITED IN ARTICLE VI) This Association shall have five strategy teams: Ministry, Missions, Discipleship, Evangelism and Worship. Each Team will consist of six (6) members, one of which is designated Team Leader by the Associational Officers. The Moderator shall call for other nominations before election proceeds~~

**SECTION 5.** ~~The Administrative Team shall consist of the Associational Officers, Team Leaders~~ **AREA COORDINATORS** and the Director of Missions (ex-officio). This team will implement the ministry and business decisions of the Semi-Annual and Executive Board Meetings.

**SECTION 6.** The Administrative Team shall have authority to order expenditures not covered in the budget, provided the amount does not exceed an amount of one thousand dollars (\$1000). The Administrative Team shall have the authority to order expenditures greater than \$ 1,000.00 if the following conditions exist: (1) an emergency exists that requires

quick action (2) the expenditure is to protect the assets of the Heartland Baptist Association and (3) a quorum of the Administrative Team approves such expenditure.

**SECTION 7.** A quorum is defined as at least 7 active members of the Administrative Team.

**SECTION 8.** Administrative Team members may attend a team meeting in person or by way of telephonic means.

## ARTICLE X -- ASSOCIATIONAL STAFF

**SECTION 1.** The Heartland Baptist Association, Inc. shall call a Director of Missions to serve for an indefinite time period.

**SECTION 2.** When a vacancy occurs, the Moderator shall appoint five (5) persons to form the Director of Missions Search Committee. No two members shall be from the same church.

**SECTION 3.** Only candidates recommended by the Search Committee shall be considered for the position. The Search Committee shall call a special meeting of the Association to interview and vote upon the candidate. A Two-thirds (2/3) vote of those messengers present and voting by ballot shall constitute a call. If the Association fails to affirm the call, the Search Committee shall be instructed to bring a different candidate at a later date.

**SECTION 4.** The Director of Missions shall serve as ex-officio member of all Teams and Committees of the Association.

**SECTION 5.** *The Director of Missions, ~~in consultation with the Administrative Team~~ shall bring recommendations to the ~~Executive Board~~ ADMINISTRATIVE TEAM concerning other paid staff members as need and budget allows. He shall present the candidate for the position as well as a job description for approval by the ~~Executive Board~~ ADMINISTRATIVE TEAM.*

## ARTICLE XI -- OPERATIONS MANUAL POLICIES & PROCEDURES

**SECTION 1.** Associational policies and procedures shall be described in the Association Operations Manual.

**SECTION 2.** The Association Operations Manual shall be kept at the Mission Center and made available to any member of the churches that form the Heartland Baptist Association. A current copy of the Association Operations Manual will be placed in each member church each year.

**SECTION 3.** The Association Operations Manual shall be maintained by the Associational **MINISTRY ASSISTANT** Secretary (Assistant Clerk).

**SECTION 4.** The Associational Operations Manual shall contain:  
A. A current copy of the Constitution and By-Laws.  
B. Financial Procedures

- C. Personnel Policies
- D. Filing Procedures
- E. Camp Polices and Procedures
- F. Task descriptions for all Staff, Officers, Teams and Committees.
- G. Organizational Flow Chart

**SECTION 5.** Changes in policies and procedures may be initiated by any Executive Board member or Messenger to the Semi-Annual Meetings.

**SECTION 6.** ANY additions, revisions or deletions of Associational policies and procedures requires all of the following:

- ~~A. The recommendation of the Team Leader or officer to whose areas of assignment the policy or procedure relates.~~
- ~~B. Recommendation of the Administrative Team~~
- C. THE approval of the Executive Board or Messengers to a Semi-Annual Meeting.

## ARTICLE XII -- DISSOLUTION OF THE ASSOCIATION AND DISPOSITION OF ASSOCIATION PROPERTY

**SECTION 1.** In the event of the dissolution of the Heartland Baptist Association, Inc., all property of the Heartland Baptist Association, Inc. real, personal, and mixed of whatsoever kind and wheresoever located shall be disposed of in the following manner and order: All said property will be sold and/or auctioned off with all proceeds being divided evenly amongst all churches listed as active and current members of the Heartland Baptist Association Inc. On the date of its dissolution.

**SECTION 2.** Dissolution of the Association shall occur if the Association by official action votes to dissolve. Upon such action, the President or other officer of the Corporation is authorized to sign all necessary documents to sell and/or auction off all property of the Heartland Baptist Association, Inc. And to disperse all proceeds as listed in Article XII, Section 1 with the assistance and cooperation of the Administrative Team of the Heartland Baptist Association, Inc. As comprised on the date of its dissolution.

## ARTICLE XIII -- AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended by two-thirds (2/3) majority of messengers present and voting at any regular Semi-Annual meeting provided that the proposed amendments be submitted in writing one (1) year before such action is to be taken, or provided such amendments be recommended by the Executive Board.

Adopted September 10, 1993.  
 Article V. Section 1 revised September 15, 1995.  
 Article VIII. Section 2 revised September 9, 1996  
 Article IX. Section 2 revised September 9, 1996  
 MAJOR REVISION September 14, 1999  
 Changed "Bi-Annual" to "Semi-Annual" April 6, 2001

Article IV. Section 1 revised September 6, 2001  
Article VIII. Section 5 revised April 15, 2002  
Article XII. Section 1 & 2 revised April 11, 2005  
Article IX. Section 6, 7, & 8 revised April 10, 2006  
Article VI. Section 1 & 2, VII. Section 3, IX. Section 2 revised September 11, 2006  
Article II. Section 1 & 4, revised April, 2012  
Article VIII, Section 1, revised September 9, 2013

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## BY-LAWS

**SECTION 1.** The sessions of this Association shall be opened and closed with prayer.

**SECTION 2.** All business of this Association shall be conducted by parliamentary laws as found in the latest revision of "Robert's Rules of Order" if not inconsistent with this Constitution.

**SECTION 3.** All motions and their disposition shall be recorded in the minutes of the Association or its Executive Board.

**SECTION 4.** These By-Laws may be amended by two-thirds (2/3) majority of messengers present and voting at any meeting of the Heartland Baptist Association, Inc.

Adopted September 10, 1993.

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# **PROPOSED CONSTITUTIONAL CHANGES**

**In it's final form**



**CONSTITUTION**  
*Heartland Baptist Association, Inc.*

**ARTICLE I -- NAME**

This Association shall be called the Heartland Baptist Association, Inc.

**ARTICLE II -- PURPOSE**

**SECTION 1.** The purpose of the Heartland Baptist Association is to be available for listening to, communicating with, encouraging and supporting the churches of this Association in reaching and growing people for Jesus Christ.

**SECTION 2.** To accomplish this purpose the Association shall:

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1. the origin and history of the church;
2. the Articles of Faith;
3. the organizational structure;
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## **ARTICLE V -- TIME OF ANNUAL MEETING**

**SECTION 1.** This Association shall meet semi-annually the week following the second Sunday in April and September with the exact dates and times to be determined by the Administrative Team.

**SECTION 2.** The Associational year shall begin on July 1 and end on June 30 of the succeeding year.

## **ARTICLE VI – OFFICERS AND AREA COORDINATORS**

**SECTION 1.** The officers of the Association shall consist of a Moderator, Assistant Moderator, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, Area Coordinators, and shall be active resident members of churches cooperating with the Association.

**SECTION 2.** The officers of the Association shall be elected by the body after recommendations from the Nominating Committee and/or nominations from the floor. In balloting, the one receiving the majority of all votes taken shall be declared elected. In case of multiple nominations for a given office, election shall be by ballot. The officers shall be elected at the April Semi-Annual Meeting and begin their service on July 1st.

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**SECTION 4.** The officers of the Association shall also serve as the officers of the Semi-Annual Meetings, Executive Board and the Administrative Team. (See Article VII).

**SECTION 5.** This Association shall have five Area Coordinators: Missions, Training, HBA Events, Camp and Facilities.

## **ARTICLE VII -- DUTIES OF OFFICERS AND AREA COORDINATORS**

**SECTION 1.** The Moderator shall preside over the Semi-Annual Meetings of the Association, the meetings of the Executive Board and the Administrative Team. He shall appoint such committees as assigned to him by this Constitution or by the Association and shall serve as an ex-officio member of all teams and committees.

**SECTION 2.** The Assistant Moderator shall assume the duties of the Moderator in the absence of or when called upon by the Moderator.

**SECTION 3.** The Clerk shall record the minutes of the Semi-Annual Meetings and the Executive Board; receive and compile information from the Annual Church Profiles, compose official correspondence as directed by the Association; and, serve as Historian of the Association.

**SECTION 4.** The Assistant Clerk shall assume the duties of the Clerk in the absence of or when called upon by the Clerk or Moderator.

**SECTION 5.** The Treasurer shall receive, record, and report all monies on behalf of the Association. The Treasurer shall dispense these funds according to the budget of the Association and shall submit a written report of all transactions quarterly.

**SECTION 6.** The Assistant Treasurer shall assume the duties of the Treasurer in the absence of or when called upon by the Treasurer or Moderator.

**SECTION 7.** In the absence of the Moderator and the Assistant Moderator at the Semi-Annual Meetings, the Executive Board, or the Administrative Team meeting, the Clerk or Treasurer shall convene the session and proceed with the election of a Moderator Pro-Tem who shall then preside.

**SECTION 8.** The Area Coordinators, in consultation with the Administrative Team, will seek out and appoint individuals to coordinate and seek helpers in each category in which the Area Coordinator is responsible.

## **ARTICLE VIII -- THE EXECUTIVE BOARD**

**SECTION 1.** The Executive Board shall meet in regular sessions in January and July to transact the business of the Association between Semi-Annual meetings. A quorum of fifteen (15), including one (1) elected officer, is necessary to transact business. The Executive Board shall make a full report of all meetings and business transacted to the Association at its Semi-Annual meetings.

**SECTION 2.** The Executive Board of the Heartland Baptist Association, Inc. shall be composed of two (2) elected members from each affiliated church. In addition to these, the Director of Missions, Administrative Team, pastors of the churches, paid ministerial staff, and the Secretary of the Association are ex-officio members with voting privileges.

**SECTION 3.** Each member church may elect alternates to the Executive Board Meetings. An alternate is defined as one who substitutes for an absentee Executive Board Member and who votes only when actively serving as an alternate.

**SECTION 4.** Executive Board Members and alternates shall be elected by their church. Their names shall be listed on the Annual Church Profile. Church approved changes concerning Executive Board Members and alternates must be provided in writing to the Associational Clerk.

**SECTION 5.** A member of the Executive Board may address the Board at any session. A non-Board member wishing to address the Board must have prior permission from the Moderator.

## **ARTICLE IX NOMINATING COMMITTEE**

**SECTION 1.** The Nominating Committee shall be nominated by the Moderator. The Nominating Committee shall be composed of seven (7) members. No member of the Administrative Team shall serve on the Nominating Committee. No two (2) members of the committee shall be from the same church. One member shall be designated Chairman and the committee shall serve the ensuing year.

**SECTION 2.** The Nominating Committee shall present nominations for the following at the April Semi-Annual Meeting: Moderator, Assistant Moderator, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, Area Coordinators and Grand Oaks Executive Board members. All leadership positions shall be selected from the Executive Board, alternates for the Executive Board, messengers to the Semi-Annual meetings and/or alternate messengers to the Semi-Annual meetings. The Moderator shall call for other nominations before election proceeds.

**SECTION 3.** Any vacancies from the Officers, Area Coordinators, or Grand Oaks Executive Board Members shall be referred to the Nominating Committee for nomination at the next Executive Board or Semi-Annual Meeting. The Moderator shall call for other nominations before election proceeds.

**SECTION 4.** Recommendations by the Nominating Committee shall be presented at the April Semi-Annual Meeting for ratification by the Association. Terms of office for all positions shall be July 1 through June 30.

**SECTION 5.** The Administrative Team shall consist of the Associational Officers, Area Coordinators and the Director of Missions (ex-officio). This team will implement the ministry and business decisions of the Semi-Annual and Executive Board Meetings.

**SECTION 6.** The Administrative Team shall have authority to order expenditures not covered in the budget, provided the amount does not exceed an amount of one thousand dollars (\$1000). The Administrative Team shall have the authority to order expenditures greater than \$ 1,000.00 if the following conditions exist: (1) an emergency exists that requires quick action (2) the expenditure is to protect the assets of the Heartland Baptist Association and (3) a quorum of the Administrative Team approves such expenditure.

**SECTION 7.** A quorum is defined as at least 7 active members of the Administrative Team.

**SECTION 8.** Administrative Team members may attend a team meeting in person or by way of telephonic means.

## **ARTICLE X -- ASSOCIATIONAL STAFF**

**SECTION 1.** The Heartland Baptist Association, Inc. shall call a Director of Missions to serve for an indefinite time period.

**SECTION 2.** When a vacancy occurs, the Moderator shall appoint five (5) persons to form the Director of Missions Search Committee. No two members shall be from the same church.

**SECTION 3.** Only candidates recommended by the Search Committee shall be considered for the position. The Search Committee shall call a special meeting of the Association to interview and vote upon the candidate. A Two-thirds (2/3) vote of those messengers present and voting by ballot shall constitute a call. If the Association fails to affirm the call, the Search Committee shall be instructed to bring a different candidate at a later date.

**SECTION 4.** The Director of Missions shall serve as ex-officio member of all Teams and Committees of the Association.

**SECTION 5.** The Director of Missions, shall bring recommendations to the Administrative Team concerning other paid staff members as need and budget allows. He shall present the candidate for the position as well as a job description for approval by the Administrative Team.

## **ARTICLE XI -- OPERATIONS MANUAL POLICIES & PROCEDURES**

**SECTION 1.** Associational policies and procedures shall be described in the Association Operations Manual.

**SECTION 2.** The Association Operations Manual shall be kept at the Mission Center and made available to any member of the churches that form the Heartland Baptist Association. A current copy of the Association Operations Manual will be placed in each member church each year.

**SECTION 3.** The Association Operations Manual shall be maintained by the Associational Ministry Assistant (Assistant Clerk).

**SECTION 4.** The Associational Operations Manual shall contain:

- A. A current copy of the Constitution and By-Laws.
- B. Financial Procedures
- C. Personnel Policies
- D. Filing Procedures
- E. Camp Polices and Procedures
- F. Task descriptions for all Staff, Officers, Teams and Committees.
- G. Organizational Flow Chart

**SECTION 5.** Changes in policies and procedures may be initiated by any Executive Board member or Messenger to the Semi-Annual Meetings.

**SECTION 6.** Any additions, revisions or deletions of Associational policies and procedures requires the approval of the Executive Board or Messengers to a Semi-Annual Meeting.

## **ARTICLE XII -- DISSOLUTION OF THE ASSOCIATION AND DISPOSITION OF ASSOCIATION PROPERTY**

**SECTION 1.** In the event of the dissolution of the Heartland Baptist Association, Inc., all property of the Heartland Baptist Association, Inc. real, personal, and mixed of whatsoever kind and wheresoever located shall be disposed of in the following manner and order: All said property will be sold and/or auctioned off with all proceeds being divided evenly amongst all churches listed as active and current members of the Heartland Baptist Association Inc. on the date of its dissolution.

**SECTION 2.** Dissolution of the Association shall occur if the Association by official action votes to dissolve. Upon such action, the President or other officer of the Corporation is authorized to sign all necessary documents to sell and/or auction off all property of the Heartland Baptist Association, Inc. And to disperse all proceeds as listed in Article XII, Section 1 with the assistance and cooperation of the Administrative Team of the Heartland Baptist Association, Inc. As comprised on the date of its dissolution.



## ARTICLE XIII -- AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended by two-thirds (2/3) majority of messengers present and voting at any regular Semi-Annual meeting provided that the proposed amendments be submitted in writing one (1) year before such action is to be taken, or provided such amendments be recommended by the Executive Board.

Adopted September 10, 1993.

Article V. Section 1 revised September 15, 1995.

Article VIII. Section 2 revised September 9, 1996

Article IX. Section 2 revised September 9, 1996

MAJOR REVISION September 14, 1999

Changed "Bi-Annual" to "Semi-Annual" April 6, 2001

Article IV. Section 1 revised September 6, 2001

Article VIII. Section 5 revised April 15, 2002

Article XII. Section 1 & 2 revised April 11, 2005

Article IX. Section 6, 7, & 8 revised April 10, 2006

Article VI. Section 1 & 2, VII. Section 3, IX. Section 2 revised September 11, 2006

Article II. Section 1 & 4, revised April, 2012

Article VIII, Section 1, revised September 9, 2013

**Major Revision Proposed April 2020**

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## BY-LAWS

**SECTION 1.** The sessions of this Association shall be opened and closed with prayer.

**SECTION 2.** All business of this Association shall be conducted by parliamentary laws as found in the latest revision of "Robert's Rules of Order" if not inconsistent with this Constitution.

**SECTION 3.** All motions and their disposition shall be recorded in the minutes of the Association or its Executive Board.

**SECTION 4.** These By-Laws may be amended by two-thirds (2/3) majority of messengers present and voting at any meeting of the Heartland Baptist Association, Inc.

Adopted September 10, 1993.

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