

CONSTITUTION
of the
EASTERN LOUISIANA BAPTIST ASSOCIATION

ARTICLE I. NAME

The name of this Association shall be the Eastern Louisiana Baptist Association (referred to as ELBA), cooperating with the Louisiana Baptist Convention, and the Southern Baptist Convention.

ARTICLE II. MISSION

In order to serve God, the Eastern Louisiana Baptist Association will involve and assist churches in a cooperative fellowship to do missions, evangelism, leadership, and ministry support to build the Kingdom of God.

ARTICLE III. ARTICLES OF FAITH

The ELBA Statement of Faith shall be the Baptist Faith and Message as adopted by the Southern Baptist Convention at its annual meeting in 2000.

ARTICLE IV. MEMBERSHIP

Membership shall be composed of messengers elected by and representing the churches affiliated with this body. When such messengers are approved by the Association, they shall be seated and entitled to participate in the affairs of the body. Qualifications for membership and messenger representation are outlined in the ELBA By-Laws, section 1.

ARTICLE V. AUTHORITY

This Association shall never attempt to exercise any power or control over any church, but may offer counsel founded upon Biblical principles. Although the Association recognizes and affirms the autonomous nature of each church, ELBA is an autonomous body and therefore reserves the right to determine its own policies and direct its own business.

ARTICLE VI. OFFICERS

Officers of this Association must be members in good standing of churches within the Association, and be recognized for their loyalty to Southern Baptist doctrines. At the May Executive Board meeting of the Eastern Louisiana Baptist Association the following officers shall be elected to serve for a one year term beginning at the close of the next Associational Annual Meeting:

1. Moderator, who shall serve as chairman of the Executive Board, and president of the corporation; the Moderator shall be limited to two consecutive terms.
2. Vice-Moderator, who shall serve as vice-chairman of the Executive Board, and vice-president of the corporation;
3. Clerk, who shall serve as the secretary of the Executive Board, and secretary of the corporation;
4. Treasurer, who shall serve as treasurer of the Executive Board, and treasurer of the corporation.

Other officers and committee chairpersons may be elected by the Executive Board or by the Messengers at the Associational Annual Meeting as needed by the association. Selection and service of these officers are outlined in the ELBA By-Laws, section 2.

ARTICLE VII. TRUSTEES

The trustees of the Association shall be the moderator, vice-moderator, clerk, treasurer, and Associational Missions Coordinator.

ARTICLE VIII. MINISTRY TEAMS

This body shall encourage and promote such Associational Ministry Teams as deemed necessary for the work of the Association. The leader of each Ministry Team shall be elected by the Association. The Team Leader, in cooperation with the Associational Council, shall be responsible for securing support personnel as outlined in the ELBA By-Laws, section 7.

ARTICLE IX. EXECUTIVE BOARD

The Association shall have an Executive Board consisting of one pastor (or his designee) and one lay member from each church or mission. The Executive Board is to attend to all matters of the Association between sessions and carry out all directions given by the Association. Selection and service of this board is outlined in the ELBA By-Laws, section 6.

ARTICLE X. ASSOCIATIONAL COUNCIL

The Associational Council shall consist of all elected Associational Officers, Ministry Team Leaders, and the chairperson of each standing committee. The council shall meet to recommend planning and programming to the Association as outlined in the ELBA By-Laws, section 3.

ARTICLE XI. MEETINGS

The Association Annual Meeting shall be held in the month of October. The Associational Arrangements Committee shall recommend the exact time, date, place, and preacher for the annual session as outlined in ELBA By-Laws, section 8. Special Associational meetings may be held as are deemed wise for the promotion of its work. The Executive Board shall have the power to change the stated time and place of these meetings in case of emergency or necessity.

ARTICLE XII. COMMITTEES

Standing committees deemed necessary for the work of the Association shall be nominated by the Nominating Committee and shall be elected by the Association at the Associational Annual Meeting.. Any ad hoc or special committee deemed necessary shall be named by either the Associational Council or Moderator. Committees of the Association shall function as outlined in the ELBA By-Laws, section 8.

ARTICLE XIII. AMENDMENTS

The Constitution may be amended at any regular session of the Association by a two-thirds (2/3) majority of the messengers present. Notice of such changes shall be published twice in the Associational newsletter prior to such meeting, presented in the first session of the annual meeting, and voted on before the close of the last session.

BY-LAWS
of the
EASTERN LOUISIANA BAPTIST ASSOCIATION

SECTION 1. MEMBERSHIP

A. MESSENGERS

Each church shall be entitled to three (3) messengers for the first fifty (50) members and one (1) additional messenger for each twenty-five (25) members, up to a maximum of fifteen (15) messengers. This Association may refuse to seat messengers who are not in fellowship or doctrinal agreement with this body. It may also refuse to seat messengers whose church is not in fellowship or doctrinal agreement with this body.

B. AFFILIATION

1. CHURCH AFFILIATION

a. Church Actions

Any church seeking affiliation with this Association which is not a mission sponsored by a member church of this Association, shall take the following steps:

- 1) Present a letter of petition to the Executive Board at any regular session of business, at least 90 days prior to the annual meeting.
- 2) Provide a copy of the minutes of the church business meeting in which the vote to pursue affiliation is recorded.
- 3) Provide information concerning the manner by which the church was constituted.
- 4) Submit a copy of the minutes of the church business meeting in which the vote to adopt the Baptist Faith and Message, year 2000, is recorded.
- 5) Provide evidence of the church's commitment to both support Associational activities and provide regular and systematic financial support. (i.e. Statement concerning intent to promote Associational events within the church, statement of anticipated financial support to the Association and Cooperative Program [explain Cooperative Program if needed]).
- 6) Provide evidence of the church's commitment to support and attend both the Associational Annual Meeting and the Executive Board meetings. (i.e. Naming prospective Executive Board Members, statement of intent to elect messengers to the Associational Annual Meeting).

b. Association Actions

- 1) Letters of petition seeking Associational membership shall be referred to the Credentials Committee, which shall make a recommendation at the Associational Annual Meeting.
- 2) The Credentials Committee shall guide the petitioning church through the affiliation process.
- 3) Petitioning churches shall be taken under watchcare of the Association for one year. While under watchcare the petitioning church will be invited and encouraged to participate fully in Associational activities, but will not be seated as messengers at the Associational Annual Meeting. Members of said church will not be allowed to be elected to positions of Associational leadership. At the conclusion of the year of watchcare, at the next Associational Annual Meeting, the Credentials Committee shall make the recommendation to either accept or reject the petition.

2. MISSION AFFILIATION

a. Mission Actions

A mission that has constituted, having been sponsored by a local ELBA church, shall be considered for admission into the Association as a church upon meeting the following requirements.

- 1) Present a letter of petition to the Executive Board at any regular session of business, at least 90 days prior to the annual meeting.
- 2) Provide a copy of the minutes of the church business meeting in which the vote to pursue affiliation is recorded.
- 3) Provide information concerning the manner by which the church was constituted.
- 4) Submit a copy of the minutes of the church business meeting in which the vote to adopt the Baptist Faith and Message, year 2000, is recorded.
- 5) Provide evidence of the church's commitment to both support Associational activities and provide regular and systematic financial support. (i.e. Statement concerning intent to promote Associational events within the church, statement of anticipated financial support to the Association and Cooperative Program [explain Cooperative Program if needed]).

- 6) Provide evidence of the church's commitment to support and attend both the Associational Annual Meeting and the Executive Board meetings. (i.e. Naming prospective Executive Board Members, statement of intent to elect messengers to the Associational Annual Meeting).

b. Association Actions

- 1) When a letter of petition is received by the Association, the Credentials Committee shall guide the petitioning church through the affiliation process.
- 2) The one-year watchcare period shall be waived.
- 3) The Credentials Committee shall make a recommendation at the Associational Annual Meeting to either accept or reject the petition.

C. **REMOVAL**

The Association shall be at liberty to withdraw its affiliation from any church which has failed to evidence doctrinal soundness, spiritual unanimity, accord, and cooperation with the Association. The following action shall be taken:

The Executive Board shall refer such actions to the Credentials Committee for review and recommendation at the next Associational Annual Meeting.

D. **WITHDRAWAL**

Any church may withdraw from cooperation with the Association by providing the following:

1. A copy of the business meeting minutes of the church as evidence of the church's desire to withdraw.
2. A written notice of the intention to withdraw from the Association and the effective date of the withdrawal to be presented at the Associational Annual Meeting.

SECTION 2. OFFICERS

Officers of this Association must be members in good standing of churches within the Association, and be recognized for their loyalty to Southern Baptist doctrines. Duties of the officers shall be as follows:

The Moderator shall call to order and preside over the meetings of the Association, Executive Board, and Associational Council in an orderly manner and Christian spirit. He may have other officers of the Association to preside on such occasions as he may see fit. The Moderator may appoint ad hoc or special committees as necessary to accomplish the work of the Association. The Moderator shall be limited to two consecutive terms. Upon vacating the office at the end of a second term, he may not succeed himself for the period of one year.

The Vice Moderator shall assist the Moderator and preside at his request or in his absence. The Vice Moderator may, if the Moderator so directs, preside over sessions of the Associational Annual Meeting.

The Clerk shall keep a full and accurate record of all proceedings of the Associational Annual Meeting, the Associational Council, and the Executive Board. He/she shall provide all minutes of previous meetings in written form, and at all meetings, have on hand, minutes from the previous year.

The Treasurer shall receive all funds of and for the work of the Association and shall disburse them in accordance with the instructions of the Association. The Treasurer is to be a member of the Associational Council, the Finance Committee, and an ex-officio member of the Executive Board unless elected as an Executive Board member by his church. He shall:

- keep an accurate record of all monies received, with their sources and designations
- review vouchers for compliance to financial policy and approve/disapprove payment
- be authorized to sign checks according to financial policy
- review the monthly financial report
- make quarterly reports to the Executive Board and the Associational Annual Meeting for approval
- be responsible for the filing and payment of quarterly taxes.

The Historian shall make a record of the current events and provide a printed annual report at the Associational Annual Meeting for adoption.

Other officers and committee chairpersons may be elected by the Executive Board or by the Messengers at the Associational Annual Meeting as needed by the association.

SECTION 3. ASSOCIATIONAL COUNCIL

Composition: The Council is composed of the Moderator, Vice Moderator, Clerk, Treasurer, Historian, Ministry Team Leaders, and the chairperson of each standing committee. The Associational Missions Coordinator and Associate Associational Missions Coordinator are ex-officio members.

Responsibilities: This council shall appoint Nominating Committee Members, set and oversee the Associational calendar, coordinate the work and ministry of the Association, and appoint ad hoc and special committees as needed.

Meetings: The Associational Council shall meet at least one week prior to sessions of the Executive Board and other times as necessary.

SECTION 4. TRUSTEES

The Trustees will perform the execution of the Association's legal documents as required by law in effectuation of direction given by and only with the prior approval of the Association's messengers or Executive Board between sessions. The Trustees shall have no authority or powers except those explicitly granted to them by the Association's Articles of Incorporation. The messengers may delegate authority to officers or committees; however, the trustees shall be accountable to the messengers as provided in the Association's Articles of Incorporation and Bylaws.

SECTION 5. ASSOCIATIONAL MEETINGS

This Association shall meet annually in the month of October. The exact time, date and place shall be recommended by an Associational Annual Meeting Arrangements Committee and approved in the annual session.

Special meetings of the membership of the Eastern Louisiana Baptist Association may be called by the following:

1) Executive Board; 2) Moderator/Chairman, or in his absence; 3) Vice-Moderator/Vice-Chairman, or in the absence of the chairman and vice-chairman; 4) Clerk/Secretary; 5) or any three members of the Executive Board.

Notice of all regular and special meetings of the membership and the Executive Board shall be given by email or written notice at least seven days prior to such meetings. The purpose of special meetings shall be included in the written notice.

SECTION 6. EXECUTIVE BOARD

Selection and service: Nominations for membership on the Executive Board shall be made by the church or mission church, but members must be elected by the Association. The Moderator, Vice-Moderator, Clerk, Treasurer, Associational Missions Coordinator (AMC), and Associate Associational Missions Coordinator (AAMC) shall be ex-officio members of the Executive Board. Ex-officio members will not have a right to vote unless they are also members of the Executive Board elected as representatives of their respective church or mission.

Responsibilities: The Executive Board is to attend to all matters of the Association between sessions and carry out all directions approved by the Association in its Annual Meeting. They are to make an annual report to the Association of all work implemented. The Executive Board shall steward a Policies and Procedures Manual for the Association. The Executive Board may request a financial audit at such time as it may deem necessary and shall furnish the audit to churches that are members of the Association.

Meetings: The Executive Board shall hold quarterly meetings. The Moderator may call a special meeting of the Board when necessary. All Executive Board members must be notified at least two (2) weeks in advance of any meeting not on the Board approved schedule.

SECTION 7. MINISTRY TEAMS

This Association shall maintain such ministry teams as may be deemed necessary to achieve its mission and that of its member congregations. Ministry Team Leaders shall be nominated by the Nominating Committee and presented in the May Executive Board meeting and assume the responsibility of their respective positions immediately following the Associational Annual Meeting. Ministry Team Leaders may appoint team members as needed in order to assist them in carrying out the team tasks. A list of Ministry Team and job descriptions shall be reviewed annually by the Associational Council, and published in the Annual Book of Reports. The Associational Council shall recommend to the messengers of the Annual Meeting or the Executive Board between sessions the following: (1) addition of Ministry Teams; (2) deletion of non-functioning Ministry Teams; (3) or modification of Ministry Team structure.

SECTION 8. COMMITTEES

Standing Committees shall be organized with at least a chairperson and secretary. Standing committee members are elected for three (3) year rotating terms so as to provide continuity in the work of the committee. The chairperson may serve two years of a three (3) year term. Each committee shall maintain written records and minutes of all meetings. These records are the property of the Association and will be passed on to subsequent committee leaders and filed at the Association office.

The Nominating Committee will be a standing committee consisting of six (6) members appointed by the Associational Council to serve rotating terms. This committee shall nominate the Moderator, Vice Moderator, Clerk, Treasurer, and Historian. In addition, they shall nominate team leaders with the help and assistance of the above nominees as outlined in Article VII, ELBA Constitution. The Nominating Committee shall nominate members for the Finance Committee (3), Personnel Committee (3), Scholarship Committee (3), and the Annual Meeting Arrangements Committee (3). They shall also nominate Baptist Collegiate Ministry Representatives (2) and Living Waters Baptist Assembly Trustees (4).

The Finance Committee shall consist of six (6) members nominated by the Nominating Committee and elected by the Association to serve rotating terms. They shall oversee the general financial policies and procedures for accountability. They are to prepare the annual budget for the Association, seeking the input of the Associational Council. Quarterly, the Finance Committee and Treasurer shall review the financial report and present it to the Executive Board and at the Annual Meeting. This committee is to promote appropriate Associational stewardship emphases. The committee shall call for an annual financial review from a qualified Association member. This committee shall be assisted by the Associational Treasurer.

The Personnel Committee shall consist of three (3) members nominated by the Nominating Committee and elected by the Association to serve rotating terms. They are to: 1) provide counsel to the AMC concerning the employment and termination of all Associational employees, 2) recommend salaries and compensation packages for all employees, 3) define employee job descriptions in cooperation with the Moderator and Associational Missions Coordinator, and 4) cooperate with the Associational Missions Coordinator in employee supervision.

The Credentials Committee shall consist of three (3) members nominated by the Nominating Committee and elected by the Association to serve rotating terms. They shall: 1) examine petitioning documents, 2) meet with petitioning congregations to orient them to the purposes and work of the Association, and 3) provide them with Associational information (i.e. Most recent Associational Minutes Book, Budget, Constitution and By-Laws, Calendar, Leadership, Ministry Teams, etc.). This committee shall also investigate matters concerning membership referred to it by the Association.

The ELBA Scholarship Committee shall consist of three (3) members nominated by the Nominating Committee and elected by the Association to serve rotating terms. The Committee shall have sole authority in granting the two (2) Associational scholarships and report the names of the recipients at the Spring Executive Board meeting. Scholarships shall be awarded to students attending or desiring to attend either Louisiana College or New Orleans Baptist Theological Seminary according to the adopted scholarship policies.

The Missions and Ministry Center Committee shall consist of six (6) members nominated by the Nominating Committee and elected by the Association to serve rotating terms. The committee shall 1) manage the operation, maintenance, and the use of the Missions and Ministry facility; 2) oversee and provide guidance related to the use of the Church Incubator facility.

Ad Hoc and Special Committees shall be appointed for the duration of the task. Special committees are appointed for a task that recurs annually. Each committee shall maintain written records and minutes of all meetings. These records are the property of the Association and will be passed on to subsequent committee leaders and filed at the Association office.

The Annual Meeting Arrangements Committee shall be a special committee appointed at least three months prior to the present year's annual meeting for the purpose of recommending the time, place, and preacher and planning the program for the Associational Annual Meeting of the following year. The committee shall provide the information to the Associational Council in time for the proposed time, place and preacher to be printed in the Book of Reports and the Annual Minutes book.

The Resolutions Committee shall be a special committee appointed for the purpose of receiving and preparing resolutions to be presented at the Associational Annual Meeting.

Living Waters Baptist Assembly (LWBA) Trustees shall be nominated by the Nominating Committee. Four (4) members are elected to serve on the LWBA Board of Trustees for three-year terms on a rotation system and to act as a liaison between the Assembly and the Association.

Baptist Collegiate Ministry (BCM) Representatives shall be nominated by the Nominating Committee. Two (2) members are elected to serve for three-year terms on a rotation system. They assist in providing direction in the administration of the BCM ministry and act as a liaison between the BCM and the Association.

SECTION 9. MISSIONS AND MINISTRY CENTER AND CHURCH INCUBATOR

Associational Missions and Ministry center shall be used for the following purposes: 1) Eastern Louisiana Baptist Association offices; 2) Disaster Relief Chain Saw unit; 3) Associational Volunteer Builders team; 4) Associational Party Trailer; 5) Future ministry units or teams may be added as opportunities present themselves. Additionally, these facilities shall be used as a Church Incubator for new mission church starts. All terms of agreement between the new mission and the Association are covered in the Church Incubator Policies and Procedures manual.

SECTION 10. PARLIAMENTARY PROCEDURE

This Association shall be governed by *Robert's Rules of Order Newly Revised*, 10th ed. (Cambridge, Mass.: Perseus Publishing, 2000).

SECTION 11. FISCAL YEAR

This Association's fiscal year shall be from January 1 to December 31 inclusive.

SECTION 12. RECORDS

Records of the Association shall be protected from fire, theft, and other damages with regard to the importance of such records, and shall be open for public review by members of the Association upon written request and authorized by the Association and/or the Executive Board.

SECTION 13. REPORTS

All Associational Ministry Teams and standing committees shall provide written reports at the regular meetings of the Executive Board. Ad hoc and special committees shall provide written reports to the Executive Board as deemed necessary or as requested by the moderator.

SECTION 14. AMENDMENTS

These By-Laws may be amended by a simple majority of messengers present at the Associational Annual Meeting provided notice of change has been given as stated in Article XII of the Constitution.