

CONSTITUTION OF CAPITAL CITY BAPTIST ASSOCIATION OF ILLINOIS, INC.

ARTICLE I - NAME

The name of this organization shall be the Capital City Baptist Association of Illinois, Inc.

ARTICLE II - DEFINITION

Capital City Baptist Association is a voluntary, cooperative affiliation of churches, of like faith and practice, located in geographical proximity, whose purpose is to elicit and combine energies and resources necessary to their growth and development as New Testament Churches.

ARTICLE III - OBJECTIVE

It is intended to be a fellowship of churches under the Lordship of Jesus Christ resulting in fellowship between members mutually strengthening each other in the New Testament pattern, aiding and encouraging each other in carrying out the evangelistic, missionary and educational tasks we share. It is to be a link between the churches and the Illinois Baptist State Association and the Southern Baptist Convention.

ARTICLE IV - AUTHORITY

Its authority is derived from the churches it serves. It is not legislative, but may discipline through withdrawal of fellowship. Its leaders are to be agents of reconciliation within and between cooperating churches where such efforts are needed and welcomed.

ARTICLE V - VOTING BODY

Section 1. The Association, in session, shall be composed of messengers who, as members of cooperating Baptist churches, are elected and certified by said churches that have voluntarily accepted the nature, purpose, and doctrinal affirmation of the Association.

Section 2. Messengers, duly elected by the churches on the following basis:

- A. Five messengers for the first 50 resident members or less.
- B. One messenger for each additional 50 resident members or major fraction (26 or more).
- C. All members of the Associational Board.
- D. No church shall have more than ten (10) messengers.

ARTICLE VI - NEW CHURCHES

Section 1. Churches wishing to cooperate and have messengers seated in the Association shall observe the following:

Any church desiring affiliation with this association shall present a petitionary letter at least sixty (60) days prior to the Annual Meeting. This letter shall set forth facts concerning its organization, the articles of faith adopted, and the name of its duly elected messengers. This letter shall be referred to the Committee on New Churches of the Association.

The **Committee on New Churches** shall be composed of five (5) people including both pastors and lay persons and shall be appointed by the Moderator to consider petitionary letters.

A favorable report and recommendation of the Committee shall be acted on at the first session of the Annual Meeting. Providing this recommendation receives a two-thirds majority vote of the messengers present, this church shall be admitted into the affiliation of this Association and its messengers given the hand of fellowship by the Moderator and seated as accredited messengers.

Unfavorable reports on petitionary letters by the Committee on New Churches shall not require any action by the Association.

Section 2. New Churches organized and others desiring affiliation during the interim of the Annual Meetings of the Association may be received into the fellowship and watch care of the Association by the Associational Board upon satisfactory evidence of their correctness of faith and order, by the Committee on New Churches, but their affiliation to the Association remains subject to the final approval of the Association.

Section 3. This association is purely an advisory council. The Baptist Faith and Message is a reflection of our view of our faith. This body shall have no ecclesiastical authority over any church; but when it appears that any church affiliated with this association is out of harmony with the body as to faith, practice or order, this body may withdraw fellowship. Such matters shall be handled by a Fellowship Committee, appointed by the moderator. Recommendations by the said Committee shall be to the Associational Board and/or the Association.

Section 4. Visiting brethren may be invited to be seated with us during our Annual Sessions, but shall not have the right to vote on any question.

ARTICLE VII - OFFICERS AND DUTIES

Section 1. The **Moderator** shall be elected annually and shall be limited to two (2) full terms in office. The Moderator shall preside over the Annual Sessions and at the Board meetings.

Section 2. The **Vice Moderator** shall be elected annually, shall be limited to two (2) full terms in office, and shall assist the Moderator and preside in the absence of the Moderator.

Section 3. The **Clerk** shall be elected annually, shall keep records of all meetings, and is responsible for the printing of the annual minutes of the Association and distributing them to the various churches and agencies of the Illinois Baptist State Association and the Southern Baptist Convention.

- Section 4.** The **Assistant Clerk** shall be elected annually and shall assist the Clerk and serve in the absence of the Clerk.
- Section 5.** The **Treasurer** shall be elected annually and shall receive and disburse all monies received by the Association through the Associational Board.
- Section 6.** The **Assistant Treasurer** shall be elected annually and shall assist the Treasurer and serve in the absence of the Treasurer.
- Section 7.** **Trustees:** One trustee shall be elected each year for a three (3) year term. They shall be the legal representatives of the Association and are responsible for all physical properties of the Association.
- Section 8.** **Team Leaders** shall be elected annually for (a) Aggressive New Work, (b) Broad Membership Involvement, (c) Church Health, and (d) Comprehensive Leadership Teams. They shall direct their respective teams in accordance with the team's protocols.

ARTICLE VIII - MEETINGS

- Section 1.** **Time of meeting:** The Association shall meet at least annually.
- Section 2.** **Place of meeting:** The Association or Associational Board shall determine in Regular session, the place of meeting for the following year. Invitations from sister churches desiring the Associational Meeting shall make their request in written form and place it in the hands of the clerk.
- Section 3.** **Meetings of the Associational Board** shall be held at least quarterly and/or at such a time and place as a special session shall be deemed necessary, when it shall meet at the call of the moderator or clerk. Written notice of each and every meeting of the Associational Board shall be sent to all members of the Board by the clerk of said board at least five (5) days in advance of the meeting.
- Section 4.** The **program for the Annual Session** shall be presented in writing to the Associational Board for approval one (1) month prior to the Annual Session.

ARTICLE IX - ASSOCIATIONAL BOARD

- Section 1.** The Association shall elect annually an Associational Board consisting of the following:
- A. The officers of the Association, who shall be the officers of the Associational Board and the Team Leaders
 - B. The senior pastor of each cooperating church, the mission pastor of a church sponsored by a cooperating parent church of the Association, and the Director of Missions.

- C. Two (2) members from each cooperating church elected by the church, and reported each year in the associational letter of the church. When a member of the Associational Board cannot be present, it shall be the privilege of the pastor and his church to select a proxy from the same church, who shall have all the rights and privileges of a member for that session only.

Section 2. The Associational Board shall employ a **Director of Missions** on a full-time basis for an indefinite period of service. His responsibilities, remunerations and considerations shall be those set out in the most recent "Personnel Policy Document" adopted by the Association. The Director of Missions shall serve as an ex officio member of all teams and committees.

ARTICLE X - ADMINISTRATIVE TEAM

Voting members of the Administrative Team will include the Director of Missions (Team Leader), Moderator, Vice Moderator, Associational Clerk, Treasurer, Administrative Assistant and the Priority Team Leaders (see Article VII, Section 8). The following groups will have input to this team as needed: Trustees, Personnel Committee, Finance Committee, Nominating Committee, and other committees and individuals as appointed (i.e., Committee on New Churches, Constitution Committee). This team will be responsible to carry out administrative tasks necessary to the operation of the Association.

ARTICLE XI - COMMITTEES

Section 1. Standing Committees

- A. **Program Committee** shall be composed of the Moderator, Director of Missions, Treasurer, Vice Moderator, Clerk, and the host pastor(s), ex-officio.
- B. The **Nominating Committee** consisting of five (5) members including both pastors and lay persons shall be appointed by the Moderator to serve for one (1) year. The duties of the Nominating Committee shall be as follows:
 - 1. Nominate Associational officers to the Association to fill offices for the next Associational year and shall nominate the chairperson of each standing committee. The **Nominating Committee** shall bring nominations for the Association during the second session of the Annual Meeting. Opportunity shall be given for other nominations to be made from the floor for any of these positions.
 - 2. Nominate personnel to the Association for filling any vacancies that occur during the current associational year.
 - 3. Nominate individuals to the Finance Committee and Personnel Committee, each to serve during the next associational year.
- C. The Finance Committee, consisting of five (5) members including both pastors and lay persons, shall prepare and present a "Proposed Budget" for the next calendar year, to the Annual Session, and submit a detailed monthly report to the Associational Board during regularly scheduled meetings.
- D. The Personnel Committee, consisting of five (5) members including both pastors

and lay persons, shall conduct the annual evaluation of the Director of Missions and to recommend compensation packages for associational staff to the Finance Committee.

Section 2. Other Committees. The Moderator upon authorization of the Association or the Associational Board, shall appoint any other committee(s) necessary to transact the business of Capital City Baptist Association, such as, but not limited to:

- A. The Committee on New Churches which shall be composed of five (5) people including both pastors and lay persons;
- B. The Constitution Committee which shall be composed of five (5) people including both pastors and lay persons.

Section 3. No person may serve simultaneously as an Associational officer, team leader and as a member of an Associational standing committee.

ARTICLE XII-AMENDMENTS

This constitution may be amended at any Annual Meeting of the Association by two-thirds majority of the members present, provided twelve (12) hours notice has been given.

BYLAWS

1. The sessions of the Association and the Associational Board shall be opened and closed with prayer.
2. The Association accepts the "Baptist Faith and Message."
3. The Association shall be governed in all its deliberations by Robert's Parliamentary Law.
4. Visitors and corresponding messengers, after they have been recognized by the Association and enrolled as such, shall have the privilege of speaking.
5. None shall have the right to speak more than once on any subject before the body until after all others have spoken who may signify a wish to do so, and none shall speak more than twice on the same subject except by consent of the Moderator.
6. Unbrotherly remarks and personal reflections must be avoided by all speakers. Anyone judged guilty of such offense shall be required by the Moderator to be seated.
7. Any person wishing to speak must first arise to his feet and address the Moderator; this applies also in making and seconding of motions.
8. The Clerk shall send, as soon as printed, copies of the annual minutes to the Southern Baptist Historical Library and Archives (Nashville, TN); the Illinois Baptist State Association Historical Library; and the Abraham Lincoln Presidential Library (Illinois State Historical Library); and to other agencies upon request.
9. The budget year for Capital City Baptist Association shall run concurrent to the calendar year.
10. No collection shall be taken at any meeting sponsored by the Association or any of its organizations. However, this shall not preclude Worship Offerings at the Annual Meeting or any designated funds originating with any CCBA entity. All such funds shall be channelled through the Associational Treasury.
11. The Associational year for churches of Capital City Baptist Association shall be from July 1 through June 30 for reporting purposes only.

Amended September 26, 2011