

NEW HOME AND DURHAM MISSIONARY BAPTIST ASSOCIATION BYLAWS

Corrected copy 2-8-2017

ARTICLE I – NAMES

SECTION 1: The name of this organization shall be called New Home and Durham Missionary Baptist Association, Inc. and is herein doing business as NH&DMB Association.

ARTICLE II – DURATION

The duration of “New Home and Durham Missionary Baptist Association, Inc. is perpetual.

ARTICLE III – FAITH, DISSOLUTION, PURPOSES and OBJECTIVES

SECTION 1: FAITH and DISSOLUTION

We affirm that the Holy Bible is the inspired infallible Word of God and the New Testament is the basis for our beliefs and practices of New Home and Durham Missionary Baptist Association. We are traditionally a Baptist Association, which subscribes to the Word of God and Bylaws. We as members of this Association are led by the Holy Spirit to interpret and spread teachings of the Bible. We voluntarily band ourselves together as one body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to the lost humanity.

This Association is not organized, nor shall operate for monetary gain or profit, and it does not contemplate the distribution of gains, profits, or dividends to its members and is organized solely for non-profit purposes. The property, assets, profits and net income of this association are permanently dedicated to charitable, educational and religious purposes and no part of the profits or net income of this Association shall ever become beneficial to any individual.

Upon the dissolution of this Association, its assets remaining after payments or provision of payment of all debts and liabilities of this Association shall be distributed to the foundation churches.

SECTION 2: PURPOSES

New Home and Durham Missionary Baptist Association, Inc. operates as a non-profit organization to prepare and equip members and member churches for ministry and community service in its commitment to fulfill the great commission of Jesus Christ (Matthew 28:18-20).

SECTION 3: OBJECTIVES

New Home and Durham Missionary Baptist Association’s objectives are to sustain and teach the doctrine of the Baptist Church, the policy of the Association, and engage in any endeavors to advance the cause of Jesus Christ.

We will provide assistance to our member churches and auxiliaries around the following concerns:

- a) Spiritual and corporate fellowship
- b) Respond to the needs of members and member churches
- c) Support the General Baptist State Convention of North Carolina, Inc.
- d) Support Shaw University and Shaw University Divinity School
- e) Sponsor Christian Education/training to member churches
- f) Provide support for Ordaining Council in its efforts to maintain high Ministerial standards
- g) Increase involvement of children, youth and young adults.

SECTION 4: COMPOSITION of NH&DMB Association

This Association shall be composed of Missionary Baptist Churches and all its Members and Auxiliaries of the Association, namely; (a) The Sunday School Convention; (b) Ministers, Deacons, and Deaconess Union; (c) Ushers Union; (d) Missionary Auxiliary; (e) Christian Education and (g) Youth and Young Adults Department of good standing in practices of the Missionary Baptist Doctrine, Faith, Discipline and Ordinances of God.

- a) All auxiliaries of the Association shall abide by this Constitution.
- b) When a church becomes a member of this Association, that church is automatically a member of all auxiliaries of this Association.

SECTION 5: COMPOSITION of BOARD of DIRECTORS

The Board of Directors shall be comprised of the Moderator, seven (7) Pastors and Pastors' designee alternating every two (2) years in church alphabetical order, Presidents of six (6) auxiliaries for a total of 20 directors, providing that the Moderator may or may not be included in the alphabetical order for a maximum total of 20 members. The Board Chair will be selected by the Board of Directors.

The Board of Directors' Chair

Description: This position encompasses the managerial level of administrative work related to the administration of District policy and overseeing the coordination of District operations per the NH&DMB Association Bylaws.

Responsibilities include: planning, organizing, implementing, administering the interpretation and application of District policies, directives and procedures designed to accomplish the mission of NH&DMB Association.

SECTION 6: COMPOSITION of BOARD of TRUSTEES

NH&DMB Churches must appoint one of its members to serve every two (2) years as a trustee. The Board of Trustees works directly with the Board of Directors.

SECTION 7: COMPOSITION of ASSOCIATION OFFICERS

The elected composition of the Association officers shall be a Moderator, Vice-Moderator, Recording Secretary, Assistant Recording Secretary, and Treasurer, as well as these six (6) auxiliaries that can be appointed or elected are namely, Sunday School Convention; Ministers, Deacons, and Deaconess Union; Ushers

Union; Missionary Auxiliary; Christian Education and the Youth/Young Adults Department.

SECTION 8: REMOVAL of BOARD of DIRECTORS, BOARD of TRUSTEES and ASSOCIATION OFFICERS

Directors, Trustees, and Association Officers may be removed by a majority vote of the Association when his/her lifestyle is not consistent with the “Word of God” and there are no “fruits worthy of repentance”. In addition, once an individual is absent from 2 of 3 meetings without proper notification or an acceptable excuse, he/she will be removed.

SECTION 9: RESIGNATION of BOARD of DIRECTORS, BOARD of TRUSTEES and ASSOCIATION OFFICERS

Directors or Trustees or Association Officers may resign his/her position by filing a written resignation with the Secretary of the Association. The resignation becomes effective when the letter is “accepted” into the minutes by the Board of Directors or the Association and/or within ten (10) days of mailing the letter; whichever comes first.

SECTION 10: VACANCIES of BOARD of DIRECTORS, and ASSOCIATION OFFICERS

Vacancies that occur for the Board of Directors or Association Officers may be filled by the majority vote of Board of Directors. Individuals elected to fill a vacancy shall be elected for the unexpired term of his/her predecessor in office. The Moderator can veto any appointments.

ARTICLE IV – BOARD OF DIRECTORS

SECTION 1: GENERAL POWERS

The business and affairs of the Association shall be managed by its Board of Directors. This Board can only approve up to \$5,000.00 to be spent without a vote of the Association. All other matters must be approved by the Association (ARTICLE VII, SECTION 1).

SECTION 2: NUMBERS and TERMS

The number of directors constituting the Board of Directors shall not be less than fourteen (14) or more than twenty (20). The members of the Board of Directors serve two (2) years, with this being one term. All members of the Board of Directors may be able to succeed themselves once. They must sit out one (1) term before being considered for re-election.

SECTION 3: QUALIFICATIONS:

In order to be eligible to serve as a director on the Board of Directors, members must be at least 18 years of age and adhere to the following expectations:

- a) Serve as a trusted advisor to the Moderator
- b) Protect assets and provide proper financial oversight. The Board of Directors must assist in developing the annual budget and ensuring that proper financial control is in place.
- c) Assist the Moderator and Board chair in recruiting other board

- members
- d) Make financial gifts to the Association
 - e) Solicit contributions from foundations, organizations, and individuals
 - f) Service with New Home and Durham Missionary Baptist Association is without compensation.

ARTICLE V – MEETING of DIRECTORS

SECTION 1: REGULAR MEETINGS

The Board of Directors will initially hold meetings bi-monthly for 2 years, then quarterly thereafter.

SECTION 2: SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by the Board Chair or at the request of the Moderator or any two board members. The purpose of such meetings must be given by the person(s) calling the meetings. The person(s) calling a special meeting of the Board of Directors shall give notice thereof by any usual means of communication – telephone, e-mail or U.S. postal mail (**social media does not take the place of the afore mentioned**) at least two (2) days prior to the meeting.

SECTION 3: NOTICE of MEETINGS

Written notice is required with an agenda five (5) days prior to the meeting with the exception of Special Meetings (see ARTICLE V, SECTION 2).

SECTION 4: QUORUM

Two-thirds (2/3) of fourteen(14) or twenty (20) of the active directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

ARTICLE VI – BOARD of TRUSTEES

SECTION 1: GENERAL POWERS

The Board of Trustees shall serve under the Board of Directors and shall carry out any and all duties assigned to them by the Board of Directors. Some of their standard functions shall be:

- a) Maintain upkeep of building and grounds of New Home and Durham Missionary Baptist Association
- b) Secure the finances on behalf of the New Home and Durham Missionary Baptist Association.
- c) Sign all legal documents for New Home and Durham Missionary Baptist Association.

SECTION 2: NUMBER and TERM of TRUSTEES

Each church body of New Home and Durham Missionary Baptist Association shall appoint one of its members to serve as a Trustee. This individual shall serve two (2) years, this being one term. All Trustees may be able to succeed themselves once. They must sit out one (1) term before serving again.

ARTICLE VII – ASSOCIATION OFFICERS

SECTION 1: NUMBER and TERM of OFFICERS

There are twenty (20) officers listed in Article III, Section 5 of these Bylaws which shall be elected every two (2) years, with this being one term. All officers may be able to succeed themselves only once. All New Home and Durham Missionary Baptist Association officers must sit out one (1) term before re-election or re-appointment.

SECTION 2: DUTIES of the ASSOCIATION OFFICERS

The role of the Moderator is to facilitate the work of New Home and Durham Missionary Baptist Association through the most harmonious route.

- a) Duties of the Moderator and Vice-Moderator
 1. Maintain the fellowship of the Association.
 2. Preside at the sessions of New Home and Durham two (2) times a Year in February and July/August.
 3. Execute Association business in a timely manner.
 4. Keep on course with the Association business meeting agenda.
 5. The Moderator will delegate and assign responsibilities as necessary to the Vice Moderator, officers or members of New Home and Durham Missionary Baptist Association.
 6. The Moderator shall appoint an Ordaining Board consisting of seven (7) ordained ministers.
 - a) Any minister may apply for ordination with letters of recommendation from their church signed by the pastor and the church clerk.
 - b) Ministers shall be ordained by the Ordaining Board.
 - c) No certificates shall be issued without the seal of New Home and Durham Missionary Baptist Association.

- b) Duties of the Missionary Auxiliary President
 1. Cooperate with the Board of Directors.
 2. Lead in planning, coordinating, and evaluating the work of the New Home and Durham Missionary Baptist Association Missionary Auxiliary.
 3. Preside at the meetings of the auxiliary (see ARTICLE VIII, Section 4).
 4. Lead the auxiliary to foster the Youth Department.
 5. Cooperate with the Young Adults Director and other officers.

- c) Duties of the Recording Secretary
 1. Keep a record of the proceedings of the Association.
 2. Compile a roster the member churches with the church addresses and names, addresses and telephone numbers of all officers.
 3. Submit bi-annual financial reports to the Board of Directors for the purpose of maintaining compliance with IRS guidelines.
 4. Meet with the Board of Directors to prepare the Association's

budget.

d) Duties of the Assistant Recording Secretary

1. Perform all required duties of the Recording Secretary in his/her absence.
2. Assist the Recording Secretary in his/her work.
3. Prepare and maintain a roster of attendance of all meetings.
3. Notify the meeting leader that a quorum has been met and maintain these records for each meeting for at least seven (7) years.

e) Duties of the Treasurer

1. Receive all monies contributed to New Home and Durham Missionary Baptist Association.
2. Ensure that all bills and fees incurred by the Association are paid and all vouchers that are submitted for payment are approved by the Board of Directors is paid.
3. Prepare a monthly financial report to the Association with receipts, disbursements and the amount of available cash on hand.
4. Meet with the Board of Directors to prepare the Association's Budget.

f) Duties of the Assistant Treasurer

1. Perform all required duties of the Treasurer in his/her absence.
2. Assist the Treasurer in his/her work.
3. Meet with the Board of Directors to prepare the Association's budget

g) Duties of Youth and Young Adults Department

1. Have a general oversight of the youth and young adults.
2. Be responsible to the New Home and Durham Missionary Auxiliary for the advancement and operation of its programs.
3. Submit a written report of activities to the New Home and Durham Missionary Auxiliary meetings (ARTICLE VIII, SECTION 4).
4. Seek to encourage youth and young adults outside of New Home and Durham Missionary Baptist Association to become active with the Association.

h) Ministers, Deacons and Deaconess Union

The purpose of the Ministers, Deacons and Deaconess Union is to provide spiritual guidance and promote spiritual growth to the association's members. It also provides training for Ministers, Deacons, and Deaconess highlighting their responsibilities in the local church. This will be accomplished through meetings and workshops.

i) Duties of Ushers Union President

Ushers Union

The Usher Union is comprised of Christian men, women, boys and girls who have been called to serve in their local churches as ushers

(servants). The Ushers Union assures that everyone who enters the sanctuary feel welcome. The Ushers Union is ready and willing to provide assistance as needed.

Ushers Union President

The Ushers Union President should be an active usher in good standing in the church who possesses leadership qualities and ushering experience.

Ushers Union President Responsibilities

- Serves under director of the Moderator and the Board of Directors.
- Communicate with Moderator and Board of Director as requested
- Facilitate meetings
- Supervise training
- Select candidates to fill vacancies in the ushers' union
- Demonstrates to new ushers how to carry out their responsibilities
- Retrieve bulletins from Association Secretary
- Assure that the sanctuary is organized and in order for the worshippers
- Assures that each worshipper is welcome as he/she arrives, pass out bulletins and fans if requested
- Attend state and local activities

j) Duties of Christian Education Director

The objective of Christian Education is to serve as a coordinating body to promote spiritual growth, inspire Bible teaching and church training.

k) Sunday School Convention

The Sunday School Convention provides an opportunity to strengthen the success of the individual church Sunday School programs; and unify NH & D Association churches for the purpose of inspiring growth; training teachers/workers; and encouraging idea sharing and fellowship.

The Sunday School Convention Director

The Sunday School Convention Director serves as the general administrative leader of the district Sunday School Convention. This person is responsible for coordinating the work and the overarching purpose of the Sunday School. The Sunday School Director leads in planning, organizing, enlisting and equipping leaders, and in mobilizing Sunday School teachers/leaders to achieve goals and objectives toward the Sunday School's stated purpose.

Sunday School Director's Major Responsibilities

- Survey, identify, and evaluate the needs for Sunday School Convention
- Develop and meet regularly with Sunday School Planning Team
- Communicate goals and action to Board of Directors and participates and evaluate progress
- Lead in developing effective Sunday School Convention that facilitates spiritual transformation
- Provide and distribute training materials designed to assist Sunday School teachers and workers to be more effective
- Make budget recommendations for the work of the Sunday School Convention
- Present a report on updates and any other special emphases at Annual Meetings
- Set a positive example for others by living as authentic witness of Christ and through full involvement in the life and ministry of NH & D Association

ARTICLE VIII – MEMBERSHIP

SECTION 1: MEMBERS

The members of New Home and Durham Missionary Baptist Association shall constitute the following Missionary Baptist churches:

Cain’s Chapel Missionary Baptist Church

Chestnut Grove Missionary Baptist Church

Evans Grove Missionary Baptist Church

Faith Missionary Baptist Church

Glenn’s Grove Missionary Baptist Church

Greater Orange Grove Missionary Baptist Church

Hatcher Grove Missionary Baptist Church

Jones Grove Missionary Baptist Church

Lakeview Missionary Baptist Church

Lipscomb Grove Missionary Baptist Church

Mt. Bright Missionary Baptist Church

Mt. Olive Missionary Baptist Church

Northside Missionary Baptist Church

Orange Cross Roads Missionary Baptist Church

Other churches can join the Association and become a member (ARTICLE VIII, SECTION 6). Action taken by the Board of Directors shall be deemed action of the Association, per guidelines set forth in (ARTICLE III, SECTION 1).

SECTION 2: MEMBERS of CHURCHES of THE ASSOCIATION

Ministers and Lay persons may maintain membership in New Home and Durham Missionary Baptist Association as long as they are affiliated with a church within the Association. When a minister or lay person is no longer affiliated with a church of the New Home and Durham Missionary Baptist Association, his or her membership with the

Association will end.

SECTION 3: INDEPENDENT MEMBERS

No individual who is not a member of the New Home and Durham Missionary Baptist churches that constitute this Association are not eligible for membership.

SECTION 4: MEETINGS

- The Moderator shall meet two (2) times a year (February and July/August) and at other times as deemed necessary.
- The Sunday School Convention shall meet on the 2nd Saturday of April, July and October of each year.
- The Ministers, Deacons, and Deaconess Union shall meet every quarter on the 4th Saturday of each year.
- The Ushers Union shall meet every quarter on the 3rd Saturday of each year.
- The Missionary Auxiliary shall meet every quarter on the 2nd Saturday of each year.
- The Youth/Young Adults Department shall meet every quarter on the 2nd Saturday of each year.

SECTION 5: SPECIAL MEETINGS

When the Moderator or any two Association members request a special meeting, a fourteen (14) days notification must be sent to the Association members and the Board of Directors ARTICLE V, SECTION 2.

SECTION 6: QUORUM

Seven (7) churches must be in attendance with three (3) of its members also present and eligible to vote will establish a quorum. Eligible members must be at least eighteen (18) years of age (ARTICLE V, SECTION 4).

SECTION 7: A CHURCH BECOMING A MEMBER

Before a church can become a New Home and Durham Missionary Baptist Association member with full membership rights, the following criteria must be met:

- a) There must be by 2/3 majority decision of acceptance by the New Home and Durham Missionary Baptist Association.
- b) The church must be willing to follow the Bible and bylaws as indicated by the signature of the church's Pastor.

ARTICLE IX: - CONFLICT RESOLUTIONS

SECTION 1: TERMINATION WITH THE ASSOCIATION

A member of the New Home and Durham Missionary Baptist Association can terminate their membership by:

- a) Joining another association
- b) Sending a letter of termination – the termination becomes effective when the letter is accepted into the Board of Directors minutes, or within ten (10) days from the postmark date on the letter, whichever

- comes first.
- c) Being inactive for three (3) years without communication with the Board of Directors and Moderator.
 - d) Willingly not following Association bylaws, doctrine, etc.

SECTION 2: CONFLICTS

All conflicts will be handled according to Matthew chapter eighteen (18) and I Corinthians 6:1-8. Churches have various Christian groups that serve as mediators. The mediators are the Moderator, the Board of Directors, The Association body, and other Christian arbitrators or mediators. (The other Christian arbitrators and mediators are from churches not associated with New Home and Durham Missionary Baptist Association).

ARTICLE X - CONTRACTS, LOANS, CHECKS and REPORTING

SECTION 1: CONTRACTS

The New Home and Durham Missionary Baptist Association Board of Directors is authorized to enter into limited contracts, loans, or execute and deliver any instrument in the name of and/or on behalf of the Association (ARTICLE IV, SECTION 1 & ARTICLE VIII, SECTION 5).

SECTION 2: DEPOSITS

All funds of the Association shall be deposited in a timely manner to the credit of the corporation in such depositories as the Board of Directors may select.

SECTION 3: REPORTING

Bi-annual reports will be submitted by all auxiliaries and the Recording Secretary to the Board of Directors for the purpose of maintaining compliance with IRS guidelines.

ARTICLE XI – GENERAL PROVISIONS

SECTION 1: CALENDAR YEAR

The business year of New Home and Durham Missionary Baptist Association shall be the calendar year (January 1-December 31).

SECTION 2: AMENDMENTS

These bylaws may be amended or repealed by an affirmative two thirds (2/3) vote of the New Home and Durham Missionary Baptist Association (see ARTICLE VIII SECTION 5).

SECTION 3: SILENCE OF BYLAWS

If the bylaws of New Home and Durham Missionary Baptist Association are ever silent on an issue, these issues shall be decided upon by a majority vote of the Board of Directors and ratified by a majority vote (see ARTICLE VIII SECTION 5).

SECTION 4: INSPECTION of RECORDS

Minutes of New Home and Durham Missionary Baptist Association meetings, including financial reports are distributed during association meetings. Reports shall be

maintained for a minimum of seven (7) years by the Board of Directors.

SECTION 5: ANNUAL AUDITS

An audit of the records of New Home and Durham Missionary Baptist Association shall be performed annually.

SECTION 6: AUXILIARY ACCOUNTS

All auxiliary accounts must be approved by the Board of Directors and no separate accounts are allowed. All auxiliary accounts will be maintained into one (1) account overseen by the Board of Directors or its designee.

SECTION 7: MISCELLANEOUS

- A. As stated in ARTICLE 3; SECTION 1, the Holy Bible is the inspired infallible Word of God and the New Testament is the basis for our beliefs and practices but on occasion, when order is needed to be established, Robert's Rules of Order will be used.
- B. Any person desiring to speak on any subject, shall rise and address the Moderator by the words, "Moderator (Last name)".
- C. The person speaking shall strictly adhere to the subject and shall not be interrupted unless a point of order is called by the Moderator.
- D. No person shall speak more than twice on the same subject and not more than three (3) minutes each time.
- E. All members shall be respectful to one another.
- F. If you are not in attendance at scheduled meetings and you are on the agenda to speak, please submit your written materials in advance to the Chairman so it can be read in your absence.

These Bylaws were Ratified by New Home and Durham membership during an Annual Moderator's general meeting held Saturday, August 6th, 2016 @ 9:00 am at New Home and Durham located at 6611 Guess Road. These Bylaws shall govern the business of the Association, except as the same may be from time to time amended.

Amendment/s:

#1 – 12/19/2016 Christian Education Director

#2. – 02/06/2017 Expectation for leaders who are on the agenda to speak during scheduled meeting but are absence

