

Constitution of the TENNESSEE BAPTIST CONVENTION SECRETARIES ASSOCIATION

ARTICLE 1 – NAME

The name of the organization shall be the Tennessee Baptist Convention Secretaries Association (TBCSA).

ARTICLE II – PURPOSE

The purpose of the Association shall be:

1. To provide a better understanding of the various roles of the secretaries/ministry assistants in churches, associations, the state convention, institutions, and SBC entities.
2. To provide an opportunity of fellowship for those with similar interests and to stimulate an interchange of ideas.
3. To provide opportunities for fellowship and training that will ...
 - ◆ Deepen the spiritual understanding of the secretary/ministry assistant
 - ◆ Improve performance
 - ◆ Increase personal effectiveness
 - ◆ Update her knowledge of modern technology
 - ◆ Encourage others in the vocation of the secretary/ministry assistant.

ARTICLE III – MEMBERSHIP

The membership of the association shall be open to:

1. All secretaries/ministry assistants (full time, part-time, volunteer, and retired) in the state of Tennessee who are affiliated with Baptist churches, associations, institutions, the state convention, and Southern Baptist Convention entities.
2. Members of Baptist churches who are potential secretaries/ministry assistants.

ARTICLE IV – OFFICERS AND DUTIES

1. Election of Officers
 - a. Nominating Committee
 - (1) The Nominating Committee will be composed of three people, one of whom is a member of the current Nominating Committee.

- (2) Members of the Nominating Committee will serve for two years.
- (3) In the year prior to the election of officers the president will appoint the Nominating Committee before the end of the annual Tennessee Baptist Convention Secretaries Conference.
- (4) In the event of a vacancy in any position, with the exception of the president, the Nominating Committee, as expediently as possible, will ask someone to complete that term of office.

b. **Officers**

- (1) The officers of the TBCSA will include a president, vice president, treasurer, East Tennessee representative, Middle Tennessee representative, and West Tennessee representative.
- (2) All officers shall be members of Baptist churches cooperating with the Tennessee Baptist Convention.
- (3) Upon recommendation of the Nominating Committee, the president, vice president, treasurer, West TN representative, East TN representative and Middle TN representative shall be elected in the annual meeting to serve for four years.
- (4) No officer shall serve more than one terms. If a person is appointed to complete an unexpired term, she is then eligible to serve a term of her own.
- (5) It is recommended that the person nominated for president will have previously served on the Executive Committee.
- (6) New officers will begin serving at the close of the annual meeting in which they are elected.

2. **Executive Committee**

- a. The Executive committee is composed of the president, vice president, treasurer, East Tennessee representative, Middle Tennessee representative, and West Tennessee representative.
- b. The president will serve as the chairperson.
- c. The Executive committee will plan and promote the annual meeting and conduct the necessary business between regular meetings.
- d. **Duties**
 - ◆ **President**
The president shall preside at all meetings or designate another officer to preside; appoint committees and designate individuals, as

needed, to carry out the work of the association; approve all expenditures of funds; and communicate with the Tennessee Baptist Church Secretaries Specialist concerning the work of the association.

◆ Vice President

The vice president shall preside at meetings designated by the president. In the event the office of president becomes vacant, she will assume the position of president until the annual meeting. The vice president will take minutes of the Executive Committee meetings and provide copies for the officers. She will also take minutes at the bi-annual Tennessee Baptist Convention Secretaries Conference, provide written copies, and maintain the historical records of the Association.

◆ Treasurer

The treasurer shall maintain a current list of all members; receive, record, deposit, disburse, and report on all monies handled at each meeting; and handle all registration processes at the annual meeting.

◆ Three Representatives

The Representatives (one from East Tennessee, one from Middle Tennessee, and one from West Tennessee) will participate in planning and promoting meetings of the Association.

ARTICLE V – MEETINGS

1. At least one training conference will be held bi-annually.
2. The training conference will be held on Monday through Wednesday of the second full week of April unless that is the week proceeding or following Easter Sunday. In this case the Executive committee will work with the Tennessee Church Secretaries Specialist in arranging a more convenient date in the spring.

ARTICLE VI – FINANCES

1. Dues for new members and renewals will be \$15.00 for one year or \$25 for two years; dues for retirees will be \$10.00 for one year or \$15 for two years. The membership year will be April 1 through March 31. The dues will be deposited into the Association's bank account and used to defray expenses of the Association:
 - a. Registration fee for each officer to attend the annual Tennessee Baptist Convention Secretaries Conference.
 - b. Up to \$50 toward each officer's expenses to attend either the National Association of Southern Baptist Secretaries Leadership Training Conference or the National Association of Southern Baptist Secretaries Conference.

- c. Appreciation gifts for program personnel at the annual meeting.
 - d. Other needed expenses for the Association such as publicity, postage, printing, decorations for meetings, etc.
2. Registration and conference fees will be determined by the Executive Committee, in consultation with the Tennessee Church Secretaries Specialist, at the annual planning meeting.

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