

**NORTH CENTRAL CHAPTER
NATIONAL ASSOCIATION
OF CHURCH BUSINESS ADMINISTRATION
CONSTITUTION & BYLAWS**

Article I – THE NAME

This organization shall be known as the NORTH CENTRAL CHAPTER, National Association of Church Business Administration.

Article II – Purpose of this Organization

The mission of this chapter is to promote the highest level of professional competence to individuals serving Christ through church administration by providing programs of study, service, fellowship, exchange of information and problem-solving discussions, leading to more effective and efficient utilization of church facilities and resources.

Article III – Membership

Membership will be granted to all persons who, upon application, are found to qualify for Active or Associate membership in NACBA.

Active and Associate Members shall:

- Maintain their NACBA membership, paying dues by January 1 each year.
- Agree to participate in and contribute to the Chapter's program and be governed by its Constitution and By-laws.
- Be a professing and practicing member of the Christian faith and subscribe to the NACBA Code of Ethics.
- Shall be eligible to hold offices, shall have voting privileges and may chair standing committees.

NACBA memberships are defined as follows:

Sec 1. Active Membership

Active (voting) membership may be open to those who are employed full-time or part-time on the staff of a Christian church in a business administration or administrative capacity. This may include denominational members with like responsibilities who serve at other levels of their denominations such as Presbyteries, Synods, Conferences, Dioceses, et cetera; and active duty members of the United States Armed Forces who are assigned duties as Chapel Manager, Chaplain's Assistant, or other Christian business administrative duties in their military service.

Sec 2. Associate Membership

Associate membership shall be open to all persons who:

- (a) Are engaged in an activity closely related to Church Business Administration in a Christian institution or organization, but not in a capacity which meets the definition of active membership.

Sec 3. Professional Colleague

Professional colleague membership shall be granted to individuals not meeting the qualifications for active or associate, who desire to join in the support of the Chapter's purposes and programs.

This category of membership may be awarded to those individuals not professing the Christian faith, who wish to maintain a professional relationship to this Chapter and to NACBA. They shall not be eligible to hold office or vote, but may serve on a committee.

Sec 4. Member Emeritus

Member Emeritus membership shall be open to any active or associate member in good standing upon retirement from full time Church Business Administration employment and upon written request to and approval by the Executive Committee. Said members emeriti shall not be eligible to hold office or be required to pay dues or fees but shall be entitled to voting privileges.

Article IV – OFFICERS

Sec 1. The Officers of the North Central Chapter of the National Association of Church Business Administration shall be the President, Vice President, Secretary, and Treasurer.

Sec 2. All Officers must be active or associate members in good standing in the National Association of Business Administration.

Sec 3. Vacancies: In the event of a vacancy in the office of the President due to health, resignation, or other cause, the Vice President will immediately assume the office. In the event of a vacancy in any other officer's position, the President will appoint an Active or Associate member in good standing to fill the vacancy for the remainder of the term. Such appointments must be confirmed by the members of the Chapter at the next regular meeting.

Article V – ELECTION OF OFFICERS

Sec 1. The President shall appoint a nominating committee from the membership; number to be determined by the Executive Committee.

Sec 2. The Nominating Committee shall have as its purpose the preparation of a slate of candidates for office to be presented for election at the May meeting.

Sec 4. Elections shall be by secret ballot if there is more than one candidate for any office. If more than two candidates are by due process nominated for a single office, the two receiving the most votes shall participate in a run off election by secret ballot, and a majority vote shall elect.

Sec 5. Officers shall be elected for a term of one year and shall take office immediately following the close of the May meeting.

Sec 6. Any person may serve two consecutive terms in an office but thereafter shall be ineligible for that office until one year has elapsed.

Article VI – COMMITTEES

- Sec 1. There shall be the following standing committees appointed by the President in conference with the Executive Committee and as many other committees as shall from time to time seem necessary:
- (a) An Executive Committee composed of the elected officers of this Chapter. In addition, the past president may serve as an ex officio member of the executive committee.
 - (b) Membership Committee composed of an appointed chair, committee members and an Officer liaison.
 - (c) Program Committee composed of an appointed chair, committee members and an Officer liaison. This committee is responsible for the coordination and reporting of Continuing Education.
 - (d) Communication Committee composed of an appointed chair, committee members and an Officer liaison.
 - (e) Temporary committees as needed and appointed by the President. Said committee(s) shall automatically expire at the completion of the specified project/duties.
- Sec 2. Chairpersons of all temporary committees shall be appointed by the President and said committee shall automatically expire at the completion of specified duties.

Article VII – MEETINGS

- Sec 1. The North Central Chapter of the National Association of Church Business Administration shall hold, at a minimum, two business meetings, one of which will be for the election of Officers and presentation of a financial report in April or May. The meeting times and locations to be determined by the Executive Committee. Notice of special meetings must be communicated in writing to all members at least ten (10) days before the time of the meeting.
- Sec 2. A special meeting of the Chapter may be called by the Executive Committee or by the written request of any six (6) active or associate members submitted to the Executive Committee. Notice of special meetings must be communicated in writing to all members at least ten (10) days before the time of the meeting.

Article VIII– AMENDMENTS

- Sec 1. This constitution may be amended at any scheduled meeting by a two-thirds vote of the eligible voting membership present, provided that written notice of the amendment be submitted to the membership at least ten (10) days before the date of the meeting.

BY-LAWS

Article I – BUSINESS MEETINGS

- Sec 1. A quorum for the transaction of business at any meeting shall consist of two officers and the eligible voting members present (members having voting privileges in this Chapter are defined in the Constitution as all active members, associate members, and emeriti members).
- Sec 2. All elections and questions shall be decided by a majority of voters represented at any meeting, except in such cases as shall otherwise be required by statute, this Constitution, or these By-laws.
- Sec 3. The suggested order of business at meetings of this Chapter, shall be:
- (a) Invocation
 - (b) Approval of Minutes
 - (c) Financial Report and Reports of Officers and Committees
 - (d) Election of Officers and/or special business
 - (e) Unfinished business
 - (f) New business
 - (g) Adjournment with prayer
- Sec 4. Rules contained in *Robert's Rules of Order – Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with the constitution and the By-laws or any special rules of order this Chapter may adopt.

Article II – DUES

- Sec 1. In order to maintain membership in this Chapter, all active, associate, and professional colleague members shall pay annual dues. Dues shall be determined by the Executive Committee .
- Sec 2. All dues shall be payable to the Chapter Treasurer on or before the first day of January for the calendar year.

Article III – DUTIES OF OFFICERS

- Sec 1. The Chapter President:
- (a) Following the annual election, discusses with fellow officers their job descriptions, roles and responsibilities;
 - (b) Calls together the Executive Committee (President, Vice President, Secretary, Treasurer and Past President) as needed and presides at meetings;
 - (c) Prepares agenda for all meetings;
 - (d) Presides at Chapter meetings;
 - (e) Is responsible for overall operation and direction of the Chapter and its fiscal health;

Sec. 1. The Chapter President Con't

- (f) Communicates with the membership frequently in person, by e-mail and other widely used communication methods.
- (g) Formally appoints Program Committee upon consultation with the Executive Team and committee chairs; is an ex-officio member of all committees;
- (h) Has the authority to appoint temporary committees, with approval of Executive Committee; these committee(s) shall automatically expire upon completion of their specified duties;
- (i) Prepares a periodic Chapter report form for the NACBA Regional Director (or the Area Vice President in the absence of the Regional Director), giving Chapter updates and pertinent information; includes the NACBA Regional Director, the Area Vice President and the NACBA national office in all Chapter mailings;
- (j) Responsible for submitting the annual Chapter Achievement Award Report to the office of the NACBA by June 1 of each year;
- (k) Develops membership in both local Chapter and NACBA;
- (l) Promotes certification training and the annual NACBA conference;
- (m) Attends the NACBA annual conference whenever possible;
- (n) Encourages financial support of the NACBA General Fund.

Sec 2. The Vice-President:

- (a) Acts on behalf of the Chapter President in the absence or disability of the President;
- (b) Serves on Executive Committee and shares in decision making for the organization.;
- (c) Serves as a liaison to one or more standing committees.
- (d) Recommends to Chapter President names for appointment to standing committees;
- (e) In the absence of the Program Committee, is responsible for planning Chapter programs for the year in collaboration with members of the Executive Committee; distributing to the membership a printed schedule of the meeting places and programs; is responsible for contacting speakers (topic, time frame, protocol, handouts, equipment needed); introducing speakers at meetings; coordinating speaker stipend with the Treasurer, sending a follow-up note of appreciation and/or evaluations to speakers; any or all of these responsibilities may be delegated to the Program Committee members;
- (f) Advances to the position of Chapter President the following year or upon resignation received from the Chapter President;

Sec 3. The Secretary:

- (a) Serves on the Executive Committee and shares in the decision making for the organization.
- (b) Is responsible for minutes of Chapter meetings and the timely publication of minutes to the membership
- (c) Transfers all minutes, rolls and records to the incoming Secretary in order that a permanent record of the Chapter history can be maintained;
- (d) Carries on all necessary Chapter correspondence.

Sec 4. The Treasurer:

- (a) Serves on the Executive Committee and shares in the decision making for the organization.
- (b) Prepares monthly or periodic financial reports and the reporting of such reports to the membership, either via the newsletter or at the Chapter meeting;
- (c) Sends speaker stipends as requested by Executive Team or Committee Chairs.
- (d) Maintains current signature cards on file at the bank, including at least one additional Executive officer's signature; for all Chapter financial disbursements;
- (e) Is responsible for all receipts and disbursements;
- (f) Gives brief report at meetings regarding current balances, monies received and distributed since the last report
- (g) Submits an annual report at the end of the year.

Article IV – DUTIES OF COMMITTEES

Sec 1. Executive Committee:

The officers of the Chapter, as defined in Article IV of the Constitution, shall constitute the Executive Committee. They shall:

- (a) Interpret points of law and order and shall advise the Chapter members of such interpretations (interpretations may be overruled by majority vote of the eligible voting membership);
- (b) Manage the affairs of the Chapter during the period of time between the business meetings.
- (c) Meet periodically, as needed, between Chapter meetings.
- (d) Monitor committee activities via Officer liaisons

Sec 2. Membership Committee

- (a) Maintains past and present membership records;
- (b) Receives and records memberships dues; dues will be determined annually;
- (c) Prepares a roster. Distributes to members; announces changes and additions at general meetings;
- (d) Maintains mailing label list for Chapter mailings
- (e) Sends address changes and brochures to local nonprofit agencies (see list);
- (f) Sends new member packets;
- (g) Completes and sends member certificates;
- (h) Sends membership invitation in December to last year's members summarizing the year and reminding them to renew membership.
- (i) Orders new supplies for upcoming year including letterhead stationery; envelopes, and mailing labels;
- (j) Provides membership with annual updated member directory or Chapter roster; sends directory/roster to the NACBA national office as part of the Chapter Achievement Award reports submitted annually by the Chapter President.

Sec. 3 Program Committee:

This committee, appointed by the President is chaired by an appointed member. Members shall:

- (a) Meet as necessary to plan and carry-out programming for Chapter meetings, seminars and retreats.
 - Reports event results to the chapter
 - Reports event planning status to the Executive Team
- (b) Discuss, determine and engage the speakers/presenters for Chapter meetings and any seminars retreats or workshops;
- (c) Develop a budget for each event ;
- (d) Prepare a brochure of the scheduled events;
- (e) Arrange for any mailings and registrations necessary.
- (f) Appoint a Continuing Education coordinator

Sec. 3 Communication Committee

- a. Meets as necessary to plan and provide chapter communications in support of the Executive Team and Committees,
- b. Designs and maintains the Chapter website
- c. Appoints the Friday Epistle Coordinator to provide weekly e-mail contact for members.
- d. Determines the best technology, methods and formats for Chapter communications
- e. Submits informational releases to denominational newsletters, key organization contacts and other non-profits.
- f. Designs certificates of membership, etc.

Article V – DUTIES OF COORDINATORS

Sec 1. Continuing Education Coordinator;

- (a) Completes the NACBA “Request to Host” form, including a written description of the program topic and presenter’s qualifications, and returns it the Professional Training & Standards Committee of the NACBA 30 days prior to the program date
- (b) Ensures that at least one certified FCBA Chapter member acts as Registrar for each continuing education program and is present at the program
- (c) Prepares a Follow Up Report including a summary of the program evaluations, all registration sheets and promotional materials, and any handouts from the presenter; mails the report to the NACBA no later than 30 days after the program date
- (d) Communicates to the Chapter membership the procedures necessary to receive continuing education credit from the NACBA

.Article VI – FISCAL YEAR

Sec 1. The fiscal year shall be determined by the Executive Committee.

Article VII – AMENDEMENTS

Sec 1. These By-laws may be amended at any regularly scheduled annual meeting of the Chapter by a majority vote of two officers and the eligible voting membership present provided that written notice of any amendment shall be submitted to the membership by mail or e-mail at least ten (10) days before the time of the meeting.