

**Constitution and By-Laws  
of the  
Alabama Association of Baptist Secretaries**

Article I: Name

The name of the organization shall be the Alabama Association of Baptist Secretaries.

Article II: Purpose

The purpose of the Association shall be to:

1. Promote a spirit of fellowship among secretaries in Baptist churches, associations, and other Baptist organizations.
2. Promote a program that will be mutually helpful to those interested in secretarial work among Baptists.
3. Elevate the standards of the Baptist secretaries' work and calling.
4. Encourage the interest of others in this calling.
5. Develop a better understanding of the Baptist secretary's responsibilities.
6. Simulate an interchange of ideas among Baptist secretaries.
7. Project the program of the Kingdom of God into the work of the Baptist secretary.

Article III: Membership

Membership of the Association shall be composed of those who have attended a conference and are either retired or currently employed as a Baptist secretary.

The membership of the Association shall be open to:

1. Secretaries in all Baptist churches, denominational agencies, and institutions, including retirees, especially in the state of Alabama.
2. Volunteer workers in Baptist churches whose work is comparable to that of a church secretary.
3. Members of Baptist churches who may be considered as potential Baptist secretaries.

Article IV: Officers and Duties

1. The officers of the Association shall constitute the program and planning committee for the Annual Conference.
2. The officers of the association and their duties shall be:

**(1) President**

- Promote the general welfare of the Association.
- Preside at all meetings.
- Serve as chairperson in planning, promoting, and presenting the program at the annual conference.

- Collaborate with the officers in publishing the periodic newsletter of the Association.
- Publicize all meetings.
- Enlist a Pastoral Advisor.
- Appoint committees and individuals as needed to carry out the work of the office.
- Perform the commonly accepted duties of a presiding officer and all other duties assigned by the Association.
- President will be an ex officio member of all committees unless otherwise stated in the Constitution and By-Laws.

**(2) President Elect**

- Observe the President and assist when needed.
- May make such appointments, delegate such authority and assign such responsibilities as are necessary prior to the closing of the conference at which she becomes President.
- Perform such duties as may be assigned by the President and/or the Association.

**(3) First Vice-President**

- Assist the President and the other officers in planning, promoting and presenting the program of the annual conference.
- Preside at meetings in the absence of the President or as requested.
- Serve as President if the office of President becomes vacant.
- Perform such duties as may be assigned by the President and/or the Association.

**(4) Second Vice-President**

- Assist the president with arrangements for special activities, conference banquet, State Convention display, and etc.
- Perform such duties as may be assigned by the President and/or the Association.

**(5) Secretary**

- The secretary must have a computer.
- Prepare all mailings, with the assistance of the President, for the Association. (Newsletter, Christmas letter, conference registration, etc.)
- Record minutes of all meetings.
- Prepare a printed report of the annual conference.
- Perform such duties as may be assigned by the President and/or the Association.

**(6) Membership Secretary**

- Assist in preparing correspondence to the members of the Association.
- Maintain current address list of the membership.
- Must have a computer compatible with the Association's membership software.
- Shall collect and deposit all monies for the Association.
- Will be bonded.
- Perform such duties as may be assigned by the President and/or the Association.

(7) **Treasurer**

- The Treasurer will be responsible for dispersing all monies collected and deposited by the membership secretary for the AABS.
- The Treasurer will give a complete financial report at each meeting of the AABS Executive Committee.
- Will be bonded.
- Perform such duties as may be assigned by the President.

(8) **Historian**

- The Historian will assist in making and keeping accurate, comprehensive records/photographs of the current life and work of the association.
- Will gather, safeguard and preserve all historic records/photographs of the Association's past. All historical materials shall be the sole property of the Association.
- Assist in recording present-day activities.
- Develop and recommend to the Association policies and procedures regarding the preservation of historical materials.
- Perform such duties as may be assigned .

3. These officers shall be elected by the membership at the regular Annual Conference, from a report submitted by a nominating committee, previously appointed by the President, and/or from those nominated from the floor. The officers shall assume office at the close of the regular annual conference at which elected.

4. The following shall serve in an advisory capacity only:

**State Board of Missions Staff Member**

- A staff member of the Alabama Baptist State Board of Missions, appointed by the Administration, shall serve as a counselor and advisor to the Association and its officers and promote the Association throughout the state.

5. The officers shall together comprise an Executive Committee of the Association and shall have full authority to act in all matters committed to it by the Association, and in emergency matters which may arise between meetings of the Association. The State Board of Missions staff person shall act with the Executive Committee in an advisory capacity only.

6. In the event that an officer no longer qualifies for membership in the organization, she can no longer serve as an officer. The line of succession shall be as follows:

- President: the First Vice-President will serve for the remainder of the year.\*
- First Vice-President: the Second Vice-President will serve for the remainder of the year.
- Second Vice-President: The Executive Committee will elect a replacement.
- Secretary: the Executive Committee will elect a replacement.
- Membership Secretary: the Executive Committee will elect a replacement.
- President-Elect: the Executive Committee will elect a replacement.
- Treasurer: the Executive Committee will elect a replacement.
- Historian: the Executive Committee will elect a replacement.

\* By filling an unexpired term of President, the First Vice-President will be eligible to be nominated as President-Elect.

#### Article V: Business Meeting and Annual Conference

The annual business meeting of the Association shall be held in connection with the Association's Annual Conference for Baptist secretaries at a time and place set by the Executive Committee.

#### Article VI: Alterations

This constitution may be amended, modified, added to, and/or deleted from at any annual business meeting by a two-thirds (2/3) vote of the members present and voting, provided that said amendments shall be proposed in writing and read before the members of the Association during the first day of its annual meeting.

**By-Laws and Amendments  
of the  
Alabama Association of Baptist Secretaries**

1. Robert's Rules of Order, Revised, shall be the governing regulations for the conduct of the meetings of the Association, except and unless the Association should make rules to the contrary. Matters of interpretation of the rules of order shall be decided by a majority vote of members present and voting.
2. The headquarters of the Association shall be established at the Alabama Baptist State Board of Missions, Montgomery, Alabama and shall be the official sponsor of the organization.
3. All expenses of the Association shall be underwritten by annual conference fees and the Alabama Baptist State Board of Missions.
4. These By-Laws may be amended, modified, added to, and/or taken from at any annual business meeting by a majority vote of the members present and voting, provided that said amendments shall be proposed in writing and read before the members of the Association during the first day of its annual business meeting.
5. Nominating Committee - The Nominating Committee shall be comprised of the President; the President-Elect, and three members at large appointed by the President. The committee shall dissolve yearly following the close of the annual conference. The committee will submit nominations to the membership for the officers for the upcoming year on the last day of the regular annual conference.

Numbers 1-5 were revised 03/12/08.

6. The Association shall develop and maintain a Policy and Procedure Manual to include policies and procedures related to operation of the Association. This manual shall be maintained by the Secretary of the Association. Policies or procedures may be added, revised, or deleted by the Executive Committee as defined in the Constitution, Article IV, Section 5.  
Revised 03/10/15
7. Deleted the following from the Constitution:  
Article IV, Section 3  
The Association shall reimburse the officers for mileage to the three planning meetings. The officers will be responsible for their lodging and meals at the Alabama Baptist State Convention. There will only be a charge of one-half of the Annual Conference fee for all officers. This is now a Policy in the Policy and Procedure Manual.  
Revised 03/10/15

8. Deleted the following from the Constitution:  
Article IV, Section 2  
(4) First Vice-President Elect
- Observe First Vice President and assist when needed.
  - Perform such duties as may be assigned by the President and/or the Association.

Also deleted:

Article IV, Section 6

First Vice-President Elect: the Executive Committee will elect a replacement.

Revised 03/08/17

9. Deleted the following from the Constitution:  
Article IV, Section 5  
(2) Pastoral Advisor
- Shall be selected by each new President of the Association.
  - Promote the general welfare of the Association and its members, particularly among the pastors and staff of all Baptist affiliates.

Also delete the name, Pastoral Advisor, from Article IV, Section 6.

Revised 03/08/17