



Mid-South Baptist Secretaries Association

PARTNERS IN MINISTRY

Established May 21, 1999

MSBSA is in association with the
Mid-South Baptist Association
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Bartlett, TN 38133-3812
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For God is not unrighteous to forget your work and labor of love, which ye have showed toward His name, in that ye have ministered to the saints, and do minister. Hebrews 6:10

Mid-South Baptist Secretaries Association By-Laws
Adopted May 27, 1999: Revised 11/4/99, 8/2/01, 5/6/10

ARTICLE I: NAME

The name of this organization shall be Mid-South Baptist Secretaries Association.

ARTICLE II: PURPOSE

The purpose of this organization is to bring Mid-South Baptist Secretaries together for fellowship, support, training, and information.

ARTICLE III: MEMBERSHIP

Membership shall be composed of all secretaries/ministry assistants (full time, part-time, volunteer, and retired) who are affiliated with Baptist churches, Mid-South Baptist Association, Tennessee Baptist Convention, and Southern Baptist Convention entities. Dues of \$10 are to be paid annually by the February meeting.

ARTICLE IV: OFFICERS

Elected officers shall be President, Vice President, and Secretary-Treasurer. These individuals comprise the Executive Committee. Officers shall be elected by the membership upon hearing the recommendations of a nominating committee.

This nominating committee shall be composed of three members, not members of the Executive Committee, appointed by the President at the August meeting and shall be elected at the November meeting. There are no term limits.

ARTICLE V: DUTIES OF OFFICERS

PRESIDENT

- Plan meeting program or assist hosting church with program.
- Shall preside at all meetings.
- May appoint committees as needed.
- Approves all expenditures.
- May appoint officers in order to fill vacancies.
- Oversee basic operation of organization.

As chair of the Executive Committee, the President may appoint members to fill any vacancies on any committee, or may appoint a nominating committee to do so; either action to be taken with the approval of the Executive Committee members.

The President shall represent MSBSA in organizational matters and shall submit written reports to the membership quarterly.

In the event the President cannot fulfill the responsibilities of the office, the Vice President shall assume office. If that is not feasible, the Committee shall appoint a President to complete the term.

VICE PRESIDENT: This officer shall be responsible for producing newsletters, promotional materials, printed programs for meetings and seminars, and promote the organization's events in the media and may enlist committee members as needed.

The VP shall assist the President, preside in the absence of the President, and serve in that position in the event the President cannot fulfill the responsibilities of the office.

SECRETARY-TREASURER: This officer shall receive and disburse monies, keep accurate records, submit written reports to the membership quarterly and be responsible for receiving registrations and dues. The secretary shall record minutes of all meetings and write an accurate account of each seminar for the permanent record of the organization. She shall maintain a permanent record of organizational events.

This officer shall also serve as the membership chairman and shall be responsible for maintaining current mailing and membership lists and for mailing the organization's materials. She shall endeavor to keep in touch with members and shall be responsible for telephone contacts and enlisting committee members as needed.

ARTICLE VI: MEETINGS

This organization shall meet quarterly in the months of February, May, August, and November. The November quarterly meeting will be a planning meeting for the next year. The Executive Committee shall arrange the meeting location and specific dates. A conscientious effort shall be made to meet the needs of the members.

The host church shall serve as hostess for the meeting and shall be responsible for the amenities at meetings and seminars, as well as for arrangements for meals and refreshments. Committee members may be enlisted as needed.

ARTICLE VII: AMENDMENTS

These by-laws may be amended at any regular or called meeting of MSBSA by simple majority vote of those present, provided at least fifty percent of the membership is represented.