

CONSTITUTION OF THE ASHLAND COUNTY MINISTERIAL ASSOCIATION

ARTICLE 1: NAME

This ministry shall be called the Ashland County Ministerial Association (ACMA)

ARTICLE 2: PURPOSE

The Ashland County Ministerial Association is a voluntary gathering of pastors and professional church workers who meet together for prayer and mutual encouragement, and to coordinate the community outreach of the body of Christ; the churches of Ashland County.

ARTICLE 3: STATEMENT OF COMMON BELIEFS

- 1. Bible:** The divine inspiration and consequent authority of the whole canonical Scripture, believing that it is inerrant, infallible, and eternal Word of God (2Timothy. 3:16-17, 2Peter 1:21, Hebrews. 8:17-18)
- 2. God:** The doctrine of the trinity – Father, Son, and Holy Spirit; three separate persons, co-equals, yet one God (Deuteronomy 6:4, 2Corinthians 13:14)
- 3. Humanity:** All people are one race, created in God’s image and sharing a common humanity having descended from Adam (Genesis 1:26-28, Acts 17:26, Galatians 3:38)
- 4. Sin:** The fall of humanity, the subsequent moral depravity and the need for regeneration (Romans 3:23, 6:23, Ephesians 2:1-3)
- 5. Salvation:** The atonement through the substitutionary death of Christ (2Peter 3:18)
- 6. Faith:** The doctrine of justification by faith (Ephesians 2:8-9, Romans 5:1, 10:9-10)
- 7. Church:** The church, the body of Christ, as consisting of all who believe in Jesus Christ (Colossians 1:18-24, Ephesians 5:25-27, Acts 2)
- 8. Resurrection:** The resurrection of the body, both of the just and the unjust (Hebrews 9:27)
- 9. Eternity:** The eternal life of the saved and the eternal punishment of the lost (2Corinthians 5:10, Revelation 20:15)
- 10. Life:** Life begins at conception, ends in natural death and has intrinsic value because it is made in the image of God (Genesis 1:27, Psalm 139:13-16)
- 11. Marriage:** The sacred covenant of marriage between one man and one woman (Genesis 2:24, Matthew 19:5)

ARTICLE 4: EXECUTIVE BOARD

- 1. Officers and Members:**
 - A. The executive board shall be composed of at least the following six officers; president, vice president, secretary, treasurer, the director of the community prayer breakfast and the director of prayer.
 - B. The membership can add other board officers or members at-large with a two-thirds vote, but they shall specify the title, job description, qualification and terms of service.
 - C. The membership can remove any board position other than the president, vice president, secretary and treasurer with a majority vote.

2. **Qualifications:**
 - A. The president and vice president shall be a pastoral staff member of an ACMA church and have attended at least one-third of the regularly held meetings in the last two years which includes the year of nomination.
 - B. Any member may serve as its secretary, treasurer, director of the community prayer breakfast or director of prayer.
 - C. The majority of the executive board shall be pastoral staff members of an ACMA church.
 - D. All board members shall be in agreement with the constitution and Statement of Common Beliefs.

3. **Board Duties:**
 - A. Encourage the advancement of the gospel of Jesus Christ in Ashland County
 - B. Set the agenda and preside over the membership meetings
 - C. Determine, based on the current policies, those who can make presentations at its meeting and what materials are allowed to be distributed
 - D. Maintain the purpose and integrity of the ACMA, including all constitutional and legal issues
 - E. Maintain a list of all its church, inter-church and individual members, ensuring their compliance with the guidelines for membership
 - F. Oversee its finances
 - G. Attend to the relationships of its members
 - H. Represent and communicate the ACMA's purposes and goals to the community.

4. **Terms of Office:**
 - A. The president and vice president shall serve no more than one two-year term.
 - B. The vice president shall become the president at the end of the president's term, but a combined group of the nominating committee and the executive board can propose to the membership a motion to do otherwise with a two-thirds vote at a regularly held meeting.
 - C. The secretary, treasurer, and directors can serve consecutive two-year terms.

5. **Election:**
 - A. All board member nominees shall be presented to the membership at least one month before their election at a regularly scheduled meeting.
 - B. All board member nominees shall be voted on no later than the June meeting, unless special circumstances demand otherwise as determined by the executive board.
 - C. The voting procedures described in points "A" and "B" can be done in an electronic format such as by a website or by any other communication venues upon these conditions.
 1. The nominating committee and the executive board shall approve of the procedure, making sure that it enables all needed concerns to be addressed.
 2. All members can be made aware of the nominees being presented.
 3. Enough time is given between the giving of the names of the nominees and the vote to assure that an informed vote can take place.

6. **Resignation:**
 - A. A board member may terminate their term of office at any time by a written notice, or the board may accept any other form of communication by two-thirds approval.

- 7. **Board Initiated Termination:**
 - A. Board members may lose their board position if they are not in agreement with the constitution or Statement of Common Beliefs, not in good standing in their church, miss more than one-half of scheduled board meetings or their conduct is not in keeping of a godly reputation (1Timothy 3:1-7).
 - B. All terminations initiated by the board shall be reviewed by the board at a scheduled meeting in which a quorum exists, and it is recommended that the board member in question attends the meeting to provide an opportunity for a positive resolution.
 - C. If the board member in question does not desire to attend, the board can take action at any scheduled meeting in which a quorum exists.
 - D. Termination shall receive two-thirds approval of the board.
 - E. Board members can vote without being physically present if they can participate in the meeting by another means of communication.
- 8. **No Benefit:**
 - A. No board member shall receive compensation for special services.
 - B. Board members with conflicting interests shall reclude themselves from voting on any issues that relate to those interests.
- 9. **Statutory Agent:**
 - A. The president is the statutory agent of the organization.
 - B. The board can, at any time, elect another person as the statutory agent.
- 10. **Contracts:**
 - A. Upon the recommendation of the board to its membership, they may vote to authorize any officer or officers, agent or agents to enter into any contract or other instrument in the name or behalf of the ACMA. Such authorization may be general or confined to specific instances.
 - B. Unless authorized to do so by this constitution or its by-laws, no officer, agent, or other entity shall have any power or authority to bind the ACMA to any contract or engagement, or to pledge its credit or render it liable for any purpose or amount.

ARTICLE 5: EXECUTIVE BOARD OFFICER'S RESPONSIBILITIES

- 1. **President:**
 - A. The president shall preside over all executive board and ACMA meetings.
 - B. The president shall fulfill any other responsibilities asked by the executive board or membership.
 - C. Upon completion of their term, the president shall pass on to the next president whatever articles or momentous have become a part of the presidency.
 - D. It is suggested that the president at the September meeting share their vision for the ACMA for the coming year.
- 2. **Vice President:**
 - A. In the absence of the president, the vice president shall preside over the executive board and the regularly held meetings.
 - B. In the event of a vacancy of the office of the presidency, the vice president shall fulfill that term.
 - C. Upon the vacancy of the vice president, the executive board shall determine if that position needs to be filled for the remainder of the term.

3. **Secretary:**
 - A. The secretary shall oversee the taking and preservation of the minutes and attendance of all official meetings.
 - B. The secretary shall maintain a current copy of all policies and procedures.
 - C. The secretary shall ensure, if the local newspaper's pastor's column is available, to schedule pastors to write them based on the current column writing policies.
4. **Treasurer:**
 - A. The treasurer shall oversee the financial record keeping, ensuring that the financial policies are followed.
 - B. The treasurer shall maintain a record of all dues paid by churches, inter-church ministries and individuals.
 - C. The treasurer shall work with the executive board to ensure that those voting have the right to do so based on the constitution and policies.
5. **Director of the Community Prayer Breakfast:**
 - A. The director shall be responsible for the annual community prayer breakfast, ensuring that all aspects of it are done with excellence.
 - B. The director shall enlist other pastors and any other community leader desired to serve on a community prayer breakfast executive committee.
 - C. The director shall present a budget to the committee for their approval.
 - D. The director shall suggest the name of the special speaker to the committee for their approval.
 - E. The director has the authorization to negotiate, sign contracts and to make purchases with any person or agency as long as the amount does not exceed the budget.
 - F. The director shall coordinate with the treasurer all financial transactions related to the event.
6. **Director of Prayer:**
 - A. The director shall oversee the prayer time during the membership meetings.
 - B. The director, recognizing the power and essential role of prayer, shall initiate whatever prayer task force, group or event they deem helpful to accomplish the ministry of prayer for the ACMA.
 - C. The director is encouraged to be aware of any other prayer efforts in the community, assisting in the connection of them to the ACMA as they deem fit.

ARTICLE 6: EXECITVE BOARD AND ACMA MEETINGS

1. **Calendar:** The calendar year for election and planning shall be from July 1 to June 30.
2. **Board Meetings:** The executive board shall meet as needed at a time and place determined by the president in which a quorum can be achieved.
3. **Quorum:** A majority of the board members constitutes a quorum.
4. **Special Board Meetings:** Any board member has the right to call a special meeting If they can demonstrate that at least 50% of the board members desire such a meeting.
5. **Venue:** Even if a board member is not physically present, he can be considered present if he can participate with the board during the board meeting (i.e. phone, skype, etc.).
6. **Request Hearing:**
 - A. Any member has the right to address the executive board.
 - B. The president shall approve all other requests to address the executive board.
7. **ACMA:** The place, number and timing of its meetings shall be set by the executive board.

8. Quorum: Whoever is in attendance at a regularly held meeting constitutes a quorum.

ARTICLE 7: MEMBERSHIP

- 1. Qualifications:**
- A. The membership is composed of the Ashland County churches, inter-church ministries, pastors and any other approved individuals who have paid their dues and are in agreement with the constitution and Statement of Common Beliefs.
 - B. The executive board shall recommend to the membership the amount of annual dues for its churches, inter-church ministries and all other individual members which shall be voted on by a two-thirds majority.
 - 1. At least an annual due of one dollar is required by all churches, inter-church ministries and individuals so as to confirm their continued participatory interest in the ACMA.
 - 2. The dues for the churches cover all pastors of those churches.
 - 3. The dues for the inter-church ministries cover the executive directors.
 - 4. The dues for all other individual members cover each individual person.
 - C. A church can send a non-pastoral representative and an inter-church ministry can send someone other than the executive director to the membership meetings with full rights to act in their behalf if they provide a written authorization to the executive board of this arrangement.
 - D. Any current or former pastor can join the ACMA even if their church is not a member as long as they are attending an Ashland County Church and they pay their individual dues.
 - E. The executive board can recommend to the membership to accept as members any church or pastor outside of Ashland County or any other individual they so desire.
 - 1. The church, pastor or individual must agree with the ACMA's purpose, Statement of Common Beliefs and constitution.
 - 2. Membership shall be approved by a two-thirds vote at any regularly held meeting.
- 2. Voting** All members can vote on any issue except those related to the constitution and by-laws which shall be done as stated in "Article 12, Point 2: Amendments."

ARTICLE 8: NOMINATING COMMITTEE

- 1. Members:**
- A. The nominating committee shall be composed of the vice president of the executive board, one other executive board member of their choosing and three other non-board members of the executive board's choosing.
 - B. All committee members shall be pastors and from different denominations.
 - C. The executive board vice president shall chair the nominating committee.
- 2. Duties:**
- A. The nominating committee shall present a list to the membership of at least one name for each vacant executive board position who has agreed to be placed in nomination, following the guidelines outlined in Article 4, point 5.
 - B. The nominating committee shall ensure that all nominees understand and are in agreement with the ACMA's purpose, Statement of Common Beliefs and constitution.

3. **Member Nominations**
- A. The opportunity shall be given for the members to recommend nominees at a regularly held membership meeting,
 - B. The nominating committee shall ensure that they are qualified candidates.

ARTICLE 9: COMMITTEES, TASKS FORCES, GROUPS

1. **Formation:**
- A. The membership may establish whatever committee, task force, group, etc., deemed necessary to carry out the desires of its membership.
 - B. A two-thirds vote at any regularly held meeting shall establish any type of committee, task force, group etc.
 - C. The following shall be done before it can be officially established.
 - a. It shall be named.
 - b. It shall have a written purpose stated.
 - c. It shall be determined whether it will be a standing or short-term committee.
 - d. Its start date shall be determined.
 - e. If it is a short-term committee, its termination date shall be established.
 - f. Its structure, including number of members and how they are chosen shall be stated.
 - g. Whether it reports to the executive board and/or to the membership or any other issues related to its authorization or representation, including entities outside of the ACMA shall be determined.
 - h. If funding is needed, its budget and accounting procedures shall be stated.
2. **Termination:** If the membership determines that a committee, task force, group, etc. should no longer exist for any reason, it can terminate its existence by a majority vote at a regularly scheduled meeting.

ARTICLE 10: FINANCE

1. **Policy:** The board shall maintain a financial policy that is in keeping with the generally accepted accounting procedures of nonprofit organizations, being overseen by the board treasurer and reviewed by an annual audit.
2. **Updating:** The financial policies and procedures shall be reviewed annually by the treasurer and an independent auditor with any suggested updates presented to the board as soon as possible.
3. **Funding:**
- A. Although this organization reserves the right to seek for, or receive funding from, any source, including governmental grants or non-faith based foundations, at no time will it knowingly receive monies which will demand that the organizations objectives be limited or its Statement of Common Beliefs be adjusted in order to accommodate the demands of the grant-giving agency, foundation, or individual.
 - B. This organization shall seek to resolve any conflict which might arise with any other ministry or entity related to its funding or the solicitation of funds practices.

ARTICLE 11: RECOGNIZED INTER-CHURCH MINISTRIES

1. **Purpose:**
- A. Any number of inter-church ministries may be supported by individual churches and pastors.

- B. No ACMA church or member is required to support a recognized inter-church ministry, but if they have concerns about a ministry they are encouraged to share those concerns with the executive board and that ministry.
- Approval:**
- A. To be recognized as an ACMA inter-church ministry the following must be done.
 1. They shall state in their constitution or other official documents their agreement of the ACMA’s Statement of Common Beliefs.
 2. They shall submit their constitution, bylaws and financial policies to the executive committee.
 3. They shall be willing to answer any questions as to their mission, constitution, board, budget or fund-raising.
 4. They shall follow acceptable standard financial policies and procedures.
 5. Their ministry shall be recommended by the executive board to the membership for final approval by a two-thirds vote.
 6. The executive director of the inter-church ministry shall meet at least one time each year with the executive board to give a report of their ministry.

- Removal:**
- A. Failure to meet with the executive board at least one time each year shall result in their removal from the approved list which shall also be reflected in any public relation venues such as its website until such a meeting takes place.
 - B. If a supported inter-church ministry ceases to follow its own constitution, including its statement of faith or financial policies and procedures and the issues involved cannot be satisfactorily resolved, the executive board shall recommend to the membership its removal by a majority vote.

- 3. Support:**
- C. The executive board and the membership shall encourage the support of any approved ministry with prayer and by any other means it deems helpful.
 - D. The executive board shall be available to act as a mediating agent for any approved ministry in its internal affairs or between it and any other entity.

ARTICLE 12: PROCEDURES AND AMENDMENTS

- 1. Roberts Rules:**
 - A. “Roberts Rules of Order” shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the constitution or by-laws of this body.
- 2. Amendments:**
 - A. Because this organization is expressly organized as a cooperation of the qualifying churches of Ashland County, this constitution and its by-laws may be altered, changed, modified, amended or superseded by a new set in whole or part, by the following process.
 - B. All motions and voting on changes to its constitution or by-laws shall only be done by the representatives of the qualifying churches.
 - C. Churches up to an average of 200 in weekly average worship attendance have one vote and those above 200 have two votes.
 - D. The executive board is responsible to ensure an accurate list of qualifying churches.

- E. The executive board shall seek to have every qualifying church to be aware by any means available to them of any motion that would change the constitution or bylaws.
- F. All suggested changes shall be in writing and sent to all the qualifying church representatives by whatever means it deems most effective.
- G. All proposed changes shall be presented in writing at a regularly held membership meeting.
- H. A final vote for any changes shall take place no sooner than 90 days after the first reading which shall include at least two more regularly held meetings including the one in which the vote is taken.
- I. The executive board shall determine the most effective and ethical process to secure the voting of those churches which can include absentee voting and any other voting process that provides the greatest amount of participation.
- J. Voting shall be done by ballot.
- K. It is recommended that the vote be done as an open ballot rather than a secret ballot, but the executive board can recommend to the qualifying churches a motion to have a secret ballot which shall be passed by a two-thirds vote of the qualifying churches.