

GBACE By-Laws and Manual of Procedures

By-Laws of the Georgia Baptist Association of Christian Educators

Article I: Purpose

The purpose of GBACE is Equipping, Encouraging and Connecting Baptist Christian educators in Georgia by providing opportunities for spiritual growth, professional development, fellowship, relationship building, and ministry support.

Article II: Membership

1. Membership in GBACE is open to persons preparing for, currently serving in, or retired from the ministry of Christian Education in a church, institution, or agency; and who pay the annual membership/conference fee.
2. A membership/conference fee will be received at the annual meeting and/or by mail to provide for the expenses of the Association.

Article III: Officers

1. Officers of GBACE shall be President, President-Elect, Vice-President, Secretary-Treasurer, and Historian.
2. Officers shall be elected by a majority vote of members present at the Annual Conference/Business Meeting to serve for a period of one year beginning at the conclusion of the Annual Conference. The Secretary-Treasurer and Historian may serve indefinitely; but must be re-elected annually.
3. Officers shall be nominated by a Nominating Team; other nominations may be received from the floor following the report of the Nominating Team.

Article IV: Teams

1. The Executive Team, composed of the officers and team leaders, shall have these duties:
 - A. Perform the business of the Association between annual meetings.
 - B. Make recommendations to the Association necessary to the achievement of its adopted purposes.
2. The Association shall have various teams to help it accomplish its purpose.

Article V: Meetings

1. There shall be an Annual Conference/Business Meeting of the Association.
2. Additional meetings may be proposed and arranged by the Executive Team.

3. Except as otherwise stated in these By-laws, all procedures shall be governed by Robert's Rules of Order (latest edition).

Article VI: Manual of Procedure

The Association shall develop and maintain a Manual of Procedure, which shall describe and/or define the functions and responsibilities of the associational officers and teams. Compliance with the provisions of the Manual of Procedure is required.

Article VII: Amendments

These By-laws may be amended at any regular meeting of the Association by a majority vote of members present, notice having been given at least one plenary session in advance of voting.

Manual of Procedure of the Georgia Baptist Association of Christian Educators (GBACE)

I. Preamble

Article VI of the By-laws of the Georgia Baptist Association of Christian Educators states:

The Association shall develop and maintain a Manual of Procedure which shall describe and/or define the functions and responsibilities of the associational officers and teams. Compliance with the provisions of the Manual of Procedure is required.

II. Procedural Guidelines

1. Officers and team leaders of the Association shall be active members of GBACE.
2. Membership/Conference fees are set by the Executive Team.
3. Nominees must be elected in accordance with the By-laws.
4. The president designates a team leader unless otherwise stated.
5. Teams shall file a report of their work at each annual business meeting.
6. The president-elect will become president at the conclusion of the president's term, and the vice-president will become president-elect at the conclusion of the president-elect's term.
7. This manual shall not be in conflict with the By-laws of the Association.

III. Function and Responsibilities of Officers

1. President
 - a. Serve as spokesperson for the group.
 - b. Work with GBC and SBC agencies in communicating the needs and concerns of Christian Educators.
 - c. Lead the Executive Team.
 - d. Preside at each meeting of the Association or delegate another officer to do so.

- e. Serve as a member of the GBC Executive Committee.
2. President-Elect
 - a. Work with the Membership Team to contact new Christian Educators to encourage their membership and participation in GBACE.
 - b. Work with the program planning team to plan for the year he assumes the presidency.
 - c. Should the president-elect have to assume the office of president, he will complete the term to which he was originally elected.
 - d. Become a member of the GBC Executive Committee beginning December before he takes office as president.
 3. Vice-President
 - a. Enlist a Program Planning Team to assist him in planning the program for the year of his presidency.
 - b. Should the vice-president have to assume the office of president-elect, he will complete the term to which he was originally elected.
 - c. Shall help promote attendance at meetings and preside as delegated by the president.
 4. Secretary-Treasurer
 - a. Present a financial report and minutes at the annual Conference/Business Meeting.
 - b. Present to the Executive Team a quarterly financial report.
 - c. Serve as a signatory on the GBACE checking account.
 - d. Communicate to members their membership status.
 - e. Be responsible for securing plaques for the outgoing President and retiring members.
 - f. Work with the Historian in updating the historical table.
 5. Historian
 - a. Maintain an up-to-date historical table of membership.
 - b. Maintain a current written and pictorial history.
 6. Vacancies shall be considered in the following manner:
 - a. President: The President-Elect shall assume the office.
 - b. President-Elect: The Vice-President shall assume the office of President-Elect.
 - c. Vice-President: The office shall be left vacant until the next annual meeting.
 - d. Secretary-Treasurer, Historian, and Team Leaders: The Executive Team shall appoint an active member to fill the unexpired term.

IV. Functions and Responsibilities of Teams

Membership: All teams shall be composed of at least five members with consideration given to representation from the geographic areas of the state and to church/institution/agency and type of ministry positions. These teams will be nominated at the end of the annual Conference/Business Meeting and will serve through the next annual Conference/Business Meeting.

1. Program Planning Team: To be appointed by the Vice-President. This team's duties include working with the Vice-President to plan the program for the year that he will be President.
2. Nominating Team: To be appointed by the President, in consultation with the President-Elect (two past Presidents must serve as a part of this team). This Team's duties include nominating all officers at the annual Conference/Business Meeting and to inform nominees of their duties before presentation.
3. Time, Place, Arrangements Team: To be appointed by the President, in consultation with the President-Elect. This Team's duties include recommending the date and location of the annual Conference/Business Meeting two years hence, and in supervising the arrangements and hosting of the upcoming meeting.
4. Publicity Team: To be appointed by the President, in consultation with the President-Elect. This Team's duties include producing a quarterly GBACE newsletter and promoting and informing Christian Educators of the activities and concerns of the Association.
5. Membership Team: To be appointed by the President, in consultation with the President-Elect. This Team's duties include establishing and maintaining contact with Christian Educators in their regions, introducing new Christian Educators to Georgia to GBACE, promoting membership and participation in GBACE, and informing the President of achievements and/or special concerns of Christian Educators in their regions.
6. History Team: To be appointed by the President, in consultation with the President-Elect. This Team's duties include maintaining an up-to-date membership historical table and maintaining an up-to-date written and pictorial history.

V. Revision of Amendment of Manual of Procedure

This Manual of Procedure may be amended at any regular meeting of the Executive Team. The Executive Team will inform the members of the changes by email and at the next Annual Conference.