

**GREATER FORT WORTH CHAPTER  
NATIONAL ASSOCIATION  
OF  
CHURCH BUSINESS ADMINISTRATION  
CONSTITUTION AND BYLAWS**

Article 1 - NAME

The organization will be known as the Greater Fort Worth Chapter of the National Association of Church Business Administration (NACBA<sup>®</sup>).

Article 2 - MISSION

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 3 - MEMBERSHIP

- 3.1 Active Membership will be granted to all persons who, upon application, are found to qualify for Active or Associate membership in NACBA. Active members must be professing and practicing members of the Christian faith and subscribe to the NACBA Code of Ethics. Active members are expected to maintain their NACBA membership. NACBA Active and Associate memberships are defined as follows:
- 3.1.1 Active (voting) membership may be granted 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.
  - 3.1.2 Associate (voting) membership may be granted to those engaged in an activity closely related to Christian business administration in a Christian institution or not-for-profit organization.
- 3.2 Business Membership will be granted with approval of a majority of Chapter Active Members to individuals or individuals who represent organizations wishing to join NACBA for commercial purposes and who desire to join in the support of NACBA, its purposes, and its programs. This category includes those individuals or individuals representing organizations that provide consulting services to churches. Business members are ineligible to hold office or vote, but they will be listed on the Chapter Roster and share in all other services and responsibilities of membership.
- 3.3 Affiliate Membership is for individuals who do not meet the definitions for Active, Associate, or Business membership. Affiliate members are ineligible to hold office or vote, but they will be listed on the Chapter Roster and share in all other services and responsibilities of membership.
- 3.4 Emeritus and Honorary Members conferred by NACBA will receive full recognition and due privileges should they desire to become members of the Greater Fort Worth Chapter.

- 3.5 Dues. To maintain membership in the Chapter, all Active and Contributing members will pay annual dues to the Treasurer before the first day of October each year. The amount of the annual dues will be recommended during the May meeting by the Finance Committee and approved by a majority of the Active Members in attendance at the May meeting.

#### Article 4 - OFFICERS

- 4.1 The officers of the Chapter will be President, Vice President, Secretary, and Treasurer. Chapter officers must be Active Members of NACBA. The manner of election and the primary duties of the officers will be as follows:
- 4.2 Election of Officers: During the regular April meeting, the President will appoint a Nominating Committee composed of at least three past officers to prepare a slate of candidates for office. The slate will be mailed to all active members at least one week prior to the May meeting.
- 4.2.1 Active members may make nominations of candidates for addition to the slate from the floor during the May meeting.
- 4.2.2 Present officers may stand for reelection; however, no person may hold the same office for more than two consecutive years. After being out of an office for at least one year, a person may be elected to a previously held office.
- 4.2.3 Officers will be elected for a period of one year, starting with their installation at the June meeting and serving until the installation of new officers.
- 4.2.4 The election will be held at the May meeting. If there is more than one candidate for an office, election for that office will be made by secret ballot and a majority will be necessary to elect.
- 4.3 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 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.
- 4.4 Precedence: The order of precedence of officers is as follows: (1) President, (2) Vice President, (3) Secretary, (4) Treasurer. No officer will automatically move to the next higher office, except as provided in Article 4.3; however precedence is stated for unforeseen circumstances or catastrophe.
- 4.5 Duties of Officers: Immediately following the June meeting, each outgoing officer will present to his/her successor all papers, records and reports associated with that office.
- 4.5.1 The President is expected to preside at all general and executive committee meetings, direct the general work of the Chapter, and to be an ex officio member of all committees. The President is responsible for filing the annual chapter achievement report with the national office and attending the Chapter Presidents' meeting during the annual NACBA national conference.
- 4.5.2 The Vice President is expected to preside in the absence of the President and will serve as Program Chairman. The Vice President will distribute to the membership a printed schedule of the meeting places and programs no later than the September meeting each year.

- 4.5.3 The Secretary is expected to record the minutes at each meeting, to send a copy of approved minutes to NACBA, to prepare or have prepared a current Chapter Roster and Directory, will send out notification of monthly meetings, and will carry on all necessary Chapter correspondence. The Secretary will work with the monthly Chapter meeting host/hostess, providing attendance estimates and special set-up information at least one week prior to the meeting. The Secretary will transfer all minutes, rolls and records to the incoming Secretary so that a permanent record of the Chapter history can be maintained.
- 4.5.4 The Treasurer will handle and will present a summary financial report at each regular meeting. The Treasurer will collect annual dues, will remind active and contributing members who have not paid their annual dues prior to the January meeting, and, following the January meeting, will provide a list of current membership to the Secretary and President. The Treasurer will deposit all Chapter funds in interest-bearing accounts, and will maintain current signature cards including at least one additional Executive Officer's signature. The Treasurer will prepare all financial records for presentation to his/her successor.
- 4.5.5 Chaplain: At the option of the President, a Chaplain may be appointed to be in charge of opening and closing exercises and to advise the Chapter of any calamities affecting members. (The Chaplain should give prior notice to those members who will be requested to pray in public.)

#### Article 5 - COMMITTEES

- 5.1 There will be the following standing committees with members appointed by the President, and as many other committees as will from time to time seem necessary to the President and approved by the Executive Committee:
- 5.1.1 Executive Committee, composed of Chapter officers and chaired by the President.
- 5.1.2 Program Committee, chaired by the Vice President.
- 5.1.3 Finance Committee, chaired by the Treasurer.
- 5.1.4 Membership Committee, chaired by a past President.

#### Article 6 - MEETINGS AND ORDER OF BUSINESS

- 6.1 The Chapter will hold monthly meetings on the third Thursday of each month, except as indicated below. The location of the meetings will be rotated on a voluntary basis among the churches represented by the membership.
- 6.1.1 A chapter meeting may be canceled or rescheduled by majority vote of the members present or in an emergency situation by the Executive Committee.
- 6.1.2 Special meetings of the Chapter of committees may be called at the discretion of the Executive Committee.
- 6.2 The order of business will generally follow Robert's Rules of Order-Newly Revised. Following the call to order by the President, each meeting should start with a prayer for God's guidance. Meetings will be kept informal.
- 6.3 A quorum for the transaction of business at any meeting will consist of 15% of the active membership.

- 6.4 All elections and questions will be decided by a majority of the vote represented at any meeting at which there is a quorum, except in such cases as will otherwise be required by statute or this Constitution and Bylaws.

#### Article 7 - AMENDMENTS

The Constitution and Bylaws of the Chapter may be amended at any regularly scheduled monthly meeting by a two-thirds majority vote of the active membership present or by sending a written absentee vote provided that notice of the proposed amendment has been circulated to the full membership at least two weeks prior to the meeting at which the vote will be taken.

#### Article 8 - OTHER PROVISIONS

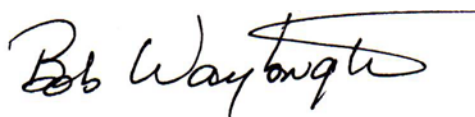
- 8.1 This chapter is organized exclusively for charitable, religious and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).
- 8.2 No part of the net earnings of the chapter will inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the chapter is authorized and empowered to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the purposes set forth in these articles.
- 8.3 There will be no personal liability of members for the obligations of the Chapter.
- 8.4 This Chapter will have no capital stock.
- 8.5 In the event of liquidation or distribution of all or any part of the assets of the Chapter in case of dissolution or otherwise, such assets will be distributed to the National Association of Church Business Administration, which is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

#### ADOPTION

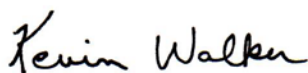
This Constitution of the Greater Fort Worth Chapter of the National Association of Church Business Administration is hereby adopted by a two-thirds majority vote of the active voting membership on a meeting date, April 15, 2010.



Secretary  
Dana Young, CCA



President  
Bob Waybright, CCA



Treasurer  
Kevin Walker, CCA



Vice President  
Larry Carrell

Amendment:

- 4.5.1 Registration fees for attendance at the national conference will be reimbursed to the newly elected or reelected President subject to availability of Chapter finances as determined by the outgoing officers.

This amendment is hereby adopted by a two-thirds majority vote of the active voting membership at a meeting date of December 18, 2014.



Secretary  
Lynn Courtney



President  
Leonard Harris, CCA



Treasurer  
Matt Whitsell, CCA



Vice President  
Cindy Cooper, CPA