

## **Constitution and Bylaws of the Oolenoy River Congress of Christian Education**

Revision: September 15, 2017

### **ARTICLE I. NAME**

This body shall be known as the Oolenoy River Baptist Congress of Christian Education—a Ministry of the Oolenoy River Baptist Association.

### **ARTICLE II. MISSION**

The mission of the Oolenoy River Congress of Christian Education is to plan and provide training and education programs and procedures that will meet the defined Christian education needs of the Oolenoy River Baptist Association and its member churches.

### **ARTICLE III. MEMBERSHIP**

Any Church that is a member of the Oolenoy River Baptist Association may become a part of this ministry; with the understanding that this will include active participation and be financially committed.

### **ARTICLE IV. MEETING TIME**

The following shall represent the **minimum** sessions to be held each year.

The length of each session to be determined by the President; according to the needs of the Congress and the Oolenoy River Baptist Association.

- a. Spring Session—March---2<sup>nd</sup> week
- b. Annual Session July—3<sup>rd</sup> week after the State Congress
- c. Winter Session November-2<sup>nd</sup> week

### **ARTICLE V. OFFICERS**

- 1. President
- 2. First Vice President/Drive Director
- 3. Second Vice President/Youth Director
- 4. Secretary
- 5. Assistant Secretary
- 6. Treasurer
- 7. Dean
- 8. Assistant Dean

## **ARTICLE VI. EXECUTIVE BOARD MEMBERS**

The Executive Board will consist of the elected officers.

The Board shall meet to discuss the business of the Congress of Christian Education only. These meetings will be notified in writing of the scheduled date and time.

## **ARTICLE VII. ELECTION, AND TERM OF OFFICERS**

1. All officers will be elected by majority vote of the Oolenoy River Congress of Christian Education during its annual session.
2. All officers will be elected annually.
3. An Incumbent may be re-elected for a total term of five consecutive years.
4. An Incumbent officer may be removed from office only for cause; upon the recommendation of the Oolenoy River Association Moderator; and the official concurrence of the majority of the Oolenoy River Baptist Association Executive Committee.

## **ARTICLE VIII. DUTIES OF OFFICERS**

### **A. PRESIDENT**

#### **a. Duties**

- i. Serve as chairman of the Executive Board
- ii. Preside over the Congress
- iii. Enforce the Constitution
- iv. Appoint Committees
- v. Perform such ceremonies of the Congress as may be necessary and appropriate
- vi. Strengthen public relation and maintain cooperative relations with other organizations

#### **b. Qualifications**

- i. Must be an ordained pastor, Associate Minister; or member of an Oolenoy River Baptist Association Church
- ii. Must meet SCBCCE certification requirements for the position. (Oolenoy River Baptist Association Moderator may waive this requirement for up to three years.)

### **B. FIRST VICE PRESIDENT/DRIVE DIRECTOR**

#### **a. Duties:**

- i. It shall be the duty of the Vice –President to perform all the duties of the President in the absence of; or at the request of the President.

- ii. As Drive Director; the First Vice President is responsible for coordinating the participation of member churches in the activities of the Congress of Christian Education

**b. Qualifications**

- i. Must be an ordained pastor, Associate Minister; or member of an Oolenoy River Baptist Association Church
- ii. Must meet SCBCCE certification requirements for the position. (Oolenoy River Baptist Association Moderator may waive this requirement for up to three years.)

**C. SECOND VICE PRESIDENT/YOUTH DIRECTOR**

**a. Duties**

- i. It shall be the duty of the 2<sup>nd</sup> Vice President to perform all the duties of the President in the absence of; or at the request of the President.
- ii. As Youth Director; the Second Vice President is responsible for coordinating the youth activities of the Congress of Christian Education

**b. Qualifications:**

- i. Must be an ordained pastor, Associate Minister; or member of an Oolenoy River Baptist Association Church
- ii. Must meet SCBCCE certification requirements for the position. (Oolenoy River Baptist Association Moderator may waive this requirement for up to three years.)

**D. SECRETARY/Assistant Secretary**

**a. Duties:**

- i. Keep all minutes/records of the Congress
- ii. Distribute the minutes at each session to all members.
- iii. Keep the minutes of the Executive Board meeting
- iv. Receive proposed amendments to the Constitution and Bylaws of the Congress.
- v. Notify the Executive board of proposed amendments to the Constitution and Bylaws.

**b. Qualifications**

- i. Must be a member in good standing of an Oolenoy River Baptist Association Church
- ii. Must demonstrate proficiency in normal clerical protocols; including computer applications such as Microsoft Office; or its equivalent

- iii. Must meet SCBCCE certification requirements for the position. (Oolenoy River Baptist Association Moderator may waive this requirement for up to three years.)

## **E. TREASURER**

### **a. Duties**

- i. Chair the Budget Committee
- ii. Maintain all financial records of the Congress of Christian Education
- iii. Distribute written report at each session to all members

### **b. Qualifications**

- i. Must be a member in good standing of an Oolenoy River Baptist Association Church
- ii. Must demonstrate proficiency in normal BOOKKEEPING protocols; including computer applications such as Microsoft Office; or its equivalent
- iii. Must meet SCBCCE certification requirements for the position. (Oolenoy River Baptist Association Moderator may waive this requirement for up to three years.)

## **F. DEAN**

### **a. Duties**

- i. Identify/Quantify the training needs of the Oolenoy River Baptist Association; and its member churches and auxiliaries.
- ii. Ensure the provision of agreed-upon training programs and resources to meet those needs.
- iii. Coordinate all training within the Oolenoy River Congress of Christian Education
- iv. Certify teachers upon the recommendation of the Churches; and according to SCBCCE requirements.

### **b. Qualifications:**

- i. Must be a member in good standing of an Oolenoy River Baptist Association Church.
- ii. Must meet SCBCCE certification requirements for the position. (Oolenoy River Baptist Association Moderator may waive this requirement for up to three years.)

## **G. ASSISTANT DEAN**

### **a. Duties:**

- i. Assist the Dean of the Congress of Christian Education with any Dean duties as requested**

### **b. Qualifications**

- i.** Must be a member in good standing of an Oolenoy River Baptist Association Church.
- ii.** Must meet SCBCCE certification requirements for the position. (Oolenoy River Baptist Association Moderator may waive this requirement for up to three years.)

## **ARTICLE IX. AMENDMENTS**

This Constitution may be amended by a two-thirds vote of Oolenoy River Baptist Congress of Christian Education members; present and voting--at an official meeting called for that purpose.