OFFICERS

According to the Constitution of the Illinois Baptist State Association (6.1) the officers of IBSA shall be a president, a vice president, a recording secretary, and an assistant recording secretary.

Officers must have been members in residence of cooperating churches for at least the twelve months immediately prior to their election, shall continue such membership during their term, and shall not be eligible to serve more than two consecutive terms. No employee of IBSA or family member of an employee of IBSA, nor any person whose salary is subsidized by IBSA, nor any person whose service shall provide a conflict of interest, shall serve as an officer of IBSA.

The president shall preside at meetings of IBSA. The president shall be an ex-officio member of the Board of Directors and the Boards of Trustees, with vote. The president shall serve as an ex-officio member of all committees of IBSA without vote. The immediate past president shall serve as an ex-officio member of the Board of Directors and Boards of Trustees for one (1) year without vote, and shall be ineligible for election to any board until one (1) year has elapsed following the year of ex-officio service. Other specific duties of the president include:
- request in writing to the chairman of the Board of Directors such special meetings of IBSA deemed necessary according to Section 5.2.1.
- request the Board of Directors to consider changes in time or location of the IBSA annual meeting or special meetings according to Section 5.3.
- appoint a parliamentarian to serve during the annual meeting and special meetings of IBSA, according to Section 5.4.
- appoint an assistant upon the absence of the vice-president from IBSA meetings according to Section 5.5.
- chair meetings of the Coordinating Council and call additional meetings, according to Section 7.6.
- recommend a CPA firm to conduct an annual audit of IBSA according to Section 7.8.
- appoint members to the Committee on Committees, according to Section 8.3, and name the committee’s officers (see Standing Committees below)
- conducting an annual orientation for committee chairs
- submit by Oct. 1 a written annual report for the IBSA annual meeting Book of Reports

The vice president, in the absence of or at the request of the president, shall preside at meetings. The vice president shall be an ex-officio member of the Board of Directors and the Boards of Trustees, with vote. The vice president shall serve as an ex-officio member of all committees of IBSA without vote. In the event the president is unwilling or unable to complete the term of office, the vice president shall assume the office of president, vacating the office of vice president.

The recording secretary shall be accountable for recording the proceedings of IBSA in session. A certified copy of the minutes of the IBSA annual meeting shall be submitted to the Executive Director of IBSA for inclusion in the IBSA Annual. The recording secretary shall affix the seal of IBSA to all documents as directed by IBSA. The recording secretary shall convene meetings of IBSA in the absence of the president and the vice president, and shall be an ex-officio member of the Board of Directors and the Boards of Trustees with vote. The recording secretary shall serve as an ex-officio member of all committees of IBSA without vote.

The assistant recording secretary shall perform the duties of the recording secretary in the absence of or at the request of the recording secretary. The assistant shall be an ex-officio member of the Board of Directors and the Boards of Trustees with vote. The assistant recording secretary shall serve as an ex-officio member of all committees of IBSA without vote. An IBSA officer may be removed from office by a two-thirds vote of the board of directors as dictated by its customary procedure.

Document reviewed and revised 10/3/12 (Constitution Committee)
STANDING COMMITTEES

All standing committees of the Illinois Baptist State Association shall consist of twelve (12) members. One-third of the members shall rotate off annually. Any person having served three years or major fraction thereof shall be ineligible for re-election until at least one year has elapsed. Committee membership shall be reserved for those who have been members in residence of cooperating churches for one calendar year immediately prior to committee election. Selection is made to a specific committee in view of ability to contribute to the work of the Association. The position is neither for honor nor remuneration.

The standing committees of the Association shall be:

A. Committee on Committees
B. Committee on Order of Business
C. Nominating Committee
D. Credentials Committee
E. Constitution Committee
F. Resolutions and Christian Life Committee
G. Historical Committee

A quorum shall be present for any action of a committee. Fifty-one percent (51%) of the members of the committees at the time of the meeting shall constitute a quorum. Committee decisions shall be made by a majority vote. All members share accountability for decisions.

Committee Officers

The officers of each committee shall be a chairperson, vice chairperson and secretary.

The president shall appoint the officers of the Committee on Committees. Other committees shall select officers at their last meeting prior to the IBSA Annual Meeting. A prepared list of all members of each respective committee who will be eligible to remain on the committee the following year shall be given to each committee member present.

In the event a vacancy occurs within the office of chairperson, the vice chairperson shall be chairperson. In the event of a vacancy occurring within the offices of vice chairperson or secretary, the selection of these officers shall be the first order of business at the next meeting of the committee.

The new organization of the committees will become effective at the end of the final session of the annual meeting of the Illinois Baptist State Association.

Chairpersons shall conduct meetings in accordance with committee custom, constitutional constraints and any standing orders it may have formulated for the conduct of its affairs. Chairpersons shall have only such authority as is specifically assigned.

Committee Officer Orientation

The president of Illinois Baptist State Association will be responsible for orientation of chairpersons of standing committees.
Reimbursement of Expenses

It is the responsibility of the Illinois Baptist State Association to reimburse committee members for actual expenses incurred in the performance of their duties. This includes actual travel expense, meals, lodging, tips, tolls and telephone calls. Each member shall be reimbursed upon submitting a detail of expenses on the prescribed form. Reimbursed expenses are not to be considered as personal income or interpreted as remuneration for services rendered to the committee.

Since the IBSA annual meeting is a meeting of messengers from the churches, it is the responsibility of the respective churches to bear the expenses of their own messengers. However, IBSA will reimburse necessary travel expenses for members of committees required to meet during the annual meeting.

1. Mileage will be paid at the rate determined by the Board of Directors. When committee members travel together, mileage is to be paid only to the person whose car is used.

2. When public transportation is used, the member shall be reimbursed for the full fare.

3. Committee members may request reimbursement for meals they purchase in route as well as those during the meeting, provided no "group" arrangements are made. Members are encouraged to be reasonable in the use of meal allowance.

4. Overnight room reservations for those committee members who do not live within reasonable driving distance of the place of meeting should be made through the Executive Director. The allowable expense for motel rooms will be based on rates negotiated by the Executive Director. Those desiring to make accommodations for themselves will be allowed the negotiated amount.

5. Any other necessary expenditure made in carrying out committee responsibilities, such as telephone calls, tips, tolls, should be listed and itemized on the expense voucher.

6. Guests are always welcome to attend committee meetings. Only the expenses of a shared hotel room will be covered by IBSA for a committee member’s guest. All other expenses of guests are the responsibility of the committee member who invited them.

Agenda Preparation

The chairperson of each committee shall be responsible for preparation of an agenda for each meeting which shall be provided to the Executive Director for distribution two weeks prior to the meeting. Copies shall be mailed to the members of the respective committee, the president and vice president of the Illinois Baptist State Association.

Items of urgency may be submitted for inclusion on the agenda at the beginning of the meeting. Such items shall be added only by unanimous vote of those present.

Minutes of the Meetings

The secretary of each committee shall prepare minutes of the meetings. A copy shall be submitted to the Executive Director for inclusion in the minute book within two weeks of the date of recess or adjournment. The Executive Director shall provide copies of the minutes to all members of the committee, the president and vice president of Illinois Baptist State Association.

Document reviewed and revised 10/3/12 (Constitution Committee)
Committee on Committees
Role Specification

Committee officers shall be that of chairperson, vice chairperson and secretary. Upon assuming office of president of Illinois Baptist State Association, the president shall appoint officers to serve for one year. While serving on the Committee on Committees, members shall be ineligible for nomination to other standing committees.

General Responsibilities

Nominate to the Illinois Baptist State Association persons for membership on all standing and ad hoc committees authorized by the Association with exception of the Committee on Committees.

Prescribed Role Content

Meet the second week of August, for the purpose of compiling a list of names for nomination to fill vacancies on all standing and ad hoc committees of the Illinois Baptist State Association with the exception of the Committee on Committees.

Select nominees on the basis of ability to render maximum contribution to the objectives of the Association. Equitable representation from churches throughout the state shall be based upon knowledge of the churches involved in committee membership on committees of the Board of Directors, the Boards of Trustees and committees of the Illinois Baptist State Association and ad hoc committees.

Obtain from nominees’ written consent to serve before their names are presented to the Illinois Baptist State Association. Responsibilities of serving shall be described to the nominee including dates of regular meetings and attendance requirements.

The chairperson shall be responsible for placing in the hands of the Executive Director a list of names of persons who have been nominated, contacted and agreed in writing to serve if elected. The list shall be submitted by October 1 for inclusion in the Book of Reports to the annual meeting of the Illinois Baptist State Association.

In the event that the IBSA in annual meeting deems it necessary to authorize an ad hoc committee, the Committee on Committees shall meet on call from the chairperson for the purpose of preparing a list of nominees to the Association. Such a meeting will not require the two weeks advance notice.

The committee is answerable only to the Illinois Baptist State Association and shall nominate persons only at the annual meeting unless otherwise directed by the Association.

Discretionary Role Content

Decides the number of additional meetings required to perform the assigned work.
Committee on Order of Business
Role Specification

General Responsibilities

Suggest a program including an order of business for the annual Association with time for the introduction of all matters requiring a vote not scheduled on the agenda, and fix a time for the consideration of same.

Recommend the time and place for the annual meeting three-years in advance.

Recommend to the Association a speaker for the succeeding annual meeting's sermon.

Prescribed Role Content

Meet 4th week of March for the purpose of preparing a program for the annual meeting for that year.

Select three years in advance, the theme, general format and principal speakers, except the preacher of the annual sermon. The Executive Director will be responsible for communicating with all program personnel.

Meet the 3rd week of September for the purpose of reviewing progress and finalizing plans for the program. The chairperson shall be responsible for providing the Executive Director a finalized copy of the program no later than October 1.

The committee shall recommend the person who will deliver the annual sermon at the succeeding meeting of the Association.

The committee shall consider the time and place for succeeding meetings of the Association.

The committee shall meet on the first day of the IBSA annual meeting for the purpose of reviewing the program to be recommended to the Association for consideration.

Discretionary Role Content

Decides the number of additional meetings required to perform the assigned work.

During the annual meeting of the Association the committee may be called into session by the chairperson at any time to review the progress of the program or to consider necessary adjustments for the smooth operation of the program.
Constitution Committee
Role Specification

General Responsibilities

Review the IBSA Constitution annually and all proposed amendments, and make recommendations to the Convention concerning them.

Prescribed Role Content

Meet 4th week in August for the purpose of reviewing proposed constitutional amendments, reviewing the constitution and assessing the work of the Illinois Baptist State Association in light of constitutional constraints.

Review all proposed constitutional amendments and make recommendations to the IBSA annual meeting regarding them.

In conjunction with the IBSA Executive Director the committee shall make updates and changes to the IBSA Officer and Committee Manual.

Provide the Executive Director by October 1 a report containing the committee's assessment of the work of IBSA in light of constitutional constraints including suggestions for adjustment.

Discretionary Role Content

Decides the number of additional meetings required to perform the assigned work.
General Responsibilities

Receive, review and make recommendations regarding all petitionary letters from churches seeking to cooperate with the Illinois Baptist State Association.

Review a list of and communication with non-cooperating IBSA churches encouraging them to fulfill the expectations of cooperation.

Enroll all qualified messengers to the IBSA annual meeting and dispense all official material.

Prescribed Role Content

Meet the 3rd week of March and the 4th week of September.

The committee will review materials received from the churches seeking a cooperative relationship with Illinois Baptist State Association. Each church shall be contacted personally by a member of the Credentials Committee. An announcement shall be made in the Illinois Baptist at least five (5) weeks prior to the September committee meeting giving new churches time to file a petitionary letter with the chairperson of the Credentials Committee. One week prior to the meeting of the committee, a list of churches having filed a petitionary letter will be published in the Illinois Baptist.

During the course of the year, the committee will work with the Executive Director in implementing a process for encouraging non-cooperating churches to begin fulfilling the expectations of cooperation and shall report its findings and recommendations at the IBSA annual meeting.

The committee shall enroll all qualified messengers for the annual meeting and shall make available the appropriate registration form to each qualified messenger, enlisting the assistance of others in enrolling messengers. Official materials and details for enrolling messengers shall be discussed with the Executive Director.

The committee is responsible for the dispensing of all official material during the annual meeting. It is also the responsibility of the committee to receive all dispensed material needed for the purpose of counting, recording, etc.

Discretionary Role Content

Decides the number of additional meetings required to perform the assigned work.

During the IBSA annual meeting, the committee shall be subject to call at the discretion of the chairperson to review matters related to the assigned responsibilities of the committee.
Historical Committee
Role Specification

General Responsibilities

Procure and preserve IBSA historical materials and promote historical preservation by churches and associations.

Prescribed Role Content

Meet the 3rd week of March, Sunday being the first day of the week.

Recommend to the IBSA Executive Director matters requiring ongoing maintenance or care.

Oversee the collection and maintenance of the IBSA Historical Library and Archives and submit to the Executive Director items of historical significance to be kept in the archives.

Advocate the documentation and celebration of church history at local, associational and state levels.

Educate local leaders regarding the preservation of historical records in Illinois churches and associations.

The chairperson shall be responsible for the preparation of a report to be placed in the hands of the Executive Director by October 1 for inclusion in the Book of Reports to the annual meeting of the Illinois Baptist State Association.

Discretionary Role Content

Decides the number of additional meetings required to perform the assigned work.
Nominating Committee
Role Specification

General Responsibilities

Nominate persons for membership to the Board of Directors and Boards of Trustees of the Illinois Baptist State Association. While serving on the Nominating Committee, members shall be ineligible for nomination to the Board of Directors or Boards of Trustees of the Association.

Prescribed Role Content

Meet the second week of August, for the purpose of compiling a list of names for nomination to fill vacancies on the Board of Directors and Boards of Trustees of the Association.

Select nominees to serve on a specific committee in view of their special ability to make a maximum contribution to the objectives of IBSA. Equitable representation from the churches throughout the state shall be based upon the committee's knowledge of the churches involvement in committee membership on committees of IBSA and ad hoc committees as well as the Board of Directors and Boards of Trustees. The primary criteria for selection has been prescribed by the Constitution.

Nominees must consent in writing to serve before their names are presented to the IBSA annual meeting. Responsibilities of serving shall be described to the nominees, including dates of new member orientation, regular meetings and attendance requirements.

The chairperson shall be responsible for providing the Executive Director a list of names of persons who have been nominated and contacted and have agreed in writing to serve if elected. The list shall be submitted by October 1 for inclusion in the Book of Reports to the IBSA annual meeting.

In the event vacancies occur on the Board of Directors and Boards of Trustees between IBSA annual meetings, the chairperson shall call a special session of the Nominating Committee to meet at least two weeks before the next regular meeting of the Board of Directors. The chairperson of the Nominating Committee shall submit to the chairperson of the Board of Directors, a list of the names for nomination to fill said vacancies.

Discretionary Role Content

Decides the number of additional meetings required to perform the assigned work.

Document reviewed and revised 10/3/12 (Constitution Committee)
General Responsibilities

Prepare and submit to IBSA all resolutions which it deems appropriate for adoption, and seek to make the IBSA churches aware of critical moral and social issues in our state, nation and world and seek to lead them to become redemptively involved.

Prescribed Role Content

Meet the 3rd week of March and 2nd week of September.

Meet during the annual meeting of the Illinois Baptist State Association for the purpose of discussing issues and resolutions that should be brought before the IBSA annual meeting.

The chairperson shall be responsible for announcing to the IBSA annual meeting the availability of the committee to discuss matters for which resolutions should be formulated or resolutions already prepared by messengers, and shall be responsible for the formulation and presentation of all resolutions to the IBSA annual meeting. The plan for implementation shall be included in the resolution.

Discretionary Role Content

Decides number of additional meetings required to perform the assigned work.

During the annual session of the Illinois Baptist State Association, the chairperson decides time and place of meeting to perform necessary work.

Determines methods to be used in informing members of IBSA churches of critical moral and social issues.