

Fairfax Central Baptist
Sunday School Union

Constitution

Revised

June 8, 2019

Mission Statement

- **We, the Members of the Fairfax Central Baptist Sunday School Union, believe that the Sunday School has a special ministry to fulfill in the total mission of our member churches; we have come together to work cooperatively to strengthen the Sunday Schools to develop disciples.**

- **We will identify and redefine our role as Members Churches by boldly taking the Great Commission to the world. To create and nurture our Members to allow the Word of God to grow within them.**

Constitution

Article 1: Name

Section 1: This Union shall be known as the Fairfax Central Baptist Sunday School Union.

Article 2: Elective Officers

Section 1: The Elective Officers of this Union shall be President, 1st Vice President, 2nd Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Educational Advisor, Retreat Facilitator, Retreat Coordinator, Membership Coordinator, Missionaries and Historian.

Section 2: The Elective Officers of the Union and the Superintendents of each member Sunday School shall constitute the Executive Board of the Fairfax Central Baptist Sunday School Union with voting powers.

- Former Fairfax Central Baptist Sunday School Union Presidents shall be part of The Executive Board with voting powers.

Article 3: Election and Installation of Officers

Section 1: Every two years, a nominating committee of five (5) persons will be elected by the Executive Board at the March Executive Board meeting. The committee will select a slate of officers to be presented and voted on at the June Executive Board meeting. The elected Officers will be presented and installed at the June event.

Section 2: Upon installation of officers, the following oath shall be administered by Minister/Officer of the Church where the Union will hold its annual event:

- I do solemnly agree that I will earnestly and faithfully discharge all the duties of the office to which I have been elected in this Union. That I will always be present at each meeting of the Union unless prevented by an unforeseen situation.

Section 3: The officers will hold their position for two (2) years (see Article 3, **Section 1**). If the Union chooses to keep their Officers for more than three (3) years without a break, a vote can be taken by the Executive Board after the two years are up to keep the officers for two (2) years more, but not more than four (4) years.

Article 4: Duties of Officers

Section 1: The President shall preside at all meetings, sign all orders from the Treasurer and discharge such other duties as are incumbent upon the Office. The President shall have the power to call meetings of the Executive Board.

It is the duty of the President to encourage faithful and efficient performance of duties by Officers of the Union. To outline and pursue such programs that will contribute to the success and welfare of the Union.

Section 2: The 1st Vice President / 2nd Vice President shall attend all meetings of the Union and shall in, the absence of the President presides at the meetings and assume all the President's duties and powers in his or her absence. The 1st Vice President / 2nd Vice President will be responsible for the organization and implementation of any other ministry events that the Union designates.

Section 3: The Treasurer shall attend all meetings; maintain all financial records; and receive all monies of the Union. The Treasurer will disburse all monies when directed by the President and/or Vice President.

Section 4: The Assistant Treasurer shall attend all meetings of the Union and shall assist the Treasurer in the performance of the duties of that office and shall serve in the absence of the Treasurer.

Section 5: The Recording Secretary shall attend all meetings of the Union keep the minutes thereof, and record all transactions therein, including all reports. It is the duty of the Recording Secretary to keep a book, in which shall be inscribed, the names of all members of the Union. The Recording Secretary when directed by the President issue notices of special meetings.

Section 6: The Assistant Recording Secretary shall attend all meetings of the Union and shall assist the Recording Secretary in the performance of the duties of that office and shall serve in the absence of the Recording Secretary.

Section 7: The Corresponding Secretary shall attend all meetings of the Union. When directed by the President notices of special meetings will be issued; will have responsibility of the Union's correspondence; send out announcements member churches activities, which Superintendents submit to the Corresponding Secretary; sending cards, flowers, etc. whenever notified by the President; and perform such other duties as assigned by the President of the Union.

Section 9: The Assistant Corresponding Secretary shall attend all meetings of the Union and assist the Corresponding Secretary. Performs the duties of the Corresponding Secretary when he/she cannot perform his/her duties. Also, he/she performs such other duties as assigned by the President of the Union.

Section 10: The Missionary shall attend all meetings of the Union and give a report at the Executive Board Meetings in September; December; March and June. The duties shall be participation of our membership Sunday Schools; as well as, recruiting other Baptist Sunday Schools that are not presently members of the Union. The Missionary will also perform other duties assigned by the President. The Missionaries will contact and/or visit the Fairfax Central Baptist Sunday School Union Churches assigned to them. They will encourage attendance at our Union meetings, ask for brief highlights in the Sunday School and ask if there are needs that the Union can meet. They will also be prepared to provide information concerning the Union as needed.

Section 11: Membership Coordinator visit churches to secure new member churches to the Union and encourage inactive churches to reactivate their membership. Secure Pastor's names, church names, addresses, phone numbers, worship locations if different from church address and any updates for member churches and give this information to the Recording Secretary. Submit quarterly written reports to Recording Secretary to be included in the Minutes of that meeting.

Section 12: The Educational/Resources Advisor shall attend all meetings of the Union and give a report at the Executive Board meetings in September, December, March, and June. The duties shall be to research and present information to the Union that will educate and help the Union to carry out the spreading of the Word of God. The Educational/Resources Advisor will also perform duties as assigned by the President.

Section 13: The Historian shall attend all meetings of the Union and shall preserve all historical records.

Section 14: The Workshop / Retreat Facilitator shall attend all meetings of the Union and plans as well as implements all workshops and retreats.

Article 5: Membership and Membership Qualifications

Section 1: The Union shall be composed of Baptist Sunday School member churches of good moral character; believing in the Gospel of Jesus Christ.

Section 2: The requirements for new membership churches are to let the Union know that they wish to affiliate with us, attend meetings, and pay dues.

Article 6: Credentials

Section 1: Effective as of January 2017, dues will be increased to \$300 annually. Payments are due by March 31st of each year.

Article 7: Meetings

Section 1: The Executive Board meetings shall be held quarterly on the second Saturday in March, June, September and the first Saturday in December, beginning at 9 a.m. at a selected location as named or unless stated by committee. The sessions shall begin at 9 a.m. and end by 11:30 a.m. The General meetings shall be held prior to the annual events each year, excluding the Saturday Night Talent Show and Workshop. The General meetings Shall begin at 9 a.m. and end by 10 a.m.

Article 8: Attendance

Section 1: All Officers are required to attend all meetings of the Union unless previously informed the President. The President should be called in all cases of absence from the meetings.

Section 2: All delegates attending the Union shall remain until all business has been transacted, unless informed the President.

Article 9: Voting

Section 1: Only the Executive Board members may be allowed to vote (see Article 2, **Section 2**).

Article 10: Impropriety (Improper Behavior)

Section 1: Any questionable behavior will be reviewed appropriately by the Board.

Article 11: Appropriation to Sunday Schools (help defray the cost of food, Executive Board meetings, and other events)

Section 1: At each regular quarterly session of the Union, the sum of \$200 will be appropriated to the host church.

Article 12: Order of Executive Board Meetings

- Section 1:**
- Devotions and Blessing of Food
 - Welcome
 - Comments from President
 - Recognition of New Superintendents and First Time Attendees
 - Recognition & Approval of the Minutes from previous meeting
 - Treasurer and Standing Officer Reports
 - Old Business
 - New Business
 - Remarks & Announcements
 - Closing Prayer

Article 13: The Aaronita M. Brown Scholarship Awards

Section 1: The scholarship assistance program for graduates attending Sunday School will be named the Aaronita M. Brown Scholarship.

Section 2: The participating Sunday Schools shall follow the guidelines established by the Union for the Awards.

Section 3: The Scholarship Ceremony shall be held on the fourth Saturday in June at 9 a.m. Recipients must have participated in or are participating in Union activities.

Article 14: Amendment of the Constitution and By-Laws

Section 1: If an Officer or Member of the Executive Board feels that a revision should be made to the Constitution and By-Laws, a proposal shall be made to the Executive Board for approval.

Section 2: The President can select a Committee or appoint volunteers to consider additions and/or changes to the Constitution and to the By-Laws. The Constitution and the By-Laws must support each other.

Section 3: All changes and/or additions to the Constitution and to the By-Laws must be Submitted to the Executive Board for approval.

2017 Constitution Committee Members

Deacon Charles J. Monterio, Sr., Chairperson

Rev. Randi Manderson

Deacon Barbara Carrington

Deaconess Edora Greenhill

Sister Lee Harris

Sister Aaronita Brown