



## **CBF Youth Ministry Network**

### **By-Laws**

February 25, 2013

#### **Article I. Name**

The name of the organization will be the Cooperative Baptist Fellowship Youth Ministry Network.

#### **Article II. Purpose**

We exist to encourage, support, and challenge those serving God and youth among the Cooperative Baptist Fellowship (CBF Youth Ministry Network).

#### **Article III. Membership**

**Section 1 Membership** – Any person who is a full or part time youth minister, a volunteer or church teacher with youth, or has interest in youth ministry in CBF life who is willing to pay the annual membership dues will be considered a voting member of the CBF Youth Ministry Network. Annual membership dues expire on the one-year anniversary of the payment of the previous year's dues. Dues are set by the Executive Board.

**Section 2 Membership Responsibilities and Privileges** – All active members will be expected to help further the purpose of the CBF Youth Ministry Network's by encouraging peer ministers to join the network; by offering whatever gifts, experiences and expertise they possess for use in training opportunities provided by the network; and by being willing to mentor those in the network who are coming behind toward excellence in youth ministry. Further, members are expected to participate in the CBF Youth Ministry Network's activities as time and finances allow. Finally members are expected to submit current contact information on an annual basis, or when a member moves to a new position.

## Article IV. Officers

The Executive Board of the CBF Youth Ministry Network shall govern all affairs of the Network.

### Section 1: Executive Board

**1:1– Executive Board Officers-** The Executive Board shall consist of the following officers: President, President Elect, Membership Coordinator, Resource Coordinator, Technology Coordinator, Community Coordinator, and Treasurer. Ex-Officio Officers shall include the Communications Assistant and other Ex-Officio Officers as invited by the Executive Board.

**1:2- At-Large Board Members-** The Executive Board will also contain three At-Large Board Members, to be appointed by the officers. These At-Large Members will be voting members of the Executive Board and shall serve two-year terms. At-Large Members are eligible for consecutive terms at the discretion of the officers.

**Section 2: Term** – The term of office for the President and President Elect shall be one year each, with the President Elect then serving one year as President. The term of office for the Coordinators shall be two years.

**Section 3: Qualifications** – Any CBF Youth Ministry Network member in good standing is eligible to be elected as officer.

### Section 4: Duties

**4:1 – Executive Board** – The Executive Board will be responsible to develop the CBF Youth Ministry Network’s annual budget, establish and oversee any needed committees to conduct the work of the CBF Youth Ministry Network, and to set the general priorities, activity, and events of the CBF Youth Ministry Network.

#### 4:2 – Individual officers

**President** – The President shall set the agenda for and preside at general meetings and give leadership to the Executive Board, coordinate national event planning and shall serve as the official representative of the CBF Youth Ministry Network.

**President Elect** – The President Elect shall assist the President in coordination of national events, and shall act as the organization’s secretary at all general meetings and Executive Board meetings and shall present the minutes to the board within two weeks of any said meeting. The President Elect shall appoint a recorder at any board meeting where the President Elect is unable to be present. The President Elect shall keep the history of the CBF Youth Ministry Network. The President Elect shall act, with full authority, as the President at any meeting where the President cannot attend.

**Membership Coordinator** – The Membership Coordinator shall actively recruit membership and membership renewal of individuals and congregations. The Membership Coordinator shall also oversee the development of a certification process.

**Resource Coordinator**– The Resource Coordinator shall oversee the guidelines for and manage ministry partnerships. The Resource Coordinator shall communicate at least quarterly to bring appropriate information back to the Executive Board concerning existing networks and potential for CBF-affiliated youth ministry networks. This database should be made available to the membership of CBFYMN on the CBFYMN website. The Resource Coordinator shall develop and maintain a network of Youth Ministry coaching mentors to aid in the professional development of members.

The Resource Coordinator shall oversee the continued development of the organization’s Resource Bank in conjunction with the Communications Assistant and Technology Coordinator.

The Resource Coordinator will serve as the organization’s representative to the National Coordinating Council of the Cooperative Baptist Fellowship, or the Executive Board may appoint another representative. The organization will provide a travel stipend for the Coordinating Council representative, should it be needed.

**Technology Coordinator**– The **Technology Coordinator** shall manage all communication platforms for the organization, with the help and oversight of the President and the Communications Assistant. This communication shall include, but not be limited to: maintaining a website, managing several social media platforms, and distributing a monthly eNewsletter. In addition, the Resources and Communications Coordinator.

**Community Coordinator** – The Community Coordinator shall oversee programs and initiatives that advocate for the organization’s members and for the general importance of youth ministry within CBF life. The Community Coordinator shall oversee the creation of a support network to care for the organization’s members as appropriate and to offer pastoral care when needed.

**Treasurer**- The Treasurer shall serve as the steward of the network’s finances, collecting dues, arranging for payment of authorized expenses, reporting financial information on a quarterly basis to the Executive Board, and prepare an annual financial report for the organization’s general meeting.

**Communications Assistant**- The Communications Assistant will be a part-time, paid position with hours and payment to be negotiated each year with the President, upon approval of the Executive Board. The Technology Coordinator will supervise this position. The Communications Assistant shall gather information and prepare a monthly newsletter, manage and post regularly on multiple social media platforms and work with the Technology Coordinator to develop new communication strategies for the network.

**Section 5: Board Meetings** – The Executive Board will meet at least twice a year, one physical meeting and one virtual meeting. The President has the authority to call other meetings as needed.

**Section 6: Removal** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

**Section 7: Vacancy** – If a vacancy occurs on the Executive Board, the President shall appoint a CBF Youth Ministry Network member to fill the vacancy for the remainder of that officer’s term.

## **Article V. Meetings**

The Executive Board will conduct much of the business of the Network, however, at one of the Network's open and general meetings on an annual basis, the President shall call the CBF Youth Ministry Network into business session for the purpose of voting on key matters pertaining to the Network. Any Network member in good standing and present at the meeting will have a vote.

## **Article VI. Finances**

**Section 1: The Fiscal Year** – The fiscal year of the CBF Youth Ministry Network will be January 1-December 31<sup>st</sup>.

**Section 2: Banking** – All funds shall be kept in an account, or subaccount of the CBF Youth Ministry Network, at the discretion of the Executive Board. Checks can be signed by the Membership Coordinator serving as Treasurer, or to a delegate chosen by the President. On a quarterly basis, the President will review all finances, including all expenses paid.

**Section 3: Financial Management**- CBFYMN and Passport, Inc., agree to contract with Passport, Inc., to allow Passport, Inc. to gather, manage and account for CBFYMN funds. Passport, Inc. shall only disburse checks by direction of the CBFYMN Treasurer. Information will be supplied quarterly to the Treasurer from Passport, Inc. in order for a quarterly report to be developed and submitted by the Treasurer.

## **Article VII. Relationship to the CBF**

The CBF Youth Ministry Network shall be an independent organization and shall work to achieve and maintain active status as a Strategic Partner as defined by the Cooperative Baptist Fellowship's 2005 Partnership Study Report.<sup>1</sup>

## **Article VIII. Dissolution**

In the event of the dissolution of the CBF Youth Ministry Network, all assets shall be transferred to the CBF offices in Atlanta, GA to be used for the furthering of Youth Ministry.

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<sup>1</sup> [http://www.thefellowship.info/documents/partnershipstudyreport\\_final\\_062905.pdf](http://www.thefellowship.info/documents/partnershipstudyreport_final_062905.pdf)

## **Article IX. Amendments to the By-Laws**

An amendment to these by-laws shall be approved at any meeting of the CBF Youth Ministry Network Executive Board by a majority vote. Following approval, notice of changes shall be communicated to the Network members at least 30 days prior to ratification by vote of the larger body.

The Interim Membership and By-Laws Task Force of the Inaugural Steering Committee of the Cooperative Baptist Fellowship Youth Ministry Network respectfully submit these bylaws for approval on March 1, 2011.

They are hereby approved on March 1, 2012.

Ammendments to these By-Laws were approved on February 25, 2013.