

# **BYLAWS OF ROCK SPRINGS BAPTIST CHURCH OF WOODSTOCK, GEORGIA, INC.**

## **PREAMBLE**

These bylaws are hereby established and adopted by the Members of ROCK SPRINGS BAPTIST CHURCH OF WOODSTOCK, GEORGIA, INC. (hereinafter the "Church") for the following purposes: (1) preservation of the practice of the principles of faith held by the Church as set forth in the Articles of Faith contained herein; (2) so that the Church may be governed in an orderly manner; (3) preservation of the liberties of each individual Member of the Church and (4) preservation of the Church's freedom of action in its relation to other churches of the same faith and order.

## **ARTICLES OF FAITH**

1. We believe in only one true and living God, The Father, Son and Holy Ghost, and these three are one.
2. We believe that the scripture of the Old and New Testament are the word of God and the only true rule of faith and practice.
3. We believe in the doctrine of original sin.
4. We believe in man's inability (impotency) to recover himself from the fallen state he is in by nature by his own free will and holiness.
5. We believe in the doctrine of election through sanctification of the Spirit and belief of the truth.
6. We believe that sinners are justified in the sight of God only by the merit of Jesus Christ.
7. We believe the saints shall persevere in grace, and not finally fall away.
8. We believe that Baptism and the Lord's Supper are ordinances of Jesus Christ and true believers are the only proper subjects and do believe that the true mode is immersion.
9. We believe in the resurrection of the dead and a general judgment.
10. We believe the joys of the righteous and the punishment of the wicked will be eternal.
11. We believe that none have a right to administer the ordinances but ministers of the gospel regularly ordained to that office.
12. We believe that none but believers have a right to the ordinances of Baptism and the Lord's Supper.

13. We believe it to be the duty of ministers to preach and to administer the ordinances of the gospel and we believe it to be the duty of the Church to support the gospel.

### **ARTICLE I – Place and Time of Worship**

SECTION 1. Place of Worship. The principal place of worship of the Church shall be located at 1640 Rock Springs Lane, Woodstock, Georgia 30188, unless and until another structure is constructed for the specific purpose of becoming a new principal place of worship.

SECTION 2. Time of Worship. Sunday School shall be held each Sunday beginning at 10:00 a.m. and regular worship service shall be held each Sunday beginning at 11:00 a.m. The Church may also meet on such other occasions and at such other places and times as determined and agreed upon by the Members of the Church.

### **ARTICLE II – Conduct of Church Business**

SECTION 1. Place and time of Conference. The regular business of the Church shall be conducted during Conference, which shall be held the second Sunday in September, December, March and June immediately following the regular worship service. Special sessions of Conference may be called by the Board of Deacons, or by the Church as otherwise set forth herein, as necessary to ensure the orderly and timely handling of the business of the Church.

SECTION 2. Procedure for Conduct of Church Business During Conference. The following items shall be followed at Conference:

1. To invite visiting brethren to seat and aid in counsel when called upon;
2. Reference;
3. Peace and fellowship of the Church;
4. Open the doors of the church for the reception of members and
5. General business

### **ARTICLE III – Membership**

SECTION 1. Determination of Conditions and Requirements for Membership. The Members of the Church reserve the exclusive right to determine the conditions, requirements and procedures for membership.

SECTION 2. Time for Acceptance of Members. Individuals presenting themselves as a candidate for membership in the Church may do so when the doors of the Church are opened for acceptance of candidates for membership during Conference or at any other time the doors of the Church are opened for acceptance of candidates for membership.

SECTION 3. Qualifications for Membership. The membership of the Church shall consist of persons having: (1) publicly confessed Jesus Christ to be their Lord and Savior and (2) been baptized by immersion. Individuals presenting themselves as a candidate for membership in the Church shall do so on one of the following grounds:

1. By experience of grace and profession of faith as a candidate for baptism;
2. By letter from another church of the same faith and order;
3. Under the watchcare of the Church until the candidate's letter can be obtained from another church of the same faith and order or
4. By statement of an experience of grace and prior baptism in a church of the same faith and order if no letter is obtainable.

SECTION 4. Procedure for Membership. Each qualified candidate for membership in the Church receiving a move and second of acceptance by a male Member and a majority vote in favor of acceptance by all Members present at the time of the vote shall be received as a Member of the Church, provided that acceptance as a Member of the Church is not completed until either: (1) the candidate has been baptized by immersion or (2) a letter from a church of the same faith and order is received. Where a candidate seeks membership by statement as described in Section 3 of this Article because no letter is obtainable, the membership process is completed upon a move and second of acceptance by a male Member and a majority vote in favor of acceptance by all Members present at the time of the vote. Following completion of the membership process, the new Member shall receive the right hand of Church fellowship and shall henceforth have all the same rights and privileges as any other male or female Member of the Church.

SECTION 5. Discipline of Members. Reconciliation with the Church and repentance, rather than mere punishment, is to be the goal of any disciplinary action taken by the Church against any Member. However, the Church reserves the right to impose any disciplinary action deemed necessary, including termination of membership. Any Member whose membership is terminated may, upon the former Member's request, seek to be restored to membership upon presenting evidence of repentance and reformation satisfactory to the Church.

Should a serious condition exist which would cause a Member to become a liability to the general welfare of the Church or otherwise warrant disciplinary action by the Church, every reasonable measure shall be taken to resolve the problem in accordance with the Gospel steps set forth in Matthew 18:15-35. The Board of Deacons, pastor and all other Members should be available to provide counsel and guidance to a troubled Member when called upon and when able to do so. All disciplinary proceedings and actions shall be carried out with a spirit of Christian kindness and forbearance and should be proportionate to the Member's action and designed to fulfill the goal stated herein.

SECTION 6. Termination of Membership. Membership in the Church shall be terminated in any of the following ways:

1. Death of the Member;

2. Granting of a letter to the Member on the Member's personal request;
3. Transfer to another church of the same faith and order upon the request by the Clerk of that church for the Member's letter;
4. Proof of membership in a church of another denomination or
5. A move and second for extrication of the Member and a two-thirds vote in favor of extrication of the Member by all Members present at the time of the vote.

#### **ARTICLE IV – Church Officers and Committees**

SECTION 1. Time of Election of Officers and Elected Committee Members. Election of Church officers and committee members, when election of a committee member is required as set forth in this Article, shall be held annually on the fourth Sunday in August during a special Conference.

SECTION 2. Term of Office for Elected Officers and Committee Members. All officers and elected committee members shall serve one (1) year terms, unless another period of service is expressly set forth herein.

SECTION 3. Procedure for Election of Church Officers and Elected Committee Members. Any male Member may nominate a candidate for any Church office or elected committee. Any nominee who receives a nomination and second by a male Member is eligible to receive votes for the nominated position. Voting shall be by secret ballot unless a motion and second to suspend secret ballot is made by a male Member and said motion receives a majority vote in favor of suspending secret ballot by all Members present at the time of the vote. Any nominee receiving a majority of the vote of the Members present at the time of the vote is thereby elected to the office or committee.

SECTION 4. Qualifications for Officers and Elected Committee Members. All Church officers and elected committee members, other than the Pastor, shall be a Member of the Church.

SECTION 5. Church Officers and Responsibilities. Church officers shall consist of the following positions and the holder of each respective office shall have the following responsibilities:

1. PASTOR - Preach and administer the ordinances of the gospel and serve as moderator at Conference.
2. CLERK - Maintain a record of all actions of the Church taken in Conference. The Clerk shall be the curator of all Church records and shall maintain a register of the names of members, including the dates and grounds of admission and termination of members. The Clerk shall perform all necessary administrative functions to give effect to action taken by the Church.

3. **TREASURER** – Receive and preserve all monetary donations to the general treasury of the Church and pay all bills and obligations of the Church as authorized by the Church. Records of gross receipts to and itemized disbursements from the general Church treasury shall be maintained. An annual financial report of the receipts to and disbursements from the general Church treasury for each fiscal year shall be prepared for the review of the Board of Deacons and Financial Committee, with said report being maintained by the Clerk as a part of the permanent records of the Church.
4. **SONG LEADER** – Lead the song service portion of Church worship services.
5. **YOUTH DIRECTOR** – Oversee youth related Church activities in a manner consistent with the practice of the principles of faith set forth herein. The Youth Director shall be responsible for maintaining all monetary donations designated for youth activity and paying all expenses incurred in the conduction of youth activities from said funds. An annual financial report of the receipts to and disbursements from funds designated for youth activity for each fiscal year shall be prepared for the review of the Board of Deacons and Financial Committee, with said report being maintained by the Clerk as a part of the permanent records of the Church.
6. **CEMETERY FUND TREASURER** - Receive and preserve all monetary donations to the Cemetery Fund and pay all bills and obligations of the Cemetery Fund as authorized by the Church. An annual financial report of the receipts to and disbursements from the Cemetery Fund shall be prepared for each fiscal year for the review of the Board of Deacons and Financial Committee, with said report being maintained by the Clerk as a part of the permanent records of the Church.
7. **BUILDING FUND TREASURER** - Receive and preserve all monetary donations to the Building Fund and pay all bills and obligations of the Building Fund as authorized by the Church. An annual financial report of the receipts to and disbursements from the Building Fund shall be prepared for each fiscal year for the review of the Board of Deacons and Financial Committee, with said report being maintained by the Clerk as a part of the permanent records of the Church.

The Church may, from time to time and as is deemed necessary for the proper management and conduct of Church business and the furtherance of the purpose and goals of the Church, create new or delete existing Church officer positions. An assistant for each Church officer position may be elected when deemed necessary by the Church.

SECTION 6. Committees and Responsibilities. Committees, both permanent and temporary, as are deemed necessary, may be formed by the Church to respond to needs of the Church and further the purposes and goals of the Church. Committee members shall be elected in the same manner as Church officers unless otherwise set forth in this section.

1. FINANCIAL COMMITTEE – The Financial Committee shall be a permanent committee consisting of the following members: (1) the individual serving as Treasurer; (2) the individual serving as Building Fund Treasurer; (3) a representative from the Board of Deacons appointed by the Board of Deacons and (4) two Members from the general membership of the Church. The Treasurer, Building Fund Treasurer and representative from the Board of Deacons shall be standing members of the Financial Committee. The two committee members from the general membership of the Church shall be elected in the same manner as other Church officers, but shall serve alternating two (2) years terms. The Financial Committee shall provide assistance, oversight and guidance in the management of all Church related funds. The representative from the Board of Deacons shall serve as the chairperson of the Financial Committee.
2. COMMITTEES WITH UNELECTED COMMITTEE MEMBERS – Members of temporary committees formed for a specific short-term purpose, either for an annual or special event, need not be elected to any such committee in the same manner as other Church officers. Any Church Member desiring to serve on a temporary committee may volunteer to do so and those Church Members volunteering for any such committee shall be authorized to elect the committee chairperson and assign committee duties and responsibilities in their discretion.

## **ARTICLE V – Sunday School**

SECTION 1. Time of Election of Officers. Election of Sunday School officers shall be held annually on the fourth Sunday in August during Sunday School.

SECTION 2. Term of Office for Elected Officers. All officers shall serve one (1) year terms, unless another period of service is expressly set forth herein.

SECTION 3. Procedure for Election of Sunday School Officers. Any Member may nominate a candidate for any Sunday School office. Any nominee who receives a nomination and second by a Member is eligible to receive votes for the nominated position. Voting shall be by secret ballot unless a motion and second to suspend secret ballot by is made by a Member and said motion receives a majority vote in favor of

suspending secret ballot by all Members present at the time of the vote. Any nominee receiving a majority of the vote of the Members present at the time of the vote is thereby elected to the office.

SECTION 4. Qualifications for Sunday School Officers. All Sunday School officers shall be a Member of the Church.

SECTION 5. Sunday School Officers and Responsibilities. Sunday School officers shall consist of the following positions and the holder of each respective office shall have the following responsibilities:

1. SUNDAY SCHOOL SUPERINTENDENT – Coordinate and oversee all Sunday School activities and lead the devotional during the joint service of Sunday School.
2. SUNDAY SCHOOL TREASURER – Receive and preserve all monetary donations to the Sunday School treasury and pay all bills and obligations of Sunday School as authorized by the Church. An annual financial report of the receipts to and disbursements from the Sunday School treasury shall be prepared for each fiscal year for the review of the Board of Deacons and Financial Committee, with said report being maintained by the Clerk as a part of the permanent records of the Church.

An assistant for each Sunday School officer position may be elected when deemed necessary by the Church.

## **ARTICLE VI – Meetings**

SECTION 1. Place of Meetings. Church meetings shall be held at the principal place of worship.

SECTION 2. Time of Annual Meeting. The annual meeting of the Members of the Church shall be held on the fourth Sunday in August of each year for the purpose of electing Church officers and committee members to succeed those whose terms of office have expired and for the transaction of such other Church business as may come before the meeting.

SECTION 3. Special Meetings. Special meetings of the Members of the Church may be called at any time by the Board of Deacons and shall be called upon a written request of a majority of all Members entitled to vote on the business to be transacted at such meetings being submitted to the current chairman of the Board of Deacons. Such written request shall set forth the purpose or purposes of the meeting. A special meeting called following a written request of a majority of Members entitled to vote on the business shall be held no later than thirty (30) days following receipt of the written request by the chairman of the Board of Deacons.

SECTION 4. Notice of Meetings. Written notice of the annual meeting, and any special meeting, shall be posted in a conspicuous place in the principal place of worship and shall state the place, date and time the meeting is to be held at least ten (10) days prior to the meeting. Notice of a special meeting shall contain a brief description of the purpose or purposes of the special meeting.

SECTION 5. Procedure for Conduct of Meetings. All meetings of the Members of the Church shall be presided over by a moderator, said moderator being the Pastor, another ordained minister substituting for the Pastor or the chairman of the Board of Deacons or his appointed representative if neither the Pastor nor a qualified substitute for the Pastor is present. The Clerk, his assistant or a person appointed by the individual presiding over the meeting if the Clerk is not present, shall make and maintain a record of any action taken by the Church during a meeting. All action to be considered by the Church shall be presented in the form of a motion and, if the motion receives a second, shall be voted upon by the Church. All motions receiving a second and a majority vote of all Members of the Church present at the time the vote is taken shall be deemed passed. Every motion and second must be made by a male Member.

SECTION 6. Quorum for Meetings. The presence in person or by proxy of ten percent (10%) of the voting powers held by Members of the Church entitled to vote on a matter shall constitute a quorum at all meetings of the Church, except as otherwise provided by law, by the Articles of Incorporation or by these Bylaws. Unless twenty percent (20%) or more of the voting power held by Members is present in person or by proxy, the only matters that may be voted upon at annual or regular meetings of Members are those matters described in the meeting notice, if any. If less than a quorum shall be in attendance at the time for which the meeting shall have been called, the meeting may be adjourned from time to time by a majority vote of the members present or represented, without any notice other than by announcement at the meeting, until a quorum shall attend. At any adjourned meeting at which a quorum shall attend, any business may be transacted which might have been transacted if the meeting had been held as originally called.

SECTION 7. At all meetings of the Members of the Church, every Member entitled to vote shall have one (1) vote. Such vote may be either in person or by proxy appointed by an instrument in writing subscribed by such Member or his legal representative or duly authorized attorney, bearing a date not more than three (3) months prior to said meeting, unless said instrument provided for a longer period. Such proxy shall be dated, but need not be sealed, witnessed or notarized and shall be delivered via certified mail or overnight delivery to the chairman of the Board of Deacons. All elections shall be had and all questions shall be decided by a majority of the votes cast at a duly constituted meeting, except as otherwise provided by law, in the Articles of Incorporation or by these Bylaws.



## **ARTICLE VII – Board of Deacons**

**SECTION 1. General Powers and Responsibilities.** The property and business of the Church shall be managed under the direction of the Board of Deacons (hereinafter the “Board”), who shall exercise all powers authorized under biblical principles and the Georgia Nonprofit Corporation Code. The internal management of the Board, including, but not limited to, the selection of a Chairman and the delegation of the Board’s responsibilities shall be at the sole discretion of the Board.

The Board bears the ultimate responsibility for the management of the Church’s monetary funds and shall have the authority to engage in all financial activity necessary and appropriate for the operation and management of the Church in a manner consistent with the Church’s purposes as set forth in the Articles of Incorporation and herein, including but not limited to the establishment of bank accounts and the utilization of other financial instruments. The Board shall be authorized to appoint Members to assist and act on behalf of the Board and Church in a manner consistent with the best interests of the Church. The Board, or its designated representative, shall have sole authority to enter into contracts and agreements of every nature on behalf of the Church.

The Board may, from time to time, appoint or employ such persons in such capacities as the Board may consider necessary to assist in the proper maintenance of Church facilities and property and proper conduct of the activities and management of the Church. The terms and conditions of any such appointment shall be at the discretion of the Board.

**SECTION 2. Qualifications, Election, Number and Term of Office.** All members of the Board shall be male Members of the Church. New members of the Board may be elected from time to time as the Church deems appropriate to ensure the ongoing proper management of the Church. Any nominee to the Board shall be set aside by the Church in action taken in Conference for a period of one month for the membership’s prayerful consideration of the nomination. At the following Conference the nominee shall be received back into the Church and a vote shall be held on the nomination. The Church is responsible for timely scheduling the ordination of any Member elected to the Board. Once elected, Board members shall serve for life unless a Board member resigns or is removed from the Board by action of the Church taken in Conference or a special meeting. Removal of a Board member shall require a motion and second by a male Member and a two-thirds vote of the Members present at the time of the vote in favor of the motion for removal.

**SECTION 3. Place and time of Board Meetings.** Regular meetings of the Board shall be held at the principal place of worship on the Friday before Conference each month. Special meetings of the Board may be held at other times and locations agreed upon by the Board. The Board shall have the authority to invite non-Board Members or other individuals to its meetings to provide aide and counsel in the exercise of its responsibilities.

## **ARTICLE VIII - Indemnification**

SECTION 1. Definitions. As used in this Article VII, any word or words that are defined in the provisions related to indemnification of directors and officers in the Georgia Nonprofit Corporation Code (the “Indemnification Section”) shall have the same meaning as provided in the Indemnification Section.

SECTION 2. Indemnification of the Board of Deacons and Officers. The Church shall indemnify and advance expenses to a Board member or officer of the Church in connection with a proceeding to the fullest extent permitted by and in accordance with the Indemnification Section.

SECTION 3. Indemnification of Agents of the Church. With respect to an agent of the Board or Church, other than a Board member or officer, the Church may, as determined by the Board, indemnify and advance expenses to such agent in connection with a proceeding to the extent permitted by and in accordance with the Indemnification Section.

## **ARTICLE IX – Fiscal Year**

SECTION 1. Fiscal Year. The fiscal year of the Church shall be from September 1 through August 31 of each year.

## **ARTICLE X – Marriage**

A foundational principle of the Church is that marriage is an institution ordained by God joining only one biological man and one biological woman in a single, exclusive union as described in the Scriptures of The Holy Bible (Genesis, 2:24; I Corinthians 7:10; Ephesians 5:22-23). The Church only recognizes marriages between one man and one woman and Church facilities and property shall only host marriage ceremonies joining one man and one woman consistent with Scripture.