



*Utah-Idaho
Southern Baptist
Convention*

***EXECUTIVE BOARD
BYLAWS***

Effective September 2021

**BY-LAWS
OF THE
EXECUTIVE BOARD**

**ARTICLE I
MEMBERSHIP**

Members: The Executive Board shall be composed of twenty-two (22) members, including the Convention officers. The Convention shall elect eighteen (18) members, equitably distributed within its geographical boundaries. Not more than one person from any given church shall serve on the Executive Board, except that an elected officer of the Convention and a regular board member may hold membership in the same church and may serve on the Board concurrently. No person shall be nominated to serve on the Executive Board unless he or she is a member in good standing of a church which is affiliated with the Utah-Idaho Southern Baptist Convention and is giving to world missions through the Cooperative Program. No member of the Board shall hold any remunerative office under the Southern Baptist Convention or any of its agencies.

Term of Office: Each member shall be elected for a three-year term except when elected to fill an unexpired term and except as hereinafter provided. New members shall be elected at the annual convention to fill expired terms. The term of the President of the State Convention, First and Second Vice-Presidents, and Recording Secretary of the State Convention shall be for such periods as they hold their respective offices or positions. After a member shall have served a three (3) year term, the member is eligible to be elected to a second three (3) year term. After the second three (3) year term, one three (3) year term shall elapse before he or she is eligible for re-election. An unexpired term will be considered as a full term. Membership on the Board shall cease when the member moves from the state, dies, or ceases to be in co-operating fellowship with the Association in which he resides and/or the State Convention. In case a member moves from one association to another within the State Convention boundaries he shall be eligible to serve until his successor is elected at the next annual meeting of the Convention. Membership on the Board will automatically be terminated when a member is absent for two (2) consecutive meetings of the Board, unless the Board votes to excuse the absence for good and sufficient reasons.

Method of Election: Members of the Board shall be elected by the Convention in annual session. The Nominating Committee of the Convention shall bring nominations for all vacancies. The Nominating Committee shall select persons from each geographical area of the State Convention, giving consideration to the items in the foregoing paragraphs.

Revised 5/2004

**ARTICLE II
FUNCTIONS**

1. The Executive Board shall organize itself to carry out the work of the Convention as committed to it.
2. The Executive Board shall have the following special assignments.
 - a. Act for the Convention in the interim between annual meetings but shall not contravene action of the Convention taken at its regular session.
 - b. Have full charge of all Convention loan funds.
 - c. Make an annual estimate of the needs of the work supported by the Convention and fix state objectives for all causes.

- d. Provide for the current financial support in the operation and maintenance of the work of the Convention.
- e. Employ an Executive Director/Treasurer for an indefinite term. The Executive Director/Treasurer will serve as the official superintendent of all work of the Board and shall give general supervision of all departments of work, making full report to the Board. The Executive Director/Treasurer shall be a non-voting member of all committees of the Executive Board and shall have freedom to appoint persons to serve with him or on his behalf, when needful, or when it seems wise to him to do so
- f. In council with the Executive Director/Treasurer, employ all professional staff members and such agents and employees as are found necessary to carry out the Convention work.
- g. Fix salaries and determine the departments and field of work for the accomplishment of the Convention's purpose.
- h. Make an annual report to the Convention of its activities. The Board shall have its report printed and ready for distribution at the first session of the Convention. Any recommendation from the Board shall be published thirty (30) days in advance of the Convention.

ARTICLE III OFFICERS

1. The officers of the Executive Board shall be Chairman, Vice Chairman, and Recording Secretary.
2. Chairman: The Executive Board shall elect its own chairman who shall preside at all Board meetings, and shall exercise all powers, duties, and functions incident to his office. He shall upon vote of the Board, and in consultation with the Executive Director/Treasurer, execute deeds, mortgages, and contracts relating to the purchase, sale, and encumbering of real property. He shall appoint all committee members within thirty days following the State Convention and notify them accordingly. He shall be an ex-officio member of all committees.
3. Vice Chairman: The Executive Board shall elect its own vice chairman who shall preside at all Board meetings and shall assist the Chairman in the performance of his duties and, in his absence or disability, shall perform the duties of the Chairman, including the execution of deeds, mortgages, and contracts relating to the purchase, sale, and encumbering of real property, and shall perform all such further duties as may be prescribed by the Executive Board. He shall be an ex-officio member of all committees.
4. Recording Secretary: The Executive Board shall elect its own recording secretary. It shall be the duty of the Recording Secretary to record the minutes of all meetings and to perform such duties as may be prescribed by the Board.
5. The Chairman, Vice-Chairman, and the Recording Secretary shall serve as trustees of the State Convention.
6. Should any of the above-named Executive Board offices become vacant due to the death, resignation, or incapacity of the officer, the Executive Board may appoint a Board member to complete the unexpired term, with the elected officers of the UISBC to be given priority in filling vacant offices.
7. The Board will elect the persons to fill these offices at the conclusion of the fall meeting of the Executive Board.

**ARTICLE IV
MEETINGS**

1. The Executive Board shall meet three (3) times annually, one of which shall be immediately following the annual meeting of the Convention. Regular meetings shall be calendared in May and September, if possible. Special meetings of the Board may be called by the Chairman of the Board or by the Executive Director/Treasurer as necessary. The Convention will pay expenses for all meetings of the Board, except the post-convention meeting, according to the rates prescribed by the Board.
2. Regular meetings of the Board shall be held at a member church of the Utah-Idaho SBC. Said church will be selected and scheduled by the Administrative Committee. The location will be communicated as soon as possible, but no later than the last session of the previous Executive Board meeting.
3. No regular meeting shall be changed in date, time, or place after the last session of the previous meeting.
4. When questions and matters for decisions arise which require Board action and a special meeting cannot be conveniently called, or if called and there is not a quorum present, the Executive Board members shall be polled by the Executive Director/Treasurer, and then vote secured in writing. In all instances, it shall require the affirmative vote of not less than a majority of the Board members before the action shall become effective, and report thereof shall be made at the next meeting of the Board and recorded in the minutes.
5. Notice of regular meetings shall be sent by the Executive Director/Treasurer in writing at least ten (10) days in advance. Where the notice is of a special called meeting, the purpose shall be briefly stated, unless of a confidential nature.
6. Roberts Rules of Order Revised, as applicable, shall be followed when Rules of Order are needed.

**ARTICLE V
VOTING AND VACANCIES**

1. Each member shall have one vote. Proxies shall not be permitted.
2. Should any office on the Board become vacant, the vacancy shall be filled by election from the Board.
3. Should any member of the board become unable to fulfill their term, the vacancy shall be filled by an election by the board as recommended by the Program Committee.
4. A majority of the members of the Executive Board shall constitute a quorum.

Revised: 11/2005

ARTICLE VI COMMITTEES

There shall be the following standing committees, namely: Administrative, Budget/Finance, Convention Properties/Loans, and Program. The members of these committees shall be appointed by the Chairman of the Board, within 30 days following the conclusion of the annual meeting. The standing committees shall elect the person to chair those committees for the following year at the September Board Meeting. These subcommittees shall also be entitled to elect subcommittees from their own members. Such subcommittees shall be responsible and report to the committee which appoints them. The Executive Director/Treasurer shall be an ex-officio member of all committees.

Revised: 9/2010

ADMINISTRATIVE COMMITTEE

The Administrative Committee shall be composed of the following persons: Chairman of the Executive Board (who shall also serve as chairman), Vice-chairman and the Chairmen of the Budget/Finance, Properties/Loans and Program committees and from the convention, the Convention President, 1st Vice-President, 2nd Vice-President and the Recording Secretary

DUTIES

1. To function between meetings of the Executive Board.
2. To give general direction to the operations of the Executive Board.
3. To give consideration to job descriptions, salary increases, and make recommendations to the Executive Board for employment of Convention staff.
4. To assure that all recommendations to the Executive Board and to the State Convention are in keeping with the Constitution and By-Laws, and board policy, and to make recommendations regarding changes in the official documents of both Utah-Idaho SBC and the Executive Board.
5. To serve as liaison between the Utah-Idaho SBC and other Baptist groups in denominational relationships.
6. To evaluate and recommend to the Executive Board all proposals related to program expansion and organization, and to the establishment of new programs of the Utah-Idaho SBC.
7. To relate to GuideStone of the Southern Baptist Convention in providing retirement and annuity benefits for convention staff, pastors and other church workers related to the Utah-Idaho SBC.
8. To review legal matters related to Utah-Idaho SBC as needed.
9. To accept the responsibility of other matters not assigned to other committees of the Executive Board.

Note: This committee does not have veto power over recommendations from the committees unless they violate the Constitution.

BUDGET/FINANCE COMMITTEE GUIDELINES AND DUTIES

The Budget/Finance Committee shall be composed of eight (8) members, including the First Vice-President of the Convention. The First Vice-President shall not serve as chairman of the committee.

DUTIES

1. To work with the state staff in planning the annual budget and monitor the budget throughout the year. The Committee will recommend the annual budget of the Utah-Idaho SBC to the Executive Board.
2. To assure that budget planning and adoption reflects the stated vision and purpose of the Utah-Idaho SBC. Further it is to assure that any funding stipulations of NAMB, Lifeway, etc. are met.
3. To examine the audit, review, or compilation of the Utah-Idaho SBC and report on such to the Executive Board.
4. To consider all requests for emergency funding not included in the budget and/or previously approved by the Executive Board. Emergencies including but not limited to disasters affecting the operation of the state convention, disasters affecting member churches, or legal fees.
5. The Budget/Finance Committee will evaluate and approve spending plans for special funds. The approval process may involve other committees such as the program committee before presentation to the Executive Board.
6. To review and propose to the Executive Board the percentage of Cooperative Program participation for the coming year.
7. To accept other responsibilities as assigned by the Executive Board.
8. To evaluate the Emergency Fund (Administrative Designated #8040) on an annual basis to assure its proper funding.
9. To report committee actions and recommendations to the Administrative Committee. Additionally, to work with other committees where an action concerns those committees or requires their action also.

Revised 05/2012

PROPERTIES/LOANS COMMITTEE

The Convention Properties/Loans Committee shall be composed of five (5) persons, including the Recording Secretary. The Convention Recording Secretary shall not serve as chairman of the committee.

DUTIES

1. To study the needs for properties of the programs of Utah-Idaho SBC and to make recommendations to the Executive Board regarding acquisition of new property, the sale of Utah-Idaho SBC owned property, the construction of new buildings and the major remodeling or

repairing of existing buildings, property, and equipment.

2. To propose necessary budget requests mandated by property matters to the Budget/Finance Committee for recommendation to the Executive Board.
3. To assure that all legal requirements are met regarding equipment of Utah-Idaho SBC.
4. To assure proper maintenance of all properties and equipment of Utah-Idaho SBC.
5. To approve/disapprove all applications for loans and or grants in accordance with the policies of the Executive Board, making full report of such actions to the Board at its next scheduled meeting. In the case of an exception to the policy, a recommendation will be made to the Administrative Committee for action by the Executive Board. The committee chair will inform the applicant with an approval or denial of loan and or grant request in a timely manner.
6. To recommend necessary changes in the policies of the Executive Board related to loans and grants to the Administrative Committee for action by the Executive Board.
7. To accept other responsibilities as assigned by the Executive Board.
8. To report committee actions and recommendations to the Administrative Committee.

Revised 9/2021

PROGRAM COMMITTEE

The Program Committee shall be composed of five (5) members, including the 2nd Vice-President of the Convention. The Second Vice-President shall not serve as chairman of the Committee.

DUTIES

1. To review with the Executive Director/Treasurer the programs of work under the direction of the Executive Board and to bring to the attention of the Administrative Committee needs not met by existing programs.
2. To hear requests, set goals, and recommend allocations and methods of promotion of the State Mission Offering, to be recommended to the Budget/Finance Committee for action by the Executive Board.
3. To review the Long-Range goals and planning process and present an annual progress report to the Executive Board.
4. Should any member of the board become unable to fulfill their term, the vacancy shall be filled by an election by the board as recommended by the Program Committee.
5. To nominate personnel for special committees established during the year as requested.
6. To review recommendations adopted by Utah-Idaho SBC in its annual meeting business sessions, and recommend a committee assignment for the item in question, or suggest appointment of a separate committee to the Administrative Committee for presentation to the Executive Board.

7. To accept other responsibilities as assigned by the Executive Board.
8. To report committee actions and recommendations to the Administrative Committee.

Revised 09/2015

ARTICLE VII BUSINESS AND FINANCIAL PLAN

The Business and Financial Plan of the Convention shall be binding upon this Board and is hereby made a part of these By-Laws as follows:

FINANCIAL PLAN

CONVENTION BUDGET:

1. Each department or phase of work supported by the Utah-Idaho SBC from Cooperative Program funds shall submit to the Budget/Finance Committee, for its consideration and recommendation to the Executive Board, an itemized estimate and budget of its expected expenditures for the next fiscal year, according to the policy of the Board for making operating budgets.
2. The Board shall recommend to the Convention a Cooperative Program Budget considering the total Cooperative Program income for the previous year, which shall consist of all the budgets of all departments and non-departmental expenditures which have been submitted to the Executive Board and approved by it, and said Board shall recommend the percentage of Utah-Idaho SBC and Southern Baptist Convention funds proposed for each.

OPERATION BUDGETS:

1. Convention Expense: The Executive Board shall recommend to the Convention all non-departmental budgets which shall include all expenses of the Convention not included in the departmental budgets.
10. The Executive Board may recommend to the Convention the use of funds derived from the State Mission Offering for promotion and general work of the Convention.

Revised 5/1997

ARTICLE VIII FISCAL YEAR

The Fiscal Year of the Board shall be from January 1 through December 31.

ARTICLE IX AMENDMENTS

These By-Laws may be amended by the vote of two-thirds of the Board members present at any meeting, providing that such change shall have been publicized to all Board members at least two (2) weeks in advance of the time when such change is to be considered.