



# Charter & By Laws

*(As Revised - 2005)*



# CHARTER

## ARTICLE I - NAME

- 1.1 The name of this organization shall be the Metro Media Ministers Association, hereinafter called the Association or MMMA.
- 1.2 The Association is a Southern Baptist Convention affiliated organization comprised of members from SBC churches.

## ARTICLE II - PURPOSE

- 2.1 The Association is an assembly of: Media Ministers, Media Directors, Directors of Communication, and other persons responsible for television, radio, and other media in Southern Baptist Churches in the United States of America.
  - 2.1.1 For the purposes of MMMA, "media" is defined as radio, television, web, satellite, cable, closed circuit TV, IMAG, fiber links to remote location(s), audio/lighting, print and/or information technology.
- 2.2 Specifically, MMMA Members represent larger Southern Baptist churches in major metropolitan areas in order to focus on interests, problems, and concepts of common concern.
- 2.3 The focus of MMMA is on the creation of an environment where ideas can be shared, the stewardship of the members' knowledge and experience to smaller churches, and an emphasis on the spiritual perspectives of media as a ministry.

## ARTICLE III - MEMBERSHIP

Membership in the Association is open to those individuals meeting the following basic criteria:

### **3.1 General Membership Requirements**

- 3.1.1 MMMA Membership is by an individual at a Southern Baptist Church, and not by the church itself.
- 3.1.2 Grandfather Clause – Anyone who has attended 3 out of the 4 summer meetings from 1999 to 2002 are automatically considered members, until and if at which point they move on to a non-qualifying position with another church.
- 3.1.3 If more than one individual of a church desires membership in MMMA, said individuals must be at peer level. Supervisor and subordinates are not encouraged to attend together as this may affect the group's purpose of creating an environment in which open and honest dialogue can be shared. *(This requirement is overridden by the grandfather clause noted above.)*

- 3.1.4 Members will strive to provide a level of commitment to The Association by the payment of annual dues and attendance at the Summer and Winter meetings.

**3.2 Church Size Requirements (2 of these 4 must be met)**

- 3.2.1 Members should serve on staff of a church with a resident membership of at least 2,000.
- 3.2.2 Members should serve on staff of a church with weekly worship attendance of at least 1,500.
- 3.2.3 Members should serve on staff of a church with weekly Bible Study attendance of at least 1,000.
- 3.2.4 Members should serve on staff of a church with an annual operating budget of at least \$2.5 million.

**3.3 Media Ministry Requirement (1 of these 3 must be met)**

- 3.3.1 Member's church should be involved in a broadcast ministry (radio, television, web, satellite, and/or cable.)
- 3.3.2 Member's church should be involved in a closed circuit or fiber links to a remote location(s) which may include IMAG (Image Magnification.)
- 3.3.3 Member should be responsible for combinations of other media ministries, including audio/lighting, print, and/or information technology.

**3.4 Media Minister or Director Requirements (All must be met)**

- 3.4.1 Prospective members should be recommended by at least two current members.
- 3.4.2 Members should serve on the church staff full-time with media as his/her primary department leadership role.
- 3.4.3 Members should be responsible for managing at least \$50,000 of the church's budget annually

**3.5 Membership Application**

- 3.5.1 Those meeting the requirements for membership noted above, are invited to make application for membership in the Metro Media Minister's Association by completing an application and submitting it to the President and the Board for consideration.
- 3.5.2 Upon approval of application, membership is activated by the new member submitting payment of dues to the current Host/Treasurer, whereupon their name will be added to the membership role and granted all rights and privileges of said membership.

**3.6 Membership Exception Clause**

- 3.6.1 MMMA Officers can make exceptions to the membership criteria upon agreement by all officers.

### **3.7 Member Not In Good Standing Status**

- 3.7.1 A member shall be deemed “not in good standing” if they fail to submit their annual dues by the due date and/or do not attend a minimum of one meeting (winter or summer) every two years as outlined in Article VI.
- 3.7.2 A member “not in good standing” shall have the opportunity to return to good standing status by paying their annual dues and meeting the minimum attendance requirement within one year of being designated as a member “not in good standing.”
- 3.7.3 After a period of one year designated as a member “not in good standing,” said member shall be changed to “former member” status by the Secretary and the member must then reapply for membership should they choose to re-associate with MMMA.

### **3.8 Life Membership**

- 3.8.1 Upon recommendation by the Board, an Association member may be honored by granting the status of “Life Member” during the summer conference. Criteria for said recommendation shall be determined by the Board, giving consideration of meritorious service by said member to MMMA.
- 3.8.2 “Life Membership” confers upon the member all rights and privileges of regular membership without the obligations of annual dues and/or attendance.
- 3.8.3 Members may nominate other members for “Life Membership” to the Board for consideration, a minimum of two months prior to the summer conference.

## **ARTICLE IV - ELECTION OF OFFICERS**

- 4.1 The MMMA shall elect the following Officers which will constitute The Association’s Board: President, Vice President, Secretary and Host/Treasurer.
- 4.2 The term of office for all Officers shall be two years, except for the Host/Treasurer which shall be for one year.
- 4.3 No person shall hold the office of President for more than two consecutive terms.
- 4.4 The Officers shall be elected by the majority of the general membership attending the Summer Conference.
- 4.5 The election of Officers will be held during the summer meeting of the Association on even-numbered years, except for the Host/Treasurer which shall be elected annually.
- 4.6 For purposes of continuity, the immediate past President shall serve in an advisory capacity for a period of one year as an ex-officio member of the Board.

## **ARTICLE V - MEETINGS**

- 5.1 The Association will meet twice annually: Meetings shall be designated as the Summer Conference and the Winter meeting.

- 5.2 The Summer Conference shall be held at locations voted on by the membership during the previous Summer Conference.
- 5.3 The Winter meeting shall be held during the annual meeting of the National Association of Religious Broadcasters.

#### **ARTICLE VI - FINANCES**

- 6.1 Membership dues of \$100 per year are due on April 1<sup>st</sup> of each year payable to the current Host/Treasurer.
- 6.2 Payment of annual dues and attendance at a minimum of one meeting (winter or summer) every two years shall constitute a “member in good standing.”
- 6.3 The Host/Treasurer shall bring a report on finances to all meetings of the Association and Board and submit a monthly financial statement to the Board.
- 6.4 An invoice for annual dues will be provided to each member by the Host/Treasurer and mailed no later than January 31<sup>st</sup> of each year.
- 6.5 The fiscal year of MMMA shall be September 1 to August 31. The financial books of The Association shall be balanced, closed and forwarded on to next year’s Host/Treasurer no later than September 30.

#### **ARTICLE VII - RATIFICATION**

- 7.1 The Charter shall be ratified on the basis of individual votes. A two-thirds vote of the members in attendance at the summer conference will be necessary for ratification.

#### **ARTICLE VIII - AMENDMENTS**

- 8.1 The charter will be reviewed by the elected Officers every two years.
- 8.2 Amendments to the Charter and By Laws must be presented to the Officers in writing at least one month prior to the summer conference.
- 8.3 The Officers will examine each amendment proposed by a general member and/or Board Member and submit those worthy of consideration to the general membership for ratification at the summer conference.

# ***BY LAWS***

## **By Law I - OFFICER ROLES/RESPONSIBILITIES**

- 1.1 President – Shall preside over all meetings of The Association and Board. The President shall have the power to appoint committees and positions necessary for the benefit of MMMA. He shall oversee the planning of the winter meeting and summer conference. He shall serve as the Editor in Chief of “The Broadcast” newsletter and help the Host/Treasurer in securing sponsorships for the annual conference. The President shall represent the Association in all external relations/communications.
- 1.2 Vice President – Shall fill the office of the President, should the President be absent, resign, or due to circumstances, no longer be able to fulfill his/her duties until the next regularly scheduled election. The Vice President shall serve as parliamentarian during meetings and help the Host/Treasurer in securing sponsorships for the annual conference. He shall serve The Association as Managing Editor of MMMA’s newsletter, *The Broadcast*.”
- 1.3 Secretary – Shall keep minutes and attendance of all meetings of The Association and Board and maintain the MMMA database of membership, former members, friends and prospects. He shall coordinate with the Host/Treasurer in regards to members “in good standing” and report annually to the Board on membership status and members no longer in good standing for consideration by the Board for appropriate action.
- 1.4 Host/Treasurer – Shall coordinate, plan and promote in consultation with the President, the Summer Conference. He shall invoice members for annual dues and solicit sponsorships to provide the necessary funds to pay for the annual conference. The Host/Treasurer shall submit to the President and the Board, a monthly accounting of expenditures of the Association and a final report for review no later than one month following the end of our fiscal year.
- 1.5 Immediate Past President – Shall serve MMMA as an ex-officio member of the Board in an advisory capacity for one year following his tenure as President.

## **By Law II – PARLIMENTARY PROCEDURE**

- 2.1 Roberts Rules of Order will serve as The Associations guide for parliamentary procedure.