**Standing Rules of the Portland Association**

**Rule #1** The church clerks be instructed to complete their church letters fully, including the names of their deceased members, complete addresses, zip codes, phone numbers and that the church letter be read and approved by the church before it is sent to the association. The clerk of the association includes a notation with the church letter encouraging each church to contribute to the association, preferably a percentage of the church’s income. The association clerk has the liberty to correct any mistakes that he/she finds in the church letters before they are printed. The name, addresses and phone numbers of the assistant treasurer and the assistant clerk of the association are placed in the minutes each year. The Association clerk is also allowed to use her discretion on choosing a printer for printing the minutes of the Association. If any church fails to send in its annual report to the Portland Association, they will be contacted by the credentials committee. **Rule # 2 Statement of Commitment**

Service in the Portland Association is an important responsibility.  Therefore: It is the responsibility of those serving on boards and committees of the association to be qualified and committed to the position for which they are elected to serve.

 **Rules of Membership**

1.  Board and Committee nominations for members to serve on their respective board or committee shall be given at the conclusion of their report to the setting of the association.  Prospective members should be contacted before their nomination or appointment concerning their ability and willingness to serve and if possible be present at the meeting of the association to be elected.

2.  While committees and boards may present nominations for members to the annual setting of the association for approval, it is the privilege of any delegate to the association to nominate members to serve on a board or committee providing the nominee has been contacted prior to the meeting and has agreed to serve on the specific board or committee to which their name is placed in nomination.

3.  Boards and committees shall attempt to have a membership representative of as many churches in the association as is possible.

4.  All board and committee members shall serve three-year rotating terms with at least one member going off the board or committee each year. No member shall serve more than two consecutive terms on a board or committee but may be elected to serve again after an absence of at least one year.
5. When there is a need by either a committee or board to retain a member, because of their expertise, on that board or committee for another term, that, if requested, the association grant that waiver be extended in that situation.

6.  No individual shall serve on more than two boards or committees, unless serving by virtue of office or as a representative from another board or committee.

7.  Each board and committee shall give a report to the annual meeting of the association.  This report shall include the number of meetings held and, if applicable, a financial report, including a balance sheet and income statement and the treasurer's name, address and phone number for printing in the annual report of the association.

8.  If an emergency should arise, a board or committee has the authority to substitute members if needed to serve until the next meeting of the annual association.

9.  No ex-officio member of a board or committee shall have voting privileges on the board or committee in which they serve in that capacity.

10.  No person can serve on a board or committee for which their position in the association requires them to report to that board or committee.

11.  Anyone who receives funds from a board or committee is ineligible to serve as a voting member on that board or committee.

12.  All boards and committees are to have at least one meeting annually and that meeting should be at least sixty days prior to the association's annual meeting.

 **Specific Board or Committee Rules**

1.  The Resolutions, Audit and Credentials Committee are standing committees of the association, and all rules of membership apply to these committees. The members of these committees are appointed by the moderator.  They serve three-year terms, with one new member being appointed to the committees annually.  The member of longevity shall serve as the chairman of the committee unless the committee by vote selects another chairman. The Budget and Finance committee shall be a standing committee consisting of 7 members, 5 serving 3-year rotating terms.

    a.  The Treasurer and Assistant Treasurer of the Association shall serve as ex-officio members of the Budget and Finance committee.

    b.  The Budget and Finance Committee shall meet prior to the annual setting of the association to review association funds.

    c.  Any board or committee wishing to receive funds from the associational treasury are to present a copy of their financial statement, including a balance sheet and income statement, along with a statement of intended use of allocated associational monies and the request for funding to the Budget and Finance Committee 2 months prior to the meeting date of the annual association.
2.  The Property Planning Committee shall be made up of one member from each of the following boards or committees, Trustee Board, Children's Camp Board, Executive Committee and three at large members who serve three-year rotating terms with one going off the committee each year.  Members of this committee shall adhere to the rules of membership.  The Camp facilitator and the associational clerk/treasurer shall serve as ex-officio members of the Property Planning Committee.

4. The Camp Facilitator position be a three-year term job following the same rules of Membership as other committees or boards.
 **Rule #3** The members of the Portland Association of General Baptists feel the name “General Baptist” is synonymous with particular points of doctrine that are necessary to salvation and the Christian life and further believe that the loss of the identity of eliminating the name “General Baptist” from our identification would be of no advantage, but rather detrimental. **Rule #4**  Any church wishing to join the Portland Association make a request in writing to the clerk at least thirty (30) days prior to the seating of the association and then meet with the Credentials committee for examination. If any church or plant wants to be a part of this membership the following criteria should be considered.
1. Were the foundational members sent in good standing from their previous church?
2. Did the new church meet with and seek the approval of the Portland HMB in respect to need, location and purpose?
3. Do the Pastor and/or Deacons possess active credentials at the time of request?
 If the credentials committee approves the request and the association votes for approval, the applying church will be placed under the watch-care of the Portland Association for one year (with the exception of a sponsored mission churches under the care of the Portland Home Mission Board). Prior to being granted full pledge membership, the church must present its constitution, by-laws, or governing rules of the church to the credentials committee for examination. Following the one-year watch-care, the credentials committee will then make the recommendation to the association for the granting or denial of full pledge membership. **Rule #5** The Association’s regular meeting to be Friday and Saturday of the fourth weekend in June, with the organizational reporting due 2 months before the sitting of the Association. **Rule #6** To be the representative for a committee on another board or committee, the represented committee or board is to appoint the member.
 **Rule #7** To help the Trustee Board offset the costs of usage at the campgrounds, any Portland Association Church using the campgrounds give a set donation to the Trustee Board as follows: Single Day Usage $100.00 per day, overnight usage $150.00 per night and any Non-Association Church, Single day usage $150.00 per day and overnight usage $250.00 per night. However, when the requested donation will create a hardship on a Portland Association Church financially, this donation may be waived by the Trustee Board. **Rule #9** Be it the annual responsibility of the Associational Clerk to secure someone to do the video recording of the Associational Meetings, using the Host Church if possible.