



**Kachin American Baptist Association**  
**American Jinghpaw Wunpawng Hkalup Ninghtan Hpung**  
**3264 Townsend Blvd, Jacksonville, FL 32277**  
Telephone: (904) 442-5522; Email: [kaba.ec@gmail.com](mailto:kaba.ec@gmail.com)

March 7, 2019

Rev. Dr. Lee B. Spitzer  
General Secretary of American Baptist Churches USA  
P.O. Box 851  
Valley Forge, PA 19481-0581

***Subject: Application for Associated Ministry Organization of ABCUSA***

Dear Dr. Lee B. Spitzer,

On behalf of all of the member churches of Kachin American Baptist Association (KABA), we the members of the Executive Board of KABA respectfully submit this application for seeking to become an Associated Ministry Organization of ABCUSA. This letter is made second attempt.

This request for Associated Ministry Organization of ABCUSA is based on KABA Executive Board Meeting decision made on December 18, 2015 minute #KABA-EC Board 13.04/2015 with unanimous decision to join as an AMO of ABCUSA.

Kachin American Baptist Association (KABA) came into being on June 21, 2014 with 8 founding members churches. KABA has obtained 501 (C) (3) status with EIN 81-0977258. Most of the church members from the eight local churches are US Citizens through naturalization and trace their Christian heritage to the American Baptist Mission work in Burma and feel a special kinship to ABCUSA.

Presently, we have (9) members churches and more than 1,000 members body. Among them The First Kachin Baptist Church of America in Omaha, NE and Jacksonville Kachin Baptist Church in Jacksonville, FL are members of ABC-NE Region. San Francisco Kachin Baptist Church, CA is a member of ABC-Southern California Region. The First Kachin Baptist Church of Los Angeles had been a member of the Pacific Southwest Region (ABCPSW). This church is considering to join the ABC churches in their area. Since there were no ABCOTS Region some leaders from ABCUSA advised them to join to the Baptist General Convention of Texas, therefore, Houston Kachin Baptist Church, TX became a member of Baptist General Convention of Texas (GBCT). Recently this church also is considering to join the ABCOTS Region. And, Dallas Fort Worth Kachin Baptist Church, TX is on going process to become a member of District of Columbia Baptist Convention.



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The rest of our churches, United Kachin Baptist Church of Commonwealth of Virginia, Colorado Kachin Baptist Church in Aurora, CO and Kachin Trinity Church in Salt Lake City, Utah are small congregations with part time workers. They are all Kachin Baptist Churches and are exploring relationship with ABC churches in their areas.

We are applying for seeking to be an Associated Ministry Organization of ABCUSA for the following reasons:

1. As we are descendants of the Christian converts of ABC-BIM missionaries in Myanmar, we want to reconnect with our historic mother church.
2. Several other fellow Burmese Baptist Congregations in the United States are already current members of the AMO of ABCUSA.
3. With God's bountiful help we are moving slowly toward maturity in church life and want to contribute what the Lord has blessed us with our larger Baptist family in mutual sharing and enriching one another.
4. Most important of all, we would like to whole-heartedly participate as a faithful Associated Ministry Organization, joining hands with all of the other fellow Associated Ministry Organization of ABCUSA in the mission and ministry of the Lord Jesus Christ as planned and carried out by ABCUSA.

We, KABA, understand the AMO Standing Rule 17 and will follow the covenant with ABCUSA, and will perform our responsibilities. With this letter I am attaching Annual Financial Statement of KABA since 2015 through 2018, KABA Staff Directory, Statistics of KABA Member Churches, and The constitution and By-laws of KABA.

Thank you for considering our request and looking forward to a most favorable kind response.

Very Respectfully in the Service of the Lord,

Rev. Tu Lum Lamung  
General Secretary  
Kachin American Baptist Association  
Tel: (904) 612-1054

cc:

Rev. Marsha Scipio, Associate General Secretary, Missional Initiatives and Partnerships, ABCUSA

# 2015 KABA Shang hte Pru Gumhpraw Jahpan/2015 Annual Financial Statement of KABA

Revenue				Expenditure			
No	Date	Subject	Amount	No	Date	Subject	Amount
1	18-Jan	FKBC LA (Contribution)	\$500	1	3-Mar	KABA FUND	\$2,000
2	23-Jan	JKBC (Contribution)	\$2,429.56	2	28-May	Rev Seng Nan	\$236.60
3	23-Feb	Sara Zau Naw	\$50	3	10-Jun	Sara Tu Nan	\$199.60
4	21-May	HKBC (Contribution)	\$600	4	17-Jun	Alexander Steddum	\$272.20
5	15-Jun	JKBC (Contribution)	\$2,875.90	5	15-Jul	Youth Camp Fee	\$6,875
6	15-Jul	Youth camp, Sunday donation	\$1,791.25	6	18-Jul	Tshirt and Background	\$1,210
7	15-Jul	T-Shirt Sold	\$1,301	7	18-Jul	Name Tag	\$121.03
8	15-Jul	T-Shirt Sold, UKBC	\$330	8	4-Nov	Rev Tulum Lamung	\$352.20
9	15-Jul	Jewl J Lahpai,	\$1,300	9	15-Nov	Rev Seng Nan	\$307.70
10	18-Jul	T-Shirt Sold,JKBC	\$80	10	23-Nov	Rev Gyung Hkawng	\$574.40
11	11-Aug	JKBC (Contribution)	\$2,807.28	11	24-Nov	Rev Tulum Lamung	\$297.20
12	14-Aug	UKBC (Contribution)	\$300	12	23-Dec	Rev Gyung Hkawng	\$1,542
13	24-Aug	FKBCA, Omaha, Hurricane	\$1,000	13	30-Dec	EIN, 501 C	\$1,000
14	24-Aug	FKBCA, Omaha (Contribution)	\$1,500	14	30-Dec	HKBC Hurricane (Donation)	\$3,242
15	25-Aug	DFWKBC, Hurricane	\$1,000	Total Expense		\$18,230	\$28,386
16	26-Aug	JKBC, Hurricane	\$722	Total Balance 2015		\$10,156	
17	26-Aug	FKBC LA (Contribution)	\$520				
18	10-Oct	T-Shirt Sold	\$1,995	Balance 2014		\$3,728	
19	12-Oct	JKBC (Contribution)	\$2,000	Balance 2015		\$10,156	
20	23-Oct	Tradational stuff	\$500	KABA Total balance		\$13,884	
21	2-Nov	DFWKBC (Contribution)	\$1,500				
22	5-Nov	Necties Sold	\$90				
23	15-Nov	Tradational stuff	\$50				
24	4-Dec	FKBC LA (Contribution)	\$600				
25	12-Dec	T- Shirt Sold	\$600				
26	15-Dec	HKBC (Contribution)	\$287.20				
27	30-Dec	JKBC (Contribution)	\$1,656.90				
Total Revenues			\$28,386				

## 2016 KABA Shang hte Pru Gumhpraw Jahpan/2016 Annual Financial Statement of KABA

Revenue				Expenditure			
No	Date	Subject	Amount	No	Date	Subject	Amount
1	12-Apr	JKBC (Contribution)	\$2,802.80	1	3-Feb	Kachin Alliance	\$1,000
2	13-May	FIRST KBC OF LA (Contribution)	\$600	2	3-Feb	Gumjat Saga	\$482.23
3	23-May	HKBC TX (Contribution)	\$1,000	3	28-Feb	501 C	\$500
4	16-Jun	DFW TX (Contribution)	\$1,500	4	4-Mar	Dr Ja Gun	\$80
5	9-Jul	JKBC (Contribution)	\$2,311	5	4-Apr	Bank Fee	\$6
6	14-Jul	FKBCA Omaha (Contribution)	\$713	6	5-May	Bank Fee	\$6
7	14-Jul	FKBCA (Contribution)	\$808.76	7	31-May	Check Book Order	\$27.78
8	29-Jul	FKBC OF LOS ANGELES (Contribution)	\$600	8	8-Jun	FKBC Omaha, Dedication	\$112
9	10-Oct	JKBC (Contribution)	\$2,925	9	13-Jun	Rev Gam Seng Shae	\$400
10	18-Oct	DFWKBC (Contribution)	\$2,500	10	19-Jun	T-Shirt	\$1,020
11	18-Oct	DFWKBC (Contribution)	\$2,000	11	4-Jul	KABA Youth Camp	\$6,037.91
12	11-Nov	HKBC (Contribution)	\$300	12	30-Jul	Brang San & Ah Gyung	\$1,175.78
13	27-Nov	KBCA (Omaha)	\$1,000	13	26-Jul	PHL Baptist Home Mission	\$405.20
14	11-Dec	FKBC LA, DIDUN	\$1,000	14	13-Oct	Pamphlets, Jadan	\$210
15	25-Dec	Christmas Alu	\$1,912	15	20-Oct	Postage for KABA Pamphlets	\$37.17
16	25-Dec	Poidaw alu, christmas day	\$2,126	16	20-Oct	Lawawm	\$314.20
17	30-Dec	JKBC (Contribution)	\$2,726	17	21-Oct	Gumjat Saga	\$553.70
18	31-Dec	Financial Aids for Seminary Student	\$3,700	18	11-Nov	Registration	\$129.80
19		<b>Total Revenues 2016</b>	<b>\$30,524.56</b>	19	15-Nov	Rev Zau Sam	\$566.70
				20	3-Dec	Sara Tunan	\$575.70
				19	12-Dec	Hpt Hkaw Sau Galau	\$2,000
				20	16-Dec	Didun Alu JKBC	\$4,300
				21	19-Dec	Sara Sar Ler Htoo	\$195
				22	18-Dec	Financial Support to Sara Tunan	\$5,000
				23	18-Dec	Camp Back ground Banner	\$670
				24		<b>Total Expense</b>	<b>\$25,805</b>
				25		<b>Total Balance 2016</b>	<b>4,719.56</b>
						<i>balance 2014</i>	<i>\$3,728</i>
						<i>balance 2015</i>	<i>\$10,156.16</i>
						<i>balance 2016</i>	<i>\$4,719.56</i>
						<i>KABA Total Balance</i>	<i>\$18,604</i>

## 2017 KABA Shang hte Pru Gumhpraw Jahpan/2017 Annual Financial Statement of KABA

Revenue				Expenditure			
No	Date	Subject	Amount	No	Date	Subject	Amount
1	5-Jan	FKBC LA (Contribution)	\$600	1	7-Feb	Rev Pawm Hkun Naw	\$314.20
2	22-Jan	Hkang hkri, sawn htang from TX	\$800	2	24-Mar	Rev Yawba Lasaw	\$658.38
3	12-Feb	Hkang hkri, sawn htang from TX	\$406.60	3	18-Apr	Rev Samai Yee Pa	\$873.25
4	24-Feb	FKBC of America (Contribution)	\$657	4	25-Apr	Tsinyam	\$2,126
5	17-Mar	KABA Neck Tie alu	\$200	5	25-Apr	Rev Samai Yee Pa	\$104.20
6	17-Mar	HKBC (Contribution)	\$600	6	25-Apr	KABA Registration Renewal	\$129
7	17-Mar	Slg. Ndong La Ja (Utah)- for Sara Tunan	\$300	7	9-Jul	Rev Yawba Lasaw	\$983.61
8	3-Apr	JKBC (Contribution)	\$3,511	8	15-Jul	Tophy for Japan	\$51.65
9	13-Jun	DFWKBC (Contribution)	\$4,500	9	29-Sep	KABA Youth expesne	\$2,207.90
10	25-Jun	JKBC (Contribution)	\$2,639	10	28-Sep	HKBC Hurricane	\$1,000
11	14-Jul	FKBC of America	\$207	11	29-Sep	KABA Youth	\$103.58
12	14-Jul	FKBC of America	\$689.20	12	11-Oct	Postage For HKBC	\$23.75
13	22-Jul	HKBC (Contribution)	\$600	13	29-Oct	Rev Gam Seng Shae	\$500
14	28-Sep	FKBC LA (Contribution)	\$600			<b>Total Expense</b>	<b>\$9,075.52</b>
15	1-Oct	JKBC (Contribution)	\$3,181			<b>Total Balance</b>	<b>17,755.28</b>
16	5-Oct	DFWKBC (Contribution)	\$1,500				
17	12-Dec	DFWKBC (Contribution)	\$1,500			2014 balance	3728
18	31-Dec	JKBC (Contribution)	\$4,340			2015 balance	10,156.16
19		<b>Total Revenues</b>	<b>\$26,831</b>			2016 balance	<b>4,719.56</b>
						2017 balance	17,755.28
						<b>Total Balance</b>	<b>36,359</b>

# 2018 KABA Shang hte Pru Gumhpaw Jahpan/2018 Annual Financial Statement of KABA

Revenue				Expenditure			
No	Date	Subject	Amount	No	Date	Subject	Amount
1	3/1/18	FKBC of LA (Contribution)	\$ 1,200.00	1	3/29/18	Report to IRA	\$295
2	3/25/18	JKBC (Contribution)	\$ 2,757.00	2	6/27/18	Donated to Zaiwa Bible Translation	\$2,000
3	4/29/18	HKBC (Contribution)	\$ 600.00	3	8/11/18	Rev Tulum	\$233
4	4/30/18	FKBCA KABA Masat	\$ 625.00	4	8/8/18	Rev Maran Yaw, Funeral	\$194.98
5	7/9/18	JKBC (Contribution)	\$ 3,342.00	5	8/31/18	Bank Fee	\$14
6	8/13/18	T-Shirt, Canan	\$ 150.00	6	9/28/18	Bank Fee	\$14
7	9/16/18	FKBCA Omaha (Contribution)	\$ 872.82	7	9/28/18	Colorado Zuphpawng	\$33,992.46
8	9/16/18	FKBCA Omaha (Contribution)	\$ 721.00	8	11/7/18	Utah Trinity Church Certificate	\$12
9	10/10/18	JKBC (Contribution)	\$ 4,112.00	9	12/6/18	La Sharin Hpawng	\$1,000
10	11/11/18	HKBC (Contribution)	\$600	10	12/28/18	Rev tulum Lamung	\$1,000
11	11/11/18	JKBC/ shagrau kumhpa	\$595	11	12/28/18	Rev Zau Sam Lahtaw	\$500
12	11/18/18	FKBC LA/shagrau kumhpa	\$300	12	12/28/18	Zenaw Lacham	\$500
13	11/18/18	UKBC/ shagrau kumhpa	\$200	<b>Total Expense</b>			<b>\$39,755</b>
14	11/19/18	Bawk Seng Nahpaw/kumhpa	\$100	<b>Total Balance</b>			<b>(\$14,762.21)</b>
15	11/25/18	DFWKBC/shagrau kumhpa	\$305	2014 balance			\$3,728
16	11/25/208	Kachin Trinity Church/kumhpa	\$472	2015 balance			\$10,156.16
17	12/4/18	UKBC contribution	\$200	2016 balance			\$4,719.56
18	12/15/208	FKBCA,omaha, shagrau kumhpa	\$605	2017 balance			\$17,755.28
19	12/31/18	DFWKBC,contribution	\$4,500	2018 balance			-13592.21
20	12/31/18	FKBCA Omaha	\$1,170	<b>KABA Total Balance</b>			<b>\$22,767</b>
21	12/31/18	JKBC	\$3,935.97				
<b>Total Revenues</b>			<b>\$ 26,162.79</b>				



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**Kachin American Baptist Association (KABA) Staff Directory**  
*(All the staffs are serving voluntary)*

**President**

Rev. Dr. Yawba Lasaw

Tel: (626) 705-2874

Email: [ybusa85@gmail.com](mailto:ybusa85@gmail.com)

**Vice President**

Rev. Dr. La Seng Labya

Tel: (214) 228-4125

Email: [lasenglabya@msn.com](mailto:lasenglabya@msn.com)

**General Secretary**

Rev. Tu Lum Lamung

Tel: (904) 612-1054

Email: [lamung23@gmail.com](mailto:lamung23@gmail.com)

**Associate General Secretary**

Rev. Zau Sam Lahtaw

Tel: (909) 568-8503

Email: [ahgusam@gmail.com](mailto:ahgusam@gmail.com)

**President Emeritus**

Rev. Dr. Gam Seng Shae

Tel: (904) 629-1049

Email: [gamsshae@juno.com](mailto:gamsshae@juno.com)

**Treasurer**

Mrs. Zenaw Lacham

(904) 612-5028

Email: [zlacham2000@yahoo.com](mailto:zlacham2000@yahoo.com)





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**Assistant Treasurer & Director of Fundraising Committee**

*Mrs. Nanmon Maran*

Tel: (402) 321-4970

Email: [nanmonmaran@gmail.com](mailto:nanmonmaran@gmail.com)

**President of Ministers Council**

*Rev. Seng Nan Sumhka*

Tel: (410) 299-7111

Email: [kachinman@yahoo.com](mailto:kachinman@yahoo.com)

**Director Of Media Committee**

*Mr. Jadan Li Bawmwang*

Tel: (904) 654-5550

Email: [danbawmwang@yahoo.com](mailto:danbawmwang@yahoo.com)

**Director of Women Ministry**

*Pastor Wah Wah Dunn*

Tel: (904) 610-9075

Email: [tsawlarhku@gmail.com](mailto:tsawlarhku@gmail.com)

**Director of Men Ministry**

*Mr. Brang Seng Hpaudai*

Tel: (720) 299-9221

Email: [coloradogam@gmail.com](mailto:coloradogam@gmail.com)

**Advisory Board of KABA**

- (1) Rev. Dr. Gam Seng Shae
- (2) Pastor Matthew Gumjat Saga
- (3) Pastor Nang Zi
- (4) Deacon Zau Yaw Lahtaw
- (5) Mrs. Htoi San Doi Htawshe





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## Statistics of KABA Member Churches

### *First Kachin Baptist Church of America (FKBCA)*

9525 Maple St., Omaha, NE 68134

Founded Since 2002 May

Rev. Dr. Hkungam Lahpai, Senior Pastor

Rev. Zau Sam Lahtaw, Associate Pastor

Pastor Ja Htoi Lamung, Part Time

Pastor Kai Rin Dumhpau, Part Time

Mr. Zau Seng Maran, Director of Executive Board

*Total Church members: about 100*

*They worship in their own church.*

### *First Kachin Baptist Church of Los Angeles (FKBCLA)*

Los Angeles, CA

Founded Since 2002 October 26

Rev. Dr. Yawba Lasaw, Senior Pastor

Rev. Noel Lahpai, Associate Pastor

Mrs. Makhun Lahpai, Moderator

*Total Church members: about 125*

### *Jacksonville Kachin Baptist Church*

3264 Townsend Blvd., Jacksonville, FL 32277

Founded Since 2005 April 30

Rev. Dr. Gam Seng Shae, Senior Pastor

Rev. Tu Lum Lamung, Officiating Pastor

Rev. David Mahkaw, Part Time Pastor of Men Ministry & Youth Ministry

Pastor Tulum Dumhpau, Part Time Pastor of Women Ministry

Mr. Jadan Li Bawmwang, Moderator

*Total Church members: about 330*

*They worship in their own church.*



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***Dallas Fort Worth Kachin Baptist Church***

Dallas & Fort Worth, TX

Founded Since 2005

Rev. Dr. La Seng Labya, Senior Pastor

Pastor Hkaw Zung Marip, Part Time

Pastor Wah Wah Dun, Part Time

Pastor Htu Lai Dauje, Part Time

Pastor Ja Sen Lai Maran, Part Time

Mr. Zau Tu Shadan, Moderator

*Total Church members: about 250*

***San Francisco Kachin Baptist Church***

San Francisco, CA

Founded Since 2011

Rev. Dr. Naw San Dee KD, Senior Pastor

Pastor Lu Bu Hkinjawng, Pastor of Women Ministry

Mr. Nan Hpung Zinghang, Moderator

*Total Church members: about 80-90*

***United and Kachin Community Baptist Church***

Richmond, Commonwealth of Virginia

Founded Since 2014

Rev. Seng Nan Sumhka, Senior Pastor

Deacon Zau Yaw Lahtaw, Church Moderator

*Total Church members: about 60-70*

***Houston Kachin Baptist Church***

Houston, TX

Founded Since 2011

Pastor Nu Hkaw Htawshe, Pastor

Pastor Kaw Ja Alai, Associate Pastor

Deacon Ja Gum Awng Tailum, Moderator

*Total Church members: about 60-70*



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***Colorado Kachin Baptist Church***

Aurora, Co

Founded Since 2016

Rev. Naw Baw Menon, Pastor

Pastor Nang Zi, Associate Pastor

Mr. Brang Seng Hpaudai, Moderator

*Total Church members: about 40-50*

***Kachin Trinity Church***

Salt Lake City, Utah

Founded Since 2016

Rev. Dr. Yawba Lasaw, Visiting Pastor

Deacon Seng Hpung Kareng

Mr. Awng Mun Latt Jinghkang, Moderator

*Total Church members: about 40-50*

# **THE CONSTITUTION AND BY-LAWS OF THE KACHIN AMERICAN BAPTIST ASSOCIATION (USA)**

## **PREAMBLE**

The Kachin American Baptist Association exists as an expression of the ideal oneness of Kachin Baptist churches in the United States of America. It exists to promote fellowship, service, cooperation and partnership among its member churches, and with the wider Baptist Organizations in the country and abroad This Kachin American Baptist Association recognizes the autonomy and interdependence of Baptist churches and member bodies. It may in no way interfere with the independence of the local churches in matters of institutional administration.

## **ARTICLE I NAME**

The name of this association shall be called the Kachin American Baptist Association (KABA) of the United States of America.

## **ARTICLE II MISSION AND VISION**

KABA seeks to promote the Christian missions at home and abroad encompassing, such areas as sharing of the Good News of Jesus Christ, Christian education, and charitable and development services, which it may deem proper and advisable for the furtherance of the Kingdom of God.

### **Section A – Vision Statement**

Whereas proclaiming and living out the Good News of Jesus Christ under the direction of the power of the Holy Spirit, KABA seeks to create a bond of unity among the Kachin Americans of common confession of faith in Jesus Christ, to support, encourage, and strengthen one another.

## **Section B. Vision Calls**

1. KABA calls for renewal in Christian unity, worship, mission, and charitable and development services.
2. KABA calls its member churches to engage in the ministry of Christian education, charitable work, and development services, which it may deem proper and advisable for the furtherance of the Kingdom of God without neglecting the basic mission of the church, namely evangelism and practicing Christian living in the unity of the love of God.
3. KABA calls its member churches to support and encourage one another to have the type of unity where there is unity in diversity, so that the Kachin people of Baptist faith can offer a united encouragement to the ministry of the local churches and to participate in the local and global mission of our Lord Jesus Christ.

## **Section C. Mission Statement**

KABA seeks to build the unity of Kachin Baptist Churches in the USA, making every effort to work together in one body under the guidance of the Holy Spirit in the bond of peace. As a result, it may be able to promote more effectively the spiritual fellowship, service, cooperation, networking, and partnership among its member churches and other churches at home and abroad.

## **Section D. The Ministry of the Association**

1. Networking, coordinating, and collaborating the body of Jesus Christ in harmony with all member churches in the Lord Jesus Christ. KABA models after the statement, "With all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace." (Ephesians 4: 2-3).
2. Reaching out to the Kachin people and other language groups for Christ in the world.
3. Assisting member churches to meet the spiritual and physical needs of their members, assisting member churches to identify potential candidates for ministry in the Kachin American churches in the future.
4. Providing guidance to the member churches in developing a unique Kachin American Christian identity with wholesome Kachin ethnic cultural values.
5. Building bridges of relationships among Kachin Baptist churches, Kachin American Christian Churches in the United States, Burmese Ethnic Baptist Churches, Christian Churches, Fellowship groups, and Christian Organizations in North America.
6. Promoting local and global evangelism with mission focus.

## **ARTICLE III**

### **MEMBERSHIP**

#### **Section A. Requirement**

The membership of the Kachin American Baptist Association shall be:

1. The Kachin American Baptist Churches, Kachin American Christian Churches/Fellowships, and Kachin American Baptist Organizations in the USA, which profess Jesus Christ as their Lord and Savior and believe in the Holy Trinity.
2. It must exist as an organized entity and ascribe to the Baptist Beliefs, Polity and Practices.

#### **Section B. Procedure**

Any Kachin Baptist Church in the United States or Kachin Baptist Fellowship or Kachin Baptist Organization may be accepted into the Association as a member upon receiving written application and upon recommendation of the sponsoring church and by the majority vote of the delegates of the member churches, fellowships, and organizations present at the Executive Board Meeting.

## **ARTICLE IV**

### **MEETINGS**

#### **Section A. General Assembly Meeting**

1. There shall be a General Assembly Meeting once every two years. The venue shall be at one of the member churches or member fellowships or member organizations chosen by the Executive Board in consultation with the Member churches concerned, on a rotation basis. The Executive Board shall also set the date and time at least one year in advance.
2. Every local church member of member churches, fellowships and organizations are members. They are welcomed and encouraged to attend the General Assembly meetings. However, for General Assembly business meetings each member church shall designate a number of voting delegates according to the size of the congregation, determined by a ratio of one delegate to every fifteen church members in the congregation. Member or members left after the last 15 in a member congregation, fellowship or organization, shall be represented by one delegate so that no local church member is left out without representation. Local church members of member churches, fellowships and organizations may attend the General Assembly business meetings as listeners of the proceedings but deliberations and voting on decisions shall be done by the delegates representing them. The six Executive Officers of the Association shall be

elected during the Election year at the Biennial Assembly Meeting of the Association by voting members of the delegates.

### **Section B. Special Meeting**

1. A special Executive Board Meeting of the Association may be convened by the President or the fifty percent of the Executive Board, or fifty percent of the representatives of the member churches for emergency issues relating to the Association.
2. The meeting can take the form of teleconferencing or of gathering in person
3. Official communication can be done through mail or electronic communications.
4. Quorum constitutes two thirds (2/3) of the voting members of the Executive Board.

## **ARTICLE V**

### **GENERAL ASSEMBLY, EXECUTIVE BOARD, AND COMMITTEES**

#### **Section A. The General Assembly**

1. The General Assembly shall consist of every member of the member churches, fellowships and organizations, their representatives whom the members delegated authority to take part in the deliberations and actions taken in the business meetings of the Assembly, and all of the elected and appointed members of the Executive Board. The delegates of the member churches, fellowships and organizations shall be designated following the procedure stated in Article IV Section A.
2. The General Assembly shall have the power to elect officers for a four-year term and appoint the Executive Minister for a four-year term. The General Assembly shall have the final authority to decide and verify all policies and decisions affecting the life and work of the Kachin American Baptist Association of USA.

#### **Section B. The Executive Board**

1. The Executive Board shall consist of six (6) officers described in Article VI, paragraph (1), and Directors of all the different ministries, and Chairperson of any Ad-Hoc Committee appointed by the Executive Board. In addition there shall be a Church Representative from each member church, Fellowship and Organization who shall be members of the Board with full voting privilege.
2. The Executive Minister and the Associate Executive Minister shall be ex-officio members at different board and committee meetings.



3. The Executive Board shall have the power to appoint advisors, and committees on an Ad-Hoc basis to provide guidance and counsel to the General Assembly.
  - 3.1 The Executive Board is responsible to carry out overall policy and to supervise the direction of the General Assembly, and to delegate responsibility of day-to-day operations to the Association's Executive Minister and committees.
  - 3.2 This Executive Board shall meet a minimum of four times a year. Two of them may be done by teleconference.
  - 3.3 The Executive Board shall be the strategic group and be responsible for the long-range planning, development of policy consistent with the purpose and mission statement of the Kachin American Baptist Association of the United States of America.

### **Section C. The Nominating Committee**

The Nomination Committee shall consist of five (5) delegates, who are not from the same church, appointed by the Executive Board. The chairperson of the committee shall be elected by and among the five (5) members. The chairperson shall convene this committee to submit a list of candidates for each vacant position. Nominations may also be made from the floor at the election year Biennial General Assembly Meeting.

## **ARTICLE VI OFFICERS**

1. The Officers of the Kachin American Baptist Association shall be President, Vice-President, Executive Minister, Associate Executive Minister, Treasurer, and Joint Treasurer who shall serve as the Associate Executive Officers of the Association.
2. The Officers shall be elected at the Biennial Meeting for a term of four years, and shall be eligible to serve a two consecutive four-year terms, if elected. Any Officer who has served two consecutive four-year terms shall be ineligible for re-election to the same position for a period of one term.
3. Executive Board shall assign two auditors on an annual basis.
4. If a vacancy occurs among the six Executive Officers, the vacancy will be filled by a replacement elected to serve the remaining term of the vacant position at a Special Executive Board Meeting called for this purpose.
5. All Executive Board members must be a member of a member church, fellowship or organization of the Association.

## **ARTICLE VII**

### **EXECUTIVE MINISTER AND STAFF**

#### **Section A. President**

1. The President must be elected minister by the General Assembly at its election year at the Biennial Meeting for a term of four years.
2. The President shall show leadership ability, a good guidance and has responsibilities for planning of the Association's missions and policies.
3. The President will attend all Association and Executive Board meetings, and shall chair the Executive Committee and General Meetings.

#### **Section B. Vice President**

1. The Vice President must be elected minister by the General Assembly at its election year at the Biennial Meeting for a term of four years.
2. He/she shall support and help the Executive Minister in carrying out the Association's goal and policies.

#### **Section C. Executive Minister**

1. The Executive Minister is a full time professional, elected by the General Assembly at its election year at the Biennial Meeting for a term of four years.
2. The Executive Minister has an operational and administrative responsibilities for the Association, including carrying out the Association's goals and policies.
3. The Executive Minister will attend all Association and Executive Board meetings, and report on the progress and status of the Association, answer questions and perform the duties assigned by the Association and the Executive Board.
4. The Executive Minister must be an active member of a member church, fellowship or organization of the Association.
5. The Executive Minister must be an active member of a member church, fellowship or organization of the Association.

#### **Section D. Associate Executive Minister**

1. The Associate Executive Minister is likewise a professional elected by the General Assembly at its election year at the Biennial for a term of four years.
2. He/she shall support and help the Executive Minister in carrying out the Association's goal and policies.

3. The Associate Executive Minister must be an active member of a member church, fellowship or organization of the Association.

### **Section E. Treasurer**

1. The Treasurer must be elected by the General Assembly at its election year at the Biennial Meeting for a term of four years.
2. The Treasurer shall keep the church's finance efficiently and correctly. The treasurer shall keep a maximum of five hundred dollar (\$500) in hand for petty cash. He/she shall present a financial statement whenever the EC and the General Meeting demands it.

### **Section F. Assistant Treasurer**

1. The Assistant Treasurer must be elected by the General Assembly at its election year at the Biennial Meeting for a term of four years.
2. Assistant Treasurer shall help and if necessary substitute the Treasurer whenever the Treasurer is unable to perform his/her duties.

## **ARTICLE VIII**

### **KACHIN AMERICAN BAPTIST MINISTERS COUNCIL (KABMC)**

The Kachin American Baptist Ministers Council shall function as a service organization of the Kachin American Baptist Association of USA with its services open to all Kachin Baptist pastors and churches in the United States of America.

#### **Section A. Chairman of the KABMC & Recording Secretary**

1. The Chairman of the KABMC is a Minister elected by KABMC at its election year at the annual Meeting for a term of four years.
2. The Chairman of the KABMC shall show spiritual leadership ability, and has responsibilities for planning of the KABMC's missions and policies as well as overseeing ordination process of ministers.
3. The Chairman of the KABMC will attend all Association and Executive Board meetings, and report on the mission projects and status of the KABMC, answer questions and perform the duties assigned by the KABMC and the Executive Board.

4. The Chairman of the KABMC must be an active member of a member church, fellowship or organization of the Association.
5. The recording secretary must be elected by KABMC at its election year at the annual Meeting for a term of four years.
6. He/she shall record all the meetings and activities of KABMC.

## **ARTICLE IX**

### **GOVERNANCE AND AMENDMENT**

Any of the by-laws may be amended when necessary during a Biennial Meeting upon the recommendation of the Executive Board and upon the approval of two-thirds of the General Assembly delegate voting members present and voting. The proposed amendments must be submitted to the Executive Board, which then recommend to the General Assembly for approval. The rules contained in the latest edition of "Robert's Rules of Order" shall govern each official meeting of the Association.

## **ARTICLE X**

### **DISSOLUTION**

This association is organized exclusively for religious purposes under the guidelines of Non-Profit or religious organization of each member's country (USA). Upon the dissolution of this association, the remaining assets shall be distributed to the non-profit Christian organization engaged in the ministry of the church.