General Conference Legislation by the Numbers

140 – Bills given to Revisions Committee
   (14 Constitution and Bylaws)
   (3 Annual Conference Boundaries)
   (2 Corrections)
69 -- Bills approved by Revision for Gen. Conf. Consideration
41 -- Bills presented on General Conference Floor
  8 -- Bills rejected by the General Conference
33 -- Bills passed by the General Conference

PASSED LEGISLATION

1. INTRO
2. CC8 Effective Date of Adopted Legislation
3. CC14 Maintain Accurate Records of Churches with Societies
4. CC16 Quarterly Conference
5. CC22 Youth Ages 13-17 as Preparatory Members
6. CC24 Young Adult Age Redefinition
7. CM4 Membership
8. CS01 Bylaws of the AME Women in Ministry
9. CS05 Conn-M-SWAWO Plus Pks C & B Revision--Structure
10. CS07 MCAM Constitution and Bylaws, 2016-2020
11. CS08 Submission Part 2 – MCAM Constitution and Bylaws, 2016-2020
12. CS09 Presiding Elder District RAYC
13. CS010 Revised Constitution and Bylaws of the International Health Commission
14. CS011 Constitution and Bylaws of Connectional Lay Organization
15. CS012 WMS Constitution and Bylaws - Amended
16. GGB5 Connectional Presiding Elders Council
17. GGB6 CONVO
18. GGB10 HALT – 1(HIV/AIDS Legislative Team): Annual Report
19. GGB11 HALT - 2 Leader Training on HIV -AIDS
20. GGB15 Revised Commission on Health Departmental Statement
21. GGB17 The Bishop Sarah Frances Davis Covenant Keepers and Intercessors
22. GGB19 The General Board
23. GGDA2 Authority of Active Bishops
24. GGDA4   Chief Financial Officer (Treasurer) of the AME Church
25. GGDA10  Filling the Vacancies of Connectional Officers
26. GGDA12  Guiding Principles to Consider When Transferring a Minister &
            Creation of Uniform Assessment Procedures
27. GWD2    The H. B. Senate AME Church Centre
28. ICP1    Local Church Property Transfer of Property
29. JA1     Amendment of Charges
30. JA5     Composition of the Judicial Council
31. JA12    Sexual Misconduct Reporting Clarification
32. MN4     Background Checks Revealing Criminal History
33. MN6     Change in Terminology from Handicap to Differently Challenged in the
            Preachers Admitted on Trial
Proposal to Remember the Emanuel Martyrs & Survivors

Every congregation of the A.M.E. Church will conduct yearly a brief ceremony to remember the nine members of Emanuel A.M.E. Church, Charleston, S.C., brutally murdered on June 17, 2015 during Bible Study [Cynthia Marie Graham Hurd, Susie Jackson, Ethel Lee Lance, Depayne Middleton-Doctor, Clementa C. Pinckney (41), Tywanza Sanders (26), Daniel Simmons (74), Sharonda Coleman-Singleton (45), Myra Thompson (59)] as well as the survivors Felicia Sanders, Polly Sheppard, Jennifer Pinckney and 2 minors.

This ceremony will be conducted during Sunday worship service, until perpetuity.

Each congregation will conduct the ceremony under independent guidelines.

The ceremony will be conducted on the immediate Sunday following June 17, except those years when June 17 is on Sunday, in which case the ceremony will be held on June 17.
This is the original proposed text.
Page Reference in Current AME Discipline
The Doctrine and Discipline of the African Methodist Episcopal Church, Pg 197

Intent
To clarify when adopted legislation becomes effective.

Rationale
Currently, it is unclear when legislation becomes effective whether at the time of enactment or inclusion in the Book of Discipline.

Current Text
No current text.

Amended Text
At the end of Part VIII, Section 1, Item F, Number 6, The Revisions Committee, add the following paragraph;

All adopted legislation shall become effective immediately at the close of the general conference in which it is passed unless otherwise specified in the legislation. The General Secretary in coordination with the Revisions Committee shall post all adopted legislation on the Official African Methodist Episcopal Church website (www.AME-Church.com) within 24 hours of the close of the general conference.

Rt. Reverend Reginald T. Jackson
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Page Reference in Current AME Discipline
24a., Page 217 of the 2012 edition
Regarding Quarterly Conference Report

Intent
Maintain accurate records of churches with Societies and to start Societies where there are none.

Rationale
To ascertain the number of Women's Missionary Society's in each annual conference and the numerical strength of the same.

Current Text

Amended Text

1. Does this station, circuit or mission have a Women's Missionary Society?
2. If so, how many members does the Women's Missionary Society have?
3. The rest of the questions of the Quarterly Conference Report shall follow in sequence.
4. (This proposed legislation is submitted by the Women's Missionary Society of the African Methodist Episcopal Church and it does not carry any financial burden in the General Budget.)

______ ____________________________
Rt. Reverend Samuel L. Green
Presiding Officer

_______________________ ____________________________
Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

_______________________
Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
**Page Reference in Current AME Discipline**
Page 217

**Intent**
The quarterly conference disciplinary questions does not include statistical data for adult baptism.

**Rationale**
It is significant to document adult baptism as well as hidden.

1. **Current Text**
2. 22. How many baptisms this quarter?
3.   a. Infants (a few weeks to 5 years of age)
4.   b. Children (6-12)
5.   c. Youth (13-18)

6. **Amended Text**
7.   c. Youth (13-17)
8.   d. Adults. 18 and over
9

__________________________
Rt. Reverend Samuel L. Green
Presiding Officer

__________________________
Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

__________________________
Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Page Reference in Current AME Discipline
Page 216

Intent
To identify and provide statistics for all youth

Rationale
Youth ages 13-17 should be significantly recognized for this is a critical time when they decide whether or not they will remain and become full members. Therefore, they should be acknowledged as preparatory members and emphasis placed upon them. According to the discipline, they are neither full members nor preparatory.

Current Text
19. Number of preparatory members? (Children under 12 years of age, not to be ounces as full members.)

Amended Text
19. Number of preparatory members? (Youth through age 17)
Intent
To change the young adult age range from 18-30 to 18-35.

Rationale
The original youth delegate positions were codified in the 1972 Discipline to provide voice for a group with limited representation within the AME Church. But the Church, since then, has recognized and acknowledged that a wider demographic group (ages 18-40) has not only been under-represented in church administration, but its membership had steadily declined over subsequent decades. This 18-40 age group constitutes a missing link in our churches.

In recognition of this fact, the Connectional Lay Organization has elected to amend its constitution and bylaws to increase its young adult age definition to ages 18-35. Our organization further proposes that the age limit of young adult at all levels of church administration, including delegates to conferences, be raised to 35 in order to encourage participation and facilitate proportionate representation of the missing link age group.

Current Text

Part VII, Section 1A.; Page 145

... The General Board shall also be composed of five (5) representatives from each Episcopal district. Even numbered districts shall be represented by (2) ministers and three (3) lay. Odd-numbered districts shall be represented by three (3) ministers, and two (2) lay during the quadrennium of 2012-2016. At least one member of every Episcopal District delegation shall be a young adult between the ages of 18-30. The clergy/laity order of district representation is to rotate quadrennially.

Part VII, Section 1A.1. Nominating Committee; Page 146

Four (4) members of the nominating committee shall be clergy and four (4) shall be laypersons. At least one member shall be a young adult between ages 18 to 30.

3. Executive Committee

There shall be an Executive Committee of the General Board consisting of the officers of the Board and one representative from each Episcopal district. At the rise of the 2000-2004 quadrennial, even numbered
districts shall furnish the ministerial representatives and odd numbered districts shall furnish the lay representatives on the Executive Committee. At least one member of the Executive Committee (Episcopal District or at large) shall be a young adult ages 18-30.

Part VII., Section I. D. Episcopal District Budget; Page 151

. The budget will be structured and developed by the Episcopal District Budget Committee, which shall be made up of one minister and two ministers and one layperson alternately from every Annual Conference. At least one member must be a young adult ages 18 to 30.

Part VIII, Section 1. C. 2. Lay Delegates; Page 191

c. Two members, one adult and one young adult between the ages of 18 and 30, in good and regular standing, shall be elected to the Electoral College from each local church. At least one member of each Annual Conference lay delegation shall be a young adult between the ages of 18 and 30. The combined number of young adult and adult lay delegates shall be equal to the number of elected ministerial delegates.

3. Lay Electoral College

a. The Electoral College shall be composed of one adult and one young adult between the ages of 18 and 30, in good and regular standing, from each station, circuit, and mission in the Annual Conference, whose expenses to said College shall be paid by the station, circuit or mission represented.

b. After devotional service, the College shall effect a permanent organization, electing a chairperson, secretary, two tellers and two clerks and then proceed to elect from its members by ballot, delegates, one of whom must be a youth between the ages of 18 and 30, and alternates, as provided by law under caption of Composition of the General Conference

Part VIII, Section 1. F. 1. The Episcopal Committee; Page 194

Composition: The Episcopal Committee shall be composed of two ministerial delegates, two lay delegates, one of whom must be a youth between the ages of 18 and 30, from each Episcopal district.

G. 1. a. Post-General Conference Committees/Commissions; Page 199

The General Conference Commission shall consist of four (4) bishops nominated by the Council of Bishops and elected by the General Conference; two (2) representatives (one lay and one ministerial) from each Episcopal district, to be nominated by ballot by the district delegation and elected by the General Conference; six (6) at-large representativethree (3) lay and (3) ministerial to be nominated by ballot at the General
Conference of whom at least one must be a young adult ages 18-30; the General Secretary and the Chief Financial Officer of the Church.

Part VIII, Section II. A; Page 205

1. The Annual Conference shall be composed of .. and at least one elected lay person between the ages of 18-30, when possible, from each charge within its bounds...

10. The Budget will be structured and developed by the Episcopal District Budget Committee, which shall be made up of one minister and two ministers and one layperson alternately from every Annual Conference. At least one member must be a young adult ages 18 to 30. 

Part IX., Section II. Episcopal District Budget: Page 235

1. The Budget will be structured and developed by the Episcopal District Budget Committee, which shall be made up of one minister and two ministers and one layperson alternately from every Annual Conference. At least one member must be a young adult ages 18 to 30.

Glossary; Page 710

Young Adult: Generally when The Doctrine and Discipline of the African Methodist Episcopal Church refers to Young Adults, i.e., election of delegates to the General Conference the age level is 18 to 30 years. With regards to specific auxiliaries, the Richard Allen Youth Adult Council ranges from 21 to 39 years of age; the Connectional Young Peoples and Children's Division of the Connectional Women's Missionary Society Young Adult Division is 18 to 26 years of age; the Young Women's Initiative of the Women's Missionary Society encompasses ages 18 to 40; the Young Adult age for the Connectional Lay Organization is 18 to 30 years of age.

Amended Text

AMENDED TEXT:

Part VII, Section 1.A.; Page 145

The General Board shall also be composed of five (5) representatives from each Episcopal district. Even numbered districts shall be represented by three (3) ministers and two (2) lay. Odd-numbered districts shall be represented by two (2) ministers, and three (3) lay during the quadrennium of 2016-2020. At least one member of every Episcopal District delegation shall be a young adult between the ages of 18-35. The clergy/laity order of district representation is to rotate quadrennially.
Part VII, Section 1.A.1. Nominating Committee; Page 146

Four (4) members of the nominating committee shall be clergy and four (4) shall be laypersons. At least one member shall be a young adult between ages 18 to 35.

3. Executive Committee

There shall be an Executive Committee of the General Board consisting of the officers of the Board and one representative from each Episcopal district. At the rise of the 2000-2004 quadrennial, even numbered districts shall furnish the ministerial representatives and odd numbered districts shall furnish the lay representatives on the Executive Committee. At least one member of the Executive Committee (Episcopal District or at large) shall be a young adult ages 18-35.

Part VII., Section I. D. Episcopal District Budget: Page 151

The budget will be structured and developed by the Episcopal District Budget Committee, which shall be made up of one minister and two ministers and one layperson alternately from every Annual Conference. At least one member must be a young adult ages 18 to 35.

Part VIII, Section 1. C. 2. Lay Delegates: Page 191

b. Two members, one adult and one between the ages of 18 and 35, in good and regular standing, shall be elected to the Electoral College from each local church. At least one member of each Annual Conference lay delegation shall be a youth between the ages of 18 and 35. The combined number of youth and adult lay delegates shall be equal to the number of elected ministerial delegates.

Lay Electoral College

a. The Electoral College shall be composed of one adult and one young adult between the ages of 18 and 35, in good and regular standing, from each station, circuit, and mission in the Annual Conference, whose expenses to said College shall be paid by the station, circuit or mission represented.

b. After devotional service, the College shall effect a permanent organization, electing a chairperson, secretary, two tellers and two clerks and then proceed to elect from its members by ballot, delegates, one of whom must be a young adult between the ages of 18 and 35, and alternates, as provided by law under caption of Composition of the General Conference

Part VIII, Section 1. F. 1. The Episcopal Committee: Page 194
Composition: The Episcopal Committee shall be composed of two ministerial delegates, two lay delegates, one of whom must be a youth between the ages of 18 and 35, from each Episcopal district.

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The General Conference Commission shall consist of four (4) bishops nominated by the Council of Bishops and elected by the General Conference; two (2) representatives (one lay and one ministerial) from each Episcopal district, to be nominated by ballot by the district delegation and elected by the General Conference; six (6) at-large representatives three (3) lay and (3) ministerial to be nominated by ballot at the General Conference of whom at least one must be a young adult ages 18-35; the General Secretary and the Chief Financial Officer of the Church.

Part VIII, Section II.A.: Page 205

1. The Annual Conference shall be composed of .. and at least one elected lay person between the ages of 18-35, when possible, from each charge within its bounds...

10...The Budget will be structured and developed by the Episcopal District Budget Committee, which shall be made up of one minister and two ministers and one layperson alternately from every Annual Conference. At least one member must be a young adult ages 18 to 35.

Part IX., Section II. Episcopal District Budget; Page 235

1. The Budget will be structured and developed by the Episcopal District Budget Committee, which shall be made up of one minister and two ministers and one layperson alternately from every Annual Conference. At least one member must be a young adult ages 18 to 35.

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Young Adult - Generally when The Doctrine and Discipline of the African Methodist Episcopal Church refers to Young Adult e.g., election of delegates to the General Conference the age level is 18 to 35 years. With regards to specific auxiliaries, the Richard Allen Youth Adult Council ranges from 21 to 39 years of age; the Connectional Young Peoples and Children's Division of the Connectional Women's Missionary Society Young Adult Division is 18 to 26 years of age; the Young Women's Initiative of the Women's Missionary Society encompasses ages 18 to 40; the Young Adult age for the Connectional Lay Organization is 18 to 35 years of age.

FUNDING: There is no cost associated with this proposed legislation
Page Reference in Current AME Discipline
P. 59

Intent
To develop a protocol for preparatory members who come of age and assure that they are taught the same information as new members and then participate in the full membership ritual and be issued a Certificate of Membership.

Rationale
To ensure that our youth are officially transitioned into full membership and celebrated. Also, to assist with retention of this age group, we become more intentional in enabling to remain in the AME Church.

Current Text

E. Preparation for Membership

In preparation for being received into full membership in the African Methodist Episcopal Church, all new members shall be given at least the following areas of study:

Amended Text

E. Preparation for Membership

In preparation for being received into full membership in the African Methodist Episcopal Church, all new members "and preparatory members" shall be given at least the following areas of study:

__________________________
Rt. Reverend John F. White
Presiding Officer

__________________________
Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

__________________________
Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Bylaws of the African Methodist Episcopal Women In Ministry

Submitted by Kimberly Detherage, President AME/WIM

Contact lavk888@gmail.com

Page Reference in Current AME Discipline
Section VIII. African Methodist Episcopal Women in Ministry, page 444

Intent
To provide necessary clarification regarding the policies and procedures for the operation of AME/WIM

Rationale
To make it easier for AME/WIM to effectively implement its policies and procedures.

Current Text
(Bylaws as printed in the Doctrine and Discipline of the AME Church, 2012)
Bylaws shall be entirely replaced with the Amended Bylaws.

Amended Text
SECTION VIII. AFRICAN METHODIST EPISCOPAL WOMEN IN MINISTRY BYLAWS
Article I - Name
This organization shall be known as the African Methodist Episcopal Women in Ministry (AME/WIM).

Article II Mission and Objectives
Section 1. Mission. The mission of the AME/WIM is to define, enhance, support and expand the presence of women in ministry in leadership in the African Methodist Episcopal (AME) Church.
Section 2. Objectives. The purpose of AME/WIM is to meet and further the following objectives:
  a. To recognize and support women in ministry as an essential part of the leadership of the AME Church.
  b. To raise the consciousness of the AME Church on issues important to women.
  c. To address and eradicate sexism in the AME Church.
  d. To work to expand leadership opportunities for women in ministry in leadership in the AME Church.
  e. To support women in the pastoral ministry.
  f. To support women in specialized ministries including but not limited to: chaplaincy, writing, teaching, counseling, research, prison, youth, geriatric, singles, street, health care, family/life relations, music, homeless, HIV/AIDS and religious education ministries.
g. To encourage academic training for the ministry.

h. To sponsor a Connectional conference at least once during each Quadrennium.

i. To support and provide assistance and outreach to women in ministry in the Fourteenth through Twentieth Episcopal Districts.

j. To compile a complete an accurate record of all women in ministry in the AME church.

k. To foster and develop relationships with people and entities that will assist in furthering the objectives described herein.

Article III Members

Section 1. Membership. The categories of membership shall be:

a. Full Membership: for women ordained to the itinerant ministry. They shall be eligible to vote and to hold most offices. [See eligibility chart]

b. Local Membership: for women ordained to the local ministry, licensed evangelists, and licensed exhorters. They shall be eligible to vote and to hold some offices. [See eligibility chart]

c. Advisory Membership: for superannuates who have retired from active service in the itinerant or local ministry. They shall be eligible to vote but not to hold office.

d. Student/Licentiate Membership: for women enrolled in an institution of higher education on a full time basis and/or women licensed to preach and preparing for ordination. Licentiates are not entitled to vote or hold office unless within a Campus Ministry. [See Election Eligibility Chart]. Ordained Clergy are eligible to vote.

e. Associate Membership: for male clergy and laity who are supportive of AME/WIM. They shall not be eligible to vote or to hold office.

f. All persons seeking membership must be in good and regular standing in their local churches and Annual Conferences as defined by The Doctrine and Discipline of the AME Church. Good and regular standing for women in ministry shall include the payment of dues on the Connectional, District and Annual Conference levels.

Section 2. Dues. Connectional dues for Districts One through Thirteen shall be:

1. Full Membership = $25.00

2. Local Membership = $15.00
3. Advisory Membership = $10.00

4. Student/Licentiate Membership = $10.00

5. Associate Membership = $20.00

Dues and the names of members shall be sent to the Connectional Financial Secretary and copies of the names shall be sent to the Connectional President, Third Vice President and General Secretary.

AME/WIM in Districts Fourteen through Twenty shall establish a comparable and affordable amount for the five membership categories. Full records of dues received and membership shall be reported to the Connectional President, Third Vice President, and Secretary, but the dues shall be made payable to and retained by the AME/WIM District collecting the same and used for operational expenses of AME/WIM.

Dues shall be paid annually to the Connectional Executive Board, the Episcopal District, the Annual Conference and, if applicable, to the presiding elder district conference branch of the annual conference.

Connectional dues must be received by the Treasurer no later than May 31st. Each Episcopal District shall select an annual date on which dues are paid on the Connectional and the Episcopal District level. The time for payment of dues to the Annual Conference and the Presiding Elder Districts shall be determined by the respective conferences. Upon payment of dues, each member will receive a membership card. Payment of dues will entitle members to the Connectional newsletter.

The amount of annual membership dues at the Episcopal District, Annual Conference, Presiding Elder District, and Campus Ministry levels shall be determined by the respective Executive Boards and the general membership but in no case shall the amount exceed the connectional level.

Section 3. Official Roll. The records of the Connectional Third Vice President, General Secretary and Financial Secretary shall constitute the official roll of women in ministry.

Section 4. Termination of Membership. Termination of membership shall be: a) at the request of a member; b) removal from the Annual Conference Roll as per the Doctrine and Discipline of the African Methodist Episcopal Church.

Section 5. Eligibility for Office. Any AME/WIM in good standing as defined by the Bylaws of AME/WIM and the Doctrine and Discipline of the African Methodist Episcopal Church is eligible to hold office except as specifically stated herein.
She is to be familiar with AME discipline and polity and shall abide by the same. The AME/WIM Election Eligibility Chart attached hereto details the eligibility criteria for each office, and is incorporated by reference herein.

No person who shall reach retirement age before the end of the Quadrennium shall be eligible to run for office.

An officer who has been appointed or elected during the interim of a four-year term, who has served for at least two years and one month, shall be deemed to have completed a full term of service. She shall not be eligible to serve more than one additional four-year term in the same office.

Any itinerant minister in good standing who is transferred or moves to a new District and/or Annual Conference is eligible to hold office if duly elected, provided she was in good and regular standing with AME/WIM on the Connectional, Episcopal District and Annual Conference levels for two years prior to the transfer. There shall be no requisite waiting period for holding office.

Article IV Organization

Organization will be according to the structure of the African Methodist Episcopal Church, i.e. Connectional, Episcopal District, Annual Conference and (where applicable) Presiding Elder District levels.

Article V Elections Committee

Elections for all offices within AME/WIM will be conducted by an elections committee who shall be appointed by the incumbent Executive Board to work with the nominating committee to ensure smooth, free and fair elections.

The elections committee will be responsible for:

A. Presiding over the election process;
B. Overseeing the execution of the election process;
C. Preparing an official election ballot;
D. Maintaining sole responsibility for the safekeeping of the ballot box, ballots and voter registry
E. Certifying and announcing the official election results;
F. Accepting, reviewing, and deciding any contest to the election process or results.

Article VI - Connectional Executive Board
Section 1. Powers and Numbers. AME/WIM shall be managed by an Executive Board. Members of the Connectional Executive Board shall consist of: President, First Vice President, Second Vice President, Third Vice President, General Secretary, Financial Secretary, Corresponding Secretary, Treasurer, Historiographer, Worship Director, and a Central/Southern Africa Coordinator. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by AME/WIM.

Section 2. Election and Term of Office for Connectional Officers. At the seat of the General Conference, AME/WIM shall meet to elect the officers of the Connectional Executive Board. No member shall be nominated or elected at the Connectional level unless she has been a full member in good and regular standing for at least two (2) years immediately preceding the General Conference. The term of office shall be one Quadrennium and no officer shall serve in the same office for more than two (2) consecutive Quadrenniums. Each officer of the Executive Board shall hold office until the expiration of the term for which she is elected or until her death, superannuation, resignation or removal. Officers elected to the Executive Board shall not hold any other office in AME/WIM. She shall surrender any other offices held in AME/WIM no later than September 15th following her election at the General Conference. Accepting a position on the Episcopal District, Annual Conference or Presiding Elder District Board shall result in an immediate surrender of their office on the Executive Board. Said surrender of office must take place no later than the seat of the next Bishops Council meeting following said election to office.

Section 3. Membership Committee. A membership committee under the direction of the Third Vice President, General Secretary and Financial Secretary, shall compose a list of members eligible to vote to elect the Executive Board. To be eligible to vote, members shall have paid dues for at least one (1) year immediately preceding the General Conference and the dues must be received no later than May 31st the year of the General Conference.

Section 4. Voting. Election of officers of the Connectional Executive Board shall be by private ballot and shall be conducted by an elections committee as described in Article V. Each officer shall be elected by a majority vote of the membership present at the election of officers at the seat of the General Conference.

Section 5. Transfer of Records. The transfer of records, minutes etc. shall be completed by the 30th day of September following the General Conference.
Section 6. Installation. Installation of Executive Board members shall take place as part of the annual worship
service of AME/WIM at the site of the annual Bishops Council and General Board meeting in June of the year
following the General Conference. Installation is a ceremonial act.

Section 7. Newly Created Offices and Vacancies. Newly created offices of the Executive Board and vacancies
among the Executive Board for any reason may be filled by vote of a majority of the Executive Board
members then in office. The Executive Board members so elected shall serve until the next general meeting of
AME/WIM.

Section 8. Resignations. Any Board member may resign from office at any time by delivering a resignation in
writing to the president, and the acceptance of such resignation, unless required by the terms thereof, shall
not be necessary to make such resignation effective. If the President tenders the resignation, said resignation
should be tendered to the First Vice-president and the Executive Board. Oral resignations may only be
accepted when they occur at an Executive Board meeting with the majority of members present. The
Secretary must record the oral resignation as part of the official business of the meeting.

Section 9. Removal. Any Board member elected by members of AME/WIM may be removed for cause by a
majority vote of the entire Board, at any special meeting of the Board called for that purpose; or without
cause, by vote of the general membership. Removal for cause may include but is not limited to a breach of a
fiduciary duty as an officer, removal from the Annual Conference roll, retirement from active ministry,
missing three (3) consecutive meetings without being excused, abuse of power, conviction after trial of
violation of any laws of the Doctrine and Discipline of the AME Church and felony convictions in any state or
province.

Section 10. Meetings. The election meeting of AME/WIM shall be held Quadrennially at the seat of the General
Conference. The annual meeting of AME/WIM shall be held during each summer session of the Bishops
Council and General Board Meeting.

Section 11. Quorum and Voting. Voting privileges in AME/WIM shall be confined and restricted to persons set
forth under Article III.

No person shall be entitled to more than one (1) vote on an issue or matter in AME/WIM, and must be
personally present to exercise such privilege. No proxy or absentee voting shall be permitted. The Executive
Board shall have two thirds of its members/officers present to constitute a quorum for voting. A quorum for
the election of officers to the Connectional Executive Board at the seat of the General Conference shall consist of a majority of the eligible voters present at the time of elections of the Executive Board.

Section 12. Nominations: The nomination of officers shall be governed by the ad hoc Nominating Committee appointed by the Executive Board. The Nominating Committee shall be appointed no later than the seat of the Bishops Council one year prior to the General Conference. The Nominating Committee shall consist of three to five persons. At least two persons shall be the Consultants to the Executive Board. The other persons shall be full members of AME/WIM in good and regular standing. Members of the nominating committee shall be ineligible for nomination by the committee for any position to be filled on the Executive Board.

Recommendations and nominations for office to the Executive Board must be submitted no later than February 11th during the year of the General Conference. Recommendations and nominations will not be accepted at the seat of the General Conference. Persons nominated to run for Executive Board office must be present at the time and place of the election meeting in order to be elected.

Section 13. President: Powers and Duties. The President shall preside over the Connectional Executive Board of AME/WIM and shall be an ex officio member of all committees except the nominating or elections committee. She shall work with the Executive Board to coordinate the twenty Episcopal Districts; develop policy; plan for conferences; and provide general oversight of the general operations of AME/WIM. She shall facilitate ecumenical relationships that support the Mission and Objectives of AME/WIM.

The President is accountable to the other elected members of the Executive Board, the general membership of AME/WIM, the Commission on Women in Ministry, the General Board and the General Conference.

Section 14. First Vice President: Powers and Duties. The First Vice President shall preside in the absence of the President and shall assist the President in all of her duties. She shall chair the Programs Committee responsible for all programming for Connectional AME/WIM. She will serve as a programming resource and guide for the Episcopal District Presidents. She must report quarterly to the President and Executive Board on the status of each Episcopal District and overall programming for AME/WIM.

Section 15. Second Vice President: Powers and Duties. The Second Vice President shall preside in the absence of the President and the First Vice President and shall assist them both in their duties. She shall be
responsible for Bylaws, legislation, and parliamentary procedure. She shall chair the Bylaws and Legislation Committee. She will serve as a Bylaws and Legislation resource to the Episcopal District Presidents and report quarterly to the President and Executive Board.

Section 16. Third Vice President: Powers and Duties. The Third Vice President shall preside in the absence of the President, First Vice President and Second Vice President. She shall be responsible for membership recruitment and retention. She will maintain an accurate directory of all members of AME/WIM. She will serve as a Membership resource for the Episcopal District Presidents. She shall chair the Membership Committee and report quarterly to the President and Executive Board.

Section 17. General Secretary: Powers and Duties. The General Secretary shall keep records of all proceedings, meetings, correspondence and matters essential to AME/WIM. She shall keep a record of all members. By the 30th day of September following the General Conference, she shall ensure said records are transferred to the Herstoriographer for AME/WIM. She shall preside over any call meetings and executive meetings in the absence of the President, First Vice President, Second Vice President, and Third Vice President.

Section 18. Communication Secretary: Powers and Duties. She shall be responsible for all correspondence including social media. She shall send out to the membership a notice of each meeting. She shall conduct the general correspondence of the organization including distribution of the newsletter, maintenance of the website and all other electronic distributions. She shall assist the Third Vice President in gathering names and current contact information of women in ministry for inclusion in the Connectional directory.

Section 19. Financial Secretary: Powers and Duties. The Financial Secretary shall be responsible for the maintenance of account records. She shall maintain a list of all dues-paying members. She shall record all monies (income and expenditures) for the quadrennial and report the same to the Executive Board. She and the treasurer shall be accurate in the record of all monies received and spent, and shall ensure compliance with our written financial policies. She shall provide a monthly financial report to the President and Executive Board.

Section 20. Treasurer: Powers and Duties. The Treasurer shall be entrusted with the custody of all AME/WIM funds. She shall be bonded for a sum sufficient to protect the society from loss. She shall receive and deposit all dues, donations, sales, proceeds from events, and any other miscellaneous income of AME/WIM. She shall
co-sign all checks with the President and/or General Secretary. She shall work with the President and
Financial Secretary to prepare a budget to be passed by the full Executive Board. She shall ensure compliance
with our written financial policies. The Treasurer shall chair the Budget and Finance Committee.

Section 21. Herstorioriographer: Powers and Duties. Shall prepare a narrative account of the WIM activities
during her term of office, which, when approved by the general membership, will become a permanent part of
the herstorical record of WIM. She shall research, gather, record and make available herstorical and other
information on AME/WIM and on women in ministry. The Herstorioriographer shall coordinate with the
Herstorioriographers on the Episcopal District, Annual Conference and Presiding Elder District levels to provide
a comprehensive library on women in ministry and the status and role of women in ministry in the African
Methodist Episcopal Church. Before the 30th day of September following the General Conference she shall be
responsible for the transfer of records to the President and Executive Board, and the Director of Research and
Scholarship for the A.M.E. Church.

Section 22. Director of Liturgy & Worship: Powers and Duties. The Director of Liturgy & Worship shall be
familiar with the concept of intentional and innovative worship experiences, and spiritual formation, and
shall encourage all women in ministry to use gender-inclusive language. She shall work with the First Vice
President in the worship component of all programming of all gatherings, conferences, and workshops
covenied on the Connectional level. She shall chair the Worship Committee and shall share her gifts with the
Worship Leaders in the Episcopal Districts.

Section 23. Central/South African Coordinator: Powers and Duties. The Central/Southern Africa Coordinator
shall serve as a liason with and resource for the Episcopal District Presidents in the Fifteenth, Seventeenth,
Eighteenth, Nineteenth and Twentieth Episcopal Districts and shall serve as a resource to the Global
Assistance Committee. The Central/Southern Africa Coordinator shall be a member of one of the Episcopal
districts in Central and Southern Africa.

Article VII ADVISORS AND CONSULTANTS

Section 1. Powers. The President with the consensus of the Executive Board and Commission on Women in
Ministry Chairperson, from time to time shall appoint consultants and/or advisors to AME/WIM. Each such
consultant or advisor shall hold office at the pleasure of the Board, and shall have such authority and
obligations as the Board may from time to time determine. No advisor or consultant shall be given voting
power on the Executive Board.

Section 2. No Compensation. No consultant/advisor shall receive any salary, compensation or emolument for
any service rendered to AME/WIM, except that the Executive Board may authorize reimbursement of
expenditures reasonably incurred on behalf of and for the benefit of AME/WIM.

ARTICLE VIII COMMITTEES

Section 1. Committees of the Executive Board. The Board may, by resolution adopted by a majority of the
entire Board, establish and appoint other standing committees. The President shall appoint the chairperson
of each committee. Each committee so appointed shall consist of three or more members, and shall have all
the authority of the Board except as to the following matters:

a. The filling of vacancies on the Board or on any committee.

b. The amendment or repeal of the by-laws or the adoption of new by-laws.

c. The amendment or repeal of any resolution of the Board which by its terms shall not be amended or
repealed.

d. The fixing of compensation of Board members for serving on the Board or any committee.

Special committees may be appointed by the President with the consent of the Board and shall have only the
powers specifically delegated to them by the Board.

Section 2. Committees of AME/WIM. The Board or the members may create committees of AME/WIM.
Committees created by the Board shall be appointed by the President with the consent of the Board.
Committees created by the members shall be elected by the members, unless the members authorize the
President to appoint said committees with the consent of the Board.

Section 3. Standing Committees. The standing committees and their responsibilities shall be as follows:

a. The Budget and Finance Committee shall study the financial needs of AME/WIM and recommend ways and
means of generating income.

b. The Membership Committee shall suggest strategies for identifying the needs of women in ministry,
enhancing services to the membership and increasing participation in AME/WIM, and prior to the
quadrennial election meeting shall assist with preparation of a list to establish the credentials of members for
voting and nomination for office.
c. The Program Committee shall work with planning Connectional services, meetings, conferences and other events.

d. The Bylaws and Legislation Committee shall receive, study, analyze and interpret proposed amendments to the Bylaws and legislation affecting women in ministry.

e. The Publications Committee shall work with the publication of a quarterly newsletter, preparing of educational and informational publications, and assisting with preparing information to be published in The Christian Recorder and other publications.

f. The Public Relations Committee shall work to promote and disseminate information on the presence and contribution of AME/WIM and women in ministry in the A.M.E. Church.

g. The Worship Committee shall work with the planning of services and with developing resources on worship and liturgy to be made available to the Episcopal District organizations.

h. The Strategic Planning Committee shall work to identify and develop strategies to strengthen AME/WIMs organizational growth and to enhance the presence of women in ministry in the A.M.E. Church.

i. The Global Assistance Committee shall work to identify and generate funding and other resources to assist women in ministry in the Fourteenth through Twentieth Episcopal Districts.

ARTICLE IX ACCOUNTS AND INVESTMENTS

Section 1. Contracts, Checks, Bank Accounts. The Executive Board is authorized to select such depositories as it shall deem proper for the funds of AME/WIM and shall determine who shall be authorized in the organizations behalf to sign bills, notes, receipts, acceptances, endorsements, checks, releases, contracts and documents.

Section 2. Investments. The funds of AME/WIM may be retained in whole or in part in cash or be invested and reinvested from time to time in such property, real, personal or otherwise, including stocks, bonds or other securities for the benefit of AME/WIM, as the Executive Board may deem desirable.

Section 3. Expenditures. No officer of the Executive Board can authorize expenditures over one thousand ($1,000.00) dollars without the approval of the majority of the Executive Board.

ARTICLE X - OFFICE AND BOOKS

Section 1. Office. The office of AME/WIM shall be located at such place as the Executive Board may from time to time determine.
Section 2. Books. There shall be kept at the office of AME/WIM correct books of amount of the activities and transactions of AME/WIM including a minute book, which shall contain a copy of the current bylaws, a copy of any resolutions passed by the Board or general membership, and all minutes of meetings of the Executive Board.

Section 3. Incorporation. Any Episcopal District or other branch of AME/WIM wishing to incorporate must first seek the approval of the Connectional Executive Board of AME/WIM. The 2nd Vice President for AME/WIM will work with the person responsible for preparing the incorporation documents to ensure that they comply with the Bylaws of AME/WIM.

ARTICLE XI - FISCAL YEAR

The fiscal year of AME/WIM shall be June 1 to May 31.

ARTICLE XII AMENDMENTS

These Bylaws may be amended by the affirmative vote of a majority of the entire Executive Board at any meeting of the Executive Board, or by the members of AME/WIM at a meeting duly called for the purpose of amending the Bylaws. Notice of the proposed amendment must be included in the notice of meeting. No amendment to the Bylaws shall become effective until approved by the General Conference of the African Methodist Episcopal Church.

ARTICLE XIII - EPISCOPAL DISTRICT

Section 1. Each Episcopal District shall elect a President and Executive Board within six (6) months following each General Conference. The Executive Board in each Episcopal District shall be composed of the following officers: President, First Vice President, Second Vice President, Secretary, Financial Secretary, Treasurer, Worship Leader and Herstoriographer. Annual Conference Coordinators shall serve as ex-officio members of the Executive Board.

The term of office shall be four years. No officer shall serve in the same position for more than two consecutive terms. Service for two years and one month during one term shall constitute a complete term for purposes of evaluating eligibility.

To be eligible for office, nominees must be itinerant elders who have been members of AME/WIM in good standing for at least two years prior to nomination. Written notice of the date, time and place of the election must be provided to all women in ministry within the Episcopal District at least 60 days in advance of the
election. When possible, the election should be held at the site of an Episcopal District meeting to allow for as much participation as possible.

The Episcopal District Executive Board shall meet quarterly and shall meet with the women in ministry in the Episcopal District at least twice a year.

Section 2. Episcopal District President. The Episcopal District President shall work to achieve the mission and goals of AME/WIM and to carry out the vision of the Connectional President and Executive Board of AME/WIM. Her duties include but are not limited to:

- becoming familiar with AME discipline and polity, parliamentary procedure, and AME/WIM objectives and bylaws;
- coordinating the membership in all Annual Conferences to assure organization by supervising the Annual Conference Coordinators and encouraging all licensed evangelists, exhorters, preachers and clergy to become members of AME/WIM;
- submitting biannual reports to the Connectional President, Third Vice President and General Secretary;
- ensuring that Connectional dues and names of members are timely submitted to the Connectional Financial Secretary;
- presiding over Episcopal District board meetings.

The Episcopal District President must attend at least one AME/WIM Connectional event each quadrennial.

Section 3. First Vice President. The First Vice President of the Episcopal District shall preside in the absence of the President. She shall work closely with the President to plan programming for the district. She shall help the President in identifying all women who are ministers within the Episcopal District and assist the President in all her duties. She shall be familiar with AME discipline and polity, parliamentary procedure, and AME/WIM objectives and by-laws.

Section 4. Second Vice President. The Second Vice President shall preside in the absence of the President and First Vice President. She shall work with the Annual Conference Coordinators to monitor financial issues and
Section 5. Secretary. The Secretary shall keep minutes of the Executive Board and Episcopal District meetings, and send correspondence to Board members. She shall maintain a minute book containing minutes from all meetings of the District Executive Board and General Membership meetings, Bylaws, copies of all meeting notices; and an accurate record of all dues paying members.

Section 6. Financial Secretary. The Financial Secretary shall keep a record of all Connectional and Episcopal District membership dues paid in the Episcopal District. She shall receive a list of all dues-paying members from the Annual Conferences and (if applicable) Presiding Elder Districts. She shall forward all Connectional dues to the Financial Secretary of the Connectional Executive Board.

Section 7. Treasurer. The Treasurer shall open an account for the Episcopal District Executive Board. She shall be responsible to work out a budget with Board approval. The budget should reflect the source and amounts of all anticipated income and expenses and shall be approved by the District Executive Board.

Section 8. Worship Leader. The Worship Leader shall be familiar with the concept of intentional and innovative worship experiences. She should be familiar with inclusive language promote the use of the same during all WIM worship services. She shall encourage all others members to be conscious of gender domination in the language of worship. She will be responsible with the First Vice President for all AME/WIM worship services at Episcopal District level conferences and gatherings.

Section 9. Herstoriographer. The Herstoriographer will collect information on AME/WIM in the Episcopal District and compile a data bank and be a resource for the District. The Herstoriographer shall coordinate with Herstoriographers on all Connectional levels and provide a comprehensive library on women in ministry and the status and role of women in ministry in her Episcopal District. The Herstoriographer should make a presentation to the Episcopal District AME/WIM at an Episcopal District Meeting at least once a quadrennial on her findings.

Section 10. Newly Created Offices and Vacancies. Newly created offices of the Board and vacancies among the Board for any reason may be filled by vote of a majority of the Board members then in office, and the Board members so elected shall serve until the next general meeting of AME/WIM.
Section 11. Resignations. Any Board member may resign from office at any time by delivering a resignation in writing to the President, and the acceptance of such resignation, unless required by the terms thereof, shall not be necessary to make such resignation effective.

Section 12. Removal. Any Board member elected by members of the Episcopal District WIM may be removed for cause by a majority vote of the entire Board, at any meeting called for that purpose. A board member may be removed without cause only by vote of the general membership of the Episcopal District WIM. A Board member who misses three consecutive Board meetings may be removed from the Board for cause.

Section 13. Committees of the Executive Board. The Board may, by resolution adopted by a majority of the entire Board, establish and appoint executive and other standing committees. The standing committees shall be the standing committees that are in Article VII, Section 3 of AME/WIM Bylaws. The standing committee chairpersons on the Connectional level shall act as advisors and consultants to the District level standing committees.

Special committees may be appointed by the President with the consent of the Board and shall have only the powers specifically delegated to them by the Board.

Section 14. Committees of AME/WIM. The Board or the members may create committees of AME/WIM. Committees created by the Board shall be appointed by the President with the consent of the Board. Committees created by the members shall be elected by the members, unless the members authorize the President to appoint said committees with the consent of the Board.

Section 15. Quorum and Voting. No person(s) shall be entitled to more than one (1) vote on an issue or matter in AME/WIM, and must be personally present to exercise such privilege. No proxy or absentee voting shall be permitted. This applies to voting on all levels.

A quorum for the election of the Executive Board on the Episcopal District level is a majority of the persons present at the time of the properly noticed elections.

Notice Requirement. Notice must be provided to the membership of the District at least 60 days prior to the election. The notice must be in writing and must include the date, time and location for the election. Failure to comply with the notice requirement will automatically nullify the results of any election held in violation thereof.
Nominations: The nomination of officers at a District Meeting shall be governed by an ad hoc nominating committee appointed by the President and Executive Board. The nominating committee shall consist of three to five persons. The five persons on the nominating committee shall be from each of the Annual Conferences in the Episcopal District. Recommendations and nominations for office to the Executive Board must be submitted no later than 45 days prior to the District Meeting. Recommendations and nominations will not be accepted at the seat of the District Meeting. Persons nominated to run for Executive Board office must be present at the time and place of the election meeting in order to remain on the ballot.

ARTICLE XIV - ANNUAL CONFERENCE LEVEL

Section 1. Annual Conference. There shall be an Annual Conference Executive Board consisting of the following officers: Conference Coordinator, Assistant Coordinator, Secretary, Financial Secretary, Treasurer and Worship Leader and Herstoriographer. In smaller conferences, there shall be at least three officers: Conference Coordinator, Secretary and Treasurer. Each officer shall become familiar with the Book of Discipline of the AME Church and the current bylaws of AME/WIM.

At a time and place set by the current Annual Conference Executive Board and the District President, the women in ministry in each Annual Conference shall meet annually to elect a Coordinator and Executive Board who shall serve for one year. Nominees must be members of AME/WIM in good standing.

The Annual Conference Executive Board shall meet quarterly and shall meet with the women in ministry in the Annual Conference at least twice a year.

Section 2. Conference Coordinator. The Conference Coordinator shall answer to her Episcopal District President. She shall be an itinerant elder in good and regular standing within the A.M.E. church. She shall coordinate the membership in all presiding elder districts, (where applicable) and assure organization by serving as the Chair at all Annual Conference Executive Board meetings. She shall work to plan activities on the Annual Conference level. She shall encourage all persons to become active members of AME/WIM. She shall coordinate the membership in all Presiding Elder Districts and supervise the elections, finances (where applicable), and work being done therein. She shall work with the membership of the Conference, the Executive Boards on all levels, and the Bishop to achieve the mission and objectives of AME/WIM.
She shall keep correct books of the activities and transactions of AME/WIM on the Annual Conference level including a minute book, which shall contain a copy of these bylaws and all minutes of the meetings of the members and of the Annual Conference Board.

Section 3. Assistant Conference Coordinator. The Assistant Conference Coordinator shall preside in the absence of the Conference Coordinator. She shall work closely with the Conference Coordinator to assist in all her duties including program planning and implementation within the Conference. She shall serve as Parliamentarian. She shall monitor financial issues and Treasurers reports. She shall assist with public relations and the dissemination of information within the membership.

Section 4. Secretary. The Secretary shall keep minutes of the Annual Conference Executive Board/Presiding Elder District/Campus Ministry meetings, send correspondence to Board members, disseminate minutes and other relevant information to board members, and send copies of same to the Episcopal District President.

Section 5. Financial Secretary. The Financial Secretary shall keep a record of all membership dues paid on the Annual Conference level. She shall also receive a list of all dues-paying members from the Presiding Elder Districts (where applicable). She will forward all Connectional and Episcopal District membership dues to the Episcopal District Financial Secretary.

Section 6. Treasurer. The Treasurer shall open an account for the Annual Conference Executive Board. She shall be responsible to work out a budget with Board approval. The budget shall reflect the source and amounts of all anticipated income and expenses.

Section 7. Worship Leader. The Leader must be familiar with the concept of intentional and innovative worship experiences. She should use in inclusive language in all WIM liturgy, and encourage all women in ministry to be conscious of gender domination in the language of worship. She will be responsible with the Coordinator and Assistant Coordinator for all AME/WIM worship services at Annual Conference level workshops and gatherings.

Section 8. Herstoriographer. The Herstoriographer will collect information on AME/WIM in the Annual Conference level and compile a data bank of events during her time in office. She shall be a resource for the Annual Conference. The Herstoriographer shall coordinate with Herstoriographers on all levels and provide a comprehensive library on women in ministry and the status and role of women in ministry in her Annual
Conference. The Herstoriographer should make a presentation to the Women in Ministry of her Conference at
the Annual Conference at least once a quadrennial on her findings.

Section 9 - Newly Created Offices and vacancies; Section 10 - Resignations; Section 11 Removal; Section 12 -
Committees of the Executive Board and Section 13 - Committees of AME/WIM are the same as defined under
Episcopal District Level herein.

Nominations: The nomination of officers at an Annual Conference meeting shall be governed by an ad hoc
nominating committee. For purposes of Election of the Executive Board, a nominating committee shall be
appointed by the Annual Conference Coordinator with the assistance of the Executive Board. The nominating
committee shall consist of three to five persons. The members of the nominating committee should be
members of each of the Presiding Elder District(s) within the Annual Conference. Members of the nominating
committee shall be ineligible for nomination by the committee for any position to be filled. The nominating
committee shall be appointed no later than three months prior to the election of the Executive Board.

Recommendations and nominations for office to the Executive Board must be submitted no later than 45 days
prior to the Annual Meeting. Recommendations and nominations will not be accepted at the seat of the
Annual Meeting.

ARTICLE XV PRESIDING ELDER DISTRICT LEVEL

Section 1. Presiding Elder District. Organization at the Presiding Elder District level is optional. When there
are multiple Presiding Elder Districts within an Annual Conference; large numbers of women in concentrated
areas; or great distances between women within the Conference; a Presiding Elder District Executive Board of
WIM may be organized to assist the Annual Conference & District Executive Boards in carrying out the
mission and objectives of AME/WIM within the Episcopal District.

At a time and place set by the current Annual Conference Executive board, the women in ministry in each
presiding elder district shall meet annually to elect a Presiding Elder District Coordinator and Executive
Board. The Presiding Elder District Executive Board (PE District) shall consist of the District Coordinator,
Secretary and Treasurer.

Section 2. District Coordinator. The District Coordinator shall answer to her Conference Coordinator. She
shall coordinate the membership in the PE District and assure organization. She shall serve as Chair of the PE
District Executive Board meetings. She shall work with the Annual Conference Coordinator to assess the
needs of the PE District WIM and to plan for appropriate programming. She shall report to the Annual
Conference Executive Board all meeting minutes, funds collected and disbursed, and programming. She shall encourage all people to become members of AME/WIM. She shall maintain the record of all meetings held in the PE District.

Section 3. Secretary. The Secretary shall keep minutes of the PE District Board meetings, send correspondence, disseminate minutes and other relevant information, and send copies of the same to the Conference Coordinator.

Section 4. Treasurer. The Treasurer shall keep a record of all membership dues paid on the PE District level and shall forward all membership dues to the Annual Conference Financial Secretary.

Article XVI. CAMPUS MINISTRIES

Section 1. A chapter of AME/WIM may be established on school and/or seminary campuses to facilitate the support and participation of women in ministry in the African Methodist Episcopal Church.

Section 2. The Campus Ministries shall be established with the approval of the District and Annual Conference Executive Boards and the Administration of the respective School or Seminary, and shall operate under the guidance of the Presiding Elder District Coordinator where applicable. If there is no Presiding Elder District Coordinator of AME/WIM, then the Annual Conference Coordinator shall act as Advisor to the Campus Ministry.

Section 3. Campus Ministries. Each Campus Ministry shall have a Campus Coordinator who shall, under the supervision of the Presiding Elder District Coordinator, organize and convene a Campus Ministry Executive Board. At a time and place set by the current Annual Conference Executive Board, the women in ministry in each Campus Ministry shall meet annually to elect a Campus Coordinator. Nominees must be members of AME/WIM in good standing.

Section 4. Campus Executive Board. The Campus Ministry Executive Board shall consist of the Campus Coordinator, Secretary and Treasurer.

Section 4(a). Campus Coordinator. The Campus Coordinator shall:

Work with her Coordinator to carry out the mission and objectives of AME/WIM.

Maintain an accurate record of all meeting minutes and financial transactions, and provide an accurate report the same to the Executive Boards.
Become familiar with the objectives and Bylaws of AME/WIM
Assess and report the needs and visions of the campus membership
Work with the Executive Boards to create responsive programming

Section 4(b) Secretary. The Secretary shall keep the minutes of the Campus Ministry Executive Board meetings, send correspondence, disseminate minutes and other relevant information, and send copies of the same to the Presiding Elder District Coordinator (where applicable).

Section 4(c). Treasurer. The Treasurer shall keep a record of all membership dues and forward said dues to the District Coordinator at the Annual Conference. She shall open an account for the Campus Ministry Board and be responsible to work out a budget for Board approval. The budget shall reflect the source and amounts of anticipated incomes and expenses. The treasurer shall keep a detailed record of income and expenses.

ARTICLE XVI
DEFINITIONS

WHERE THE BYLAWS OF AME/WIM ARE SILENT, THE MOST RECENT EDITION OF ROBERTS RULES OF ORDER SHALL CONTROL WHEN NOT IN CONFLICT WITH THE OVERALL INTENT OF THE AME/WIM BYLAWS.

Rt. Reverend John F. White
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Page Reference in Current AME Discipline
The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Article IV, Section 1, page 477.

Intent
To change the structure levels to the enhance functionality of Connectional Ministers Spouses, Widows, and Widowers Organization Plus PKs (Conn-M-SWAWO Plus PKs).

Rationale
Conn-M-SWAWO Plus PKs only need to have Elected Officers on three (3) levels: Connectional, Episcopal District and Annual Conference. The Conference President will be given the option to appoint a Liaison in each Presiding Elder District who would be responsible for distributing pertinent information from the 3 levels above.

Current Text
Section 1. The organization shall be according to the structure of the African Methodist Episcopal Church, i.e., connectional, episcopal district, Annual Conference and District Conference levels.

Amended Text
Section 1. The organization shall be according to the structure of the African Methodist Episcopal Church, i.e., Connectional, Episcopal District, and Annual Conference levels. The Conference President (where applicable) shall appoint a Liaison in each Presiding Elder District who will be responsible for the distribution of communications received from all above levels.

Rt. Reverend John F. White
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Page Reference in Current AME Discipline
p. 432 - Article IV - Officers and Section 1. Qualifications. Section 1b.

Intent
To have consistency in titles for roles being filled MCAM members.
Change the Qualifications - Attendance Requirements) for "Persons aspiring for a Connectional office."

Rationale
All age groups of the church are not clearly defined for choir participation. And there was a need to eliminate
any confusion with hierarchy or descending levels of responsibility with the duplication of the use of
"Associate" in title.
More experience desired for officer positions.

Current Text

The elected officers of the MCAM shall be the Connectional Director, who shall be recognized as a
Connectional Officer of the AME Church, Connectional Associate Director of Music, Associate Director of
Dance, Associate Director of Drama, Associate Director of Multi-Media, Associate Director of Youth and Young
Adults, Assistant Director of Choirs, Assistant Director of Keyboards, Assistant Director of Instrumental Music
and Related Arts, Recording Secretary, Corresponding Secretary, Financial Secretary, Worship Director,
Parliamentarian, and Historiographer.

b. He/She must have been registered in attendance to at least one Annual meeting
of MCAM and MCAI during the Quadrennium prior to running for office.

Amended Text

The elected officers of the MCAM shall be the Connectional Director, who shall be recognized as a
Connectional Officer of the AME Church, Connectional Associate Director, Director of Dance, Director of
Drama, Director of Multi-Media, Director of Children/Youth and Young Adults, Director of Choirs/Vocals,
Director of Instruments (keyboards, strings, woodwinds, brasses, percussion) Recording Secretary,
Corresponding Secretary, Treasurer, Worship Director, Parliamentarian, and Historiographer.
b. He/She must have been registered in attendance to at least two Annual meetings of MCAM (either the MCE Spring meeting of the MCAM or the Fall Executive Board meeting or MCAM Institute) during the Quadrennium prior to running for office.

Rt. Reverend John F. White  
Presiding Officer

Rev. Dr. Jeffery B. Cooper,  
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant  
Secretary, Revisions Committee
Submission Part 2 - MCAM Constitution and ByLaws, 2016-2020

Submitted by MYRON HILL
Contact mhill@embarqmail.com

Page Reference in Current AME Discipline
page 430; p.432; p. 433; p.434; p.435; p 436; p. 439; p. 441

Intent
Editorial revision(s); Consistency for requiring additional year of experience; Accountability; Consistency of titles.

Rationale
Correction for consistency - Add period behind number; Consistency with experience; Consistency

Current Text

Section 2 The MCAI
b. He/She must have been registered in attendance to at least one Annual meeting of MCAM and MCAI during the Quadrennium prior to running for office.

Section 2 - Elections and Terms of Office
b. Persons running for office need to be present in order to run. Extenuating circumstances (death or hospitalization of immediate family member: parent, spouse, or child) may be considered on an individual basis by the MCAM Executive Board.

c. Connectional Associate Director of Drama
d. Connectional Associate Director of Dance
e. Connectional Associate Director of Multi-Media
f. Connectional Associate Director of Youth and Young Adults
g. Connectional Assistant Directors of Choirs/Vocals, Keyboards, Instrumental

The Associate & Assistant Directors shall promote the continued improvement in the quality of music presented for worship and activities at conferences, meetings, or special programs through their performance genre.
f. Financial Secretary/Treasurer

The Financial Secretary/Treasurer shall keep an accurate record of all monies...

There shall be no expenditure of MCAM or MCAI monies without the approval of the Connectional Director and the Financial Secretary/Treasurer. The Financial Secretary/Treasurer shall...

The Dean of CICA, an appointed position, shall have at least a master degree in music or higher from an accredited institution, at least three (3) years of music leadership experience and two years of active membership with MCAM.

d. The Membership Committee shall recruit members, compile a directory/roster of the membership by Episcopal District including name, address, music position or office, and year of first membership in MCAM.

The committee may return to the writer any materials found to be in conflict with the objectives of the MCAM.

Section 2. Workshops shall be presented for the strengthening of the Episcopal District Music, Dance, Drama, Multi Media and Youth and Young Adult program.

Article 1 - Structure and Membership Section 1. The Annual Conference Music and Christian Arts Ministry shall consist of a
d. Anyone who registers as a member of the District Choir/Dance group, musician or choreographer, Voting Amended Text

Section 2. The MCAI

b. He/She must have been registered in attendance to at least two Annual meetings of MCAM (either the MCE Spring meeting of the MCAM or the Fall Executive Board meeting or MCAM Institute) during the Quadrennium prior to running for office.

Section 2. Elections and Terms of Office

b. Persons running for office need to be present in order to run. Extenuating circumstances (death or hospitalization of immediate family member: parent, spouse, or child) may be considered on an individual basis by the MCAM Executive Board. Communication of the same should be made to the Connectional MCAM Director and submitted in writing to the Recording Secretary.

c. Connectional Director of Drama
d. Connectional Director of Dance

e. Connectional Director of Multi-Media

f. Connectional Director of Children/Youth and Young Adults

g. Connectional Director of Choirs/Vocals

h. Connectional Director of Instruments (keyboards, strings, woodwinds, brasses, percussion)

The Associate Director & Directors of the various art disciplines shall promote the continued improvement in
the quality of music presented for worship and activities at conferences, meetings, or special programs
through their performance genre.

f. Treasurer

The Treasurer shall keep an accurate record of all monies...

There shall be no expenditure of MCAM or MCAI monies without the approval of the Connectional Director
and the Treasurer. The Treasurer shall...

The Dean of CICA, an appointed position, shall have at least a master degree in music or higher from an
accredited institution, at least three (3) years of music leadership experience and two years of active
membership with MCAM.

d. The Membership Committee shall recruit members, compile a directory/roster of the membership by
Episcopal District including name, address, music position or office, and year of first membership in MCAM.

The committee may return to the writer any materials found to be in conflict with the objectives of the
MCAM.

Section 2. Workshops shall be presented for the strengthening of the Episcopal District Music, Dance, Drama,
Multi Media and Children/Youth and Young Adult program.

Article I - Structure and Membership Section 1. The Annual Conference Music and Christian Arts Ministry
shall consist of a:

d. Anyone who registers as a member of the District Choir/Dance group, musician or choreographer; voting

__________________________ _______________________
Rt. Reverend John F. White Rev. Dr. Jeffery B. Cooper,
Presiding Officer General Secretary/Chief Information Officer

__________________________
Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Page Reference in Current AME Discipline
To be inserted on page 424

Intent
To coordinate the work of all youths and young adults, youth groups, auxiliaries, and organizations on the presiding elder district.

Rationale
All levels of the church are represented except the presiding elder district in this much needed area of ministry and is much needed on all levels.

Current Text

Amended Text

Presiding Elder District RAYAC

ARTICLE I - PURPOSE

Section 1. The RAYAC in the presiding elder district shall serve to coordinate the work of all youths and young adults, youth groups, auxiliaries, and organizations in the local church. It shall serve as the steering organization for all youths work and activities in the presiding elder district.

ARTICLE II - MEMBERSHIP

The presiding elder district RAYAC shall consist of presiding area district Christian Education coordinators, presiding elder district RAYAC elected officers, and presiding elder directors or supervisors of youth departments or groups in the church.

ARTICLES III - VI "shall be the same as the local with the exchange of presiding elder in place of pastor."

Rt. Reverend John F. White
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Page Reference in Current AME Discipline
Pages 463 472 The Doctrine and Discipline of the AME Church 2012

Intent
Update the Constitution and ByLaws of the Connectional Health Commission
There is no budgetary impact

Rationale
To reflect a change in the name to International Health Commission which is more widely understood by external partners. To better define the mission, objectives and goals. To elaborate on the responsibilities of leadership. The expand the scope of the ministries of the Commission.

Current Text

1 Section IX. Connectional Health Commission

3 ARTICLE I - NAME OF ORGANIZATION

The name of this organization shall be the Connectional Health Commission of the African Methodist Episcopal Church.

5 ARTICLE II - MISSION STATEMENT AND OBJECTIVES

7 Section 1. Mission.

8 To promote health as a part of our faith and to care for our congregations by advocating health as a right and not a privilege by forming celebrative relationships with, International, National, State, County or City health programs as well as Health Associations and Community Agencies.

11 To empower our congregations to advocate for improved access to affordable health care.

13 To provide Health Education and identify health resources.

15 To assist with first aid for Connectional Meetings as needed.

17 To Collaborate with Ecumenical Health Projects.

19 Section 2. Objectives.

21 a. Establish Health Commission Directors on all levels, episcopal districts, Annual conferences and local church.
b. Inclusion of one health presentation at each Episcopal District, Annual Conference, Presiding Elder District meeting and Education Congress.

c. Observe International and National Health Observances at all levels when possible, using a spectrum of information distribution.

d. Institute and establish partnerships with other health agencies or programs at all levels.

e. Expand and develop relationships with colleges and universities, medical, nursing, dental and schools of public health.

f. Expand Health Ministries at all levels to include all components of healthcare to promote total wellness (physical, spiritual and emotional).

g. Encourage connectional organizations to develop health programs and gives them support as needed.

h. Build relationships with corporate, government and institutional programs and projects expanding preventive and curative resources.

i. Health Conferences every year targeting The World Health Organization Health for All campaign, identifying focus areas as it relates to Africans, Caribbeans, South Americans and those of the African Diaspora.

j. Expand connectional and regional training seminars.

ARTICLE III - ORGANIZATION

The Connectional Health Commission shall be composed of Episcopal District, Annual Conference, Presiding Elder District (where applicable) and Local Church Health Commissions.

ARTICLE IV - MEMBERSHIP

Membership shall consist of health professionals (doctors, nurses, nutritionist, dentist, medical, dental, nursing students, health educators, psychologist, social workers, physical therapists, occupational therapists and those persons certified in CPR and first aid, pharmacists, certified medical or nursing nursing assistants) - clergy or lay.

ARTICLE V - COLORS

The colors are royal blue with a touch of red.

ARTICLE VI - MOTTO

A Ministry that Cares Always, Helps and Assist Those in Need of Health Care and Comforts the Weary

ARTICLE VII - OFFICERS
Section 1. The Elected Officers shall be:

Executive Director (connectional level only)

Medical Director

Assistant Medical Director

Overseas Coordinators

Recording Secretary

Assistant Recording Secretary

Corresponding Secretary

Treasurer

Chaplain

Historian

Parliamentarian

Director of Public Relations

Overseas Coordinators 2 (connectional level only)

Section 2. Elected Officers on other levels.

Shall be the same as the connectional level except for Executive Director and Overseas Coordinators. The elected local church officers shall be at their discretion depending on the size of the organization.

Section 3. Election of Officers. Connectional Health Commission Officers and Episcopal District Officers and Overseas Coordinators shall be elected every four (4) years. Annual Conference, Parish, and Presiding Elder District Officers shall be elected every two (2) years. Local Church Directors shall be elected every year.

Officers on all levels can serve for eight (8) years in the same position.

The elected officers shall assume their duties of office at the close of the meeting at which they were elected.

There shall be a nominating committee on all levels and election shall be by secret ballot. The Executive Director, Medical Director and Assistant Medical Director must be an experienced Health Professional with administrative skills.

The transitional period for all officers shall not exceed sixty (60) days at which time all records are transferred to the incoming officer.

ARTICLE VIII - DUTIES OF OFFICERS
Section 1. Executive Director.

The Executive Director is a voting member of the General Conference and member of the General Conference Commission and shall:

- Respond to request for information on health programs and health resources.
- Collaborate with international, national and city health programs and projects.
- Represent the Commission at National Health Meetings, Seminars and Workshops.
- Participate in Ecumenical Health Programs and Projects.
- Assist with the development of curriculum, programs, ministries, projects, policy and procedures in collaboration with the Medical Director.
- Revise forms and updates handbook as needed in collaboration with the Medical Director.
- Communicate with the Chairman of the Commission on Health on connectional health activities.
- Assist Medical Director as needed.
- Develop a Quadrennial budget for the Commission with the Medical Director and Treasurer.
- Consult with and assist connectional organizations with the setting up of First Aid Stations.
- Assist the host Episcopal District Health Directors and Conference Health Directors in setting up First Aid Stations for Connectional Meetings.
- Maintain an inventory of First Aid Supplies and equipment.
- Compile reports from the Episcopal District Health Directors and Overseas Coordinators along with the Medical Director and report the same to the Commission on Health at the meeting of the General Board.
- Maintain a directory of Health Directors on all levels.
- Visit Districts and Annual Conference when requested to present workshops and seminars, and assist with organization Health Commissions.
- Communicate with the Senior Bishop, President of the Bishops Council, President of the General Board, and Ecumenical Officer as needed.

Section 2. Medical Director

The Medical Director is a voting Member of the General Conference and shall:

- Assist with the operational program of the Commission.
- Seek funding sources for programs, projects and ministries.
Collaborate with international, national and city health programs and projects.

Respond to request for information on health programs and health resources.

Represent the Commission at National Health Meetings, Seminars and Workshops

Communicate with the Overseas Coordinators, and Episcopal District Directors

Review the reports of the Overseas Coordinator and Episcopal District Health Directors

Visit Episcopal Districts when requested

Present workshops and seminars or assist with organizing health programs in episcopal districts when requested

Communicates with the Chairman of the Commission on Health on Connectional Health activities

Assist the Executive Director with compiling the Annual Report of the Overseas Coordinators and Episcopal District Health Directors for presentation to the Commission on Health at the meeting of the General Board

Develop curriculum, programs, procedures, policy, projects and ministries with the Executive Director

Assist the Executive Director and Treasurer in developing a Quadrennial budget

Communicate with the coordinators of grant programs

Communicate with the Ecumenical Officer and participates in Ecumenical Health Projects and Programs.

Communicate with the Senior Bishop, President of the Bishops Council and President of the General Board

Oversee the webpage with the Webmaster, Chairperson of the Virtual Communication Committee and Public Relations Director.

Section 3. Overseas Coordinators.

Must be experienced health professionals with administrative skills. They should participate on the Overseas Development Council and are members of the Executive Board of the Connectional Health Commission.

Shall maintain a Directory of Health Directors on all levels and communicate with them to assist them with developing health projects and programs for their locations, keeping in mind limited funds.

Organize Health Commissions in the episcopal districts on the Continent of Africa, nations of the Caribbean Islands, South America and Europe.

Organize a Health Consortium composed of Episcopal District and Annual Conference Health Directors to carry out the work.

Develop a Quadrennial budget. Seek international funding for health programs and projects.
Communicate with the Chairman of the Commission on Health, Executive Director and Medical Director of the Connectional Health Commission

Attend Overseas Development Meeting, General Board, Episcopal District and Annual Conference Meetings when funds allow.

Collect and compile quarterly reports from the Episcopal District Health Directors and forward them to the Executive Director of the Connectional Health Commission

Disseminate information to the episcopal districts about health programs and projects so that they may be shared with the Annual Conference Health Directors.

Section 4. Episcopal District Health Directors.

The Episcopal District Health Director is a Member of the Executive Board of the Connectional Health Commission and shall:

Organize a District Health Commission and maintain a directory of Annual Conference and Presiding Elder Health Directors, forward a copy to the Executive Director of the Connectional Health Commission.

Disseminate Connectional Health Programs.

Meet at least three times a year (Planning Meeting, Midyear and Education Congress) for training and to receive reports.

Develop a budget. Seek funding sources and grants for health programs

Compile quarterly reports of activities and forwards a copy to the Executive Director

Have a health seminar or leadership training at least once a year

Develop an Episcopal District Constitution and Bylaws reflecting the Connectional Constitution and Bylaws and forward a copy to the Connection.

Section 5. Annual Conference, Presiding Elder District Health Director.

Member of the Episcopal District Executive Board

Assist with organizing Local Church Commissions

Maintain a directory of Local Church Directors all levels and forward a copy to the Episcopal District Health Director

Develop a budget. Seek funding sources and grants for health programs or projects

Meet at least once a year for training and reports
Collect and compile quarterly reports and send a copy to the Episcopal District Health Director.

Develop a Constitution and Bylaws reflecting the Connectional and Episcopal District Constitution and By Laws

Disseminate information to the local churches about Connectional Health Programs.

Section 6. Local Church Director

Member of the Annual Conference Executive Board

Assess health needs of the local congregation and develop programs to meet the need

Carry out connectional health projects and programs

Develop a Budget. Seek funding sources or grants for health programs or projects

Review state and city health programs that can be incorporated into the local church health program

Meet as often as needed

Report activities quarterly to the Conference Health Director

Develop a Constitution and Bylaws reflective of the Connectional Constitution and By Laws.

Section 8. Recording Secretary

Shall keep accurate records of proceedings and under the directions of the Executive Director or Medical Director perform other duties common to the office.

Make available to the members, minutes of all proceedings.

Section 10. Corresponding Secretary

Shall review all correspondence received, send information to members when directed by the Executive Director or Medical Director

Shall maintain a directory of officers, health directors, consultants, project directors, ministry coordinators and program directors on all levels.

Section 11. Treasurer

In cooperation with the Treasurer of the AME church shall keep a record of all funds allocated by the church

Shall keep a record of all funds collected and raised from other funding sources

Shall perform annual audits of books

Shall assist the Executive Director and Medical Director in developing the quadrennial budget

Shall chair the Budget and Finance Committee
ARTICLE IX  STANDING COMMITTEES

Standing Committees of the Commission shall be:

Section 1. Programs and New Initiatives.

Shall provide the Commission and Episcopal Districts Commissions with information on programs and initiatives available from international and national health associations and agencies.

Section 2. Grants.

Shall seek out and provide information about grants available from national health organizations, associations, and agencies.

Section 3. Virtual Communications.

Work with Webmaster. Develop information for web pages. Assist the Public Relations Director.

Section 4. Constitution and Bylaws.

Study and review all proposed changes to the Constitution and Bylaws and the Handbook. Amend Constitution and Bylaws and Handbook as needed.

ARTICLE X  MINISTRIES

The Commission Ministries are:

Section 1. HIV/ AIDS.

Provide information for people living with HIV/ AIDS. Encourage screening throughout the connection. Provide health education through seminars and workshops. Advocate healthcare for people living with HIV/AIDS.

Section 2. Family Care Givers.

Provide information to assist the care givers to access resources available in the community. Develop support groups for care givers.

Section 3. Spiritual Health.

Provide spiritual support and counseling to members of the congregation as requested. Provide moments for meditation during meetings. Establish a quiet place. Members of the Spiritual Health Committee must be certified counselors, psychologists, social workers, or human service workers clergy or lay.

Section 4. Body and Soul for Churches.
A nutrition program developed for the African American Church.

ARTICLE XI  MEETINGS

Business meetings of the Connectional Health Commission will be held every four years. Officers will be elected at the meeting preceding the General Conference. The site will be at the invitation of the episcopal district or chosen by the Executive Board. There shall be annual Leadership Training Workshops usually preceding the General Board.

Meetings of the Overseas Consortium shall be at the call of the Overseas Coordinators. Episcopal district, Annual Conference, and presiding elder district meetings shall be at the call of the directors on those levels. Local church commissions shall be at the call of the Director.

ARTICLE XII  THE EXECUTIVE BOARD

The Executive Board of the Connectional Health Commission shall consist of elected officers, consultants, ministry coordinators, project directors, advisors, chairperson of standing committees, and episcopal district health directors, overseas coordinators, and annual conference health directors.

The Executive Board shall meet at the call of the Executive Director of Medical Director, either by conference calls, webinars, or at a designated location.

The Executive Board shall work closely with the Executive Director, Medical Director and the Overseas Coordinators for the planning, promoting, and implementing programs of the Commission.

The Executive Committee of the Overseas Health Consortium on the Continent of Africa, Nations of the Caribbean Islands, Europe and South America shall be composed of the Health Directors of each episcopal district and Annual Conferences and consultants necessary to carry out their programs.

The Executive Committee shall meet at least once a year to carry on the business of the Health Consortium.

ARTICLE XIII  GOVERNANCE

This organization shall be governed on all levels by: The Constitution and Bylaws of the Connectional Health Commission, The Doctrine and Discipline of the African Methodist Episcopal Church, Roberts Rules of Order, Newly Revised Connectional Health Commission Handbook

The Overseas Health Consortium. Episcopal districts, Annual Conferences, and local churches may write a Constitution and Bylaws as long as it is not in conflict with the Connectional Health Commissions Constitution and Bylaws and The Doctrine and Discipline of the African Methodist Episcopal Church.
This Constitution and Bylaws may be amended by two-thirds of the members present at a duly constituted business meeting of the Commission, provided said amendment has been in writing 90 days prior to the meeting.

Amended Text

Section IX. International Health Commission

ARTICLE I - NAME OF ORGANIZATION

The name of this organization shall be the International Health Commission of the African Methodist Episcopal Church.

ARTICLE II - MISSION STATEMENT AND OBJECTIVES

Section 1. Mission.

The International Health Commission serves, among other tasks, to help the denomination understand health as an integral part of the faith of the Christian Church, to seek to make our denomination a healing faith community, and to promote the health concerns of its members. Specifically, the mission is to:

- To empower our congregations to advocate for improved access to affordable and quality health care
- To provide Health Education and identify health resources.
- To assist with first aid for services and meetings at all levels: International, Annual Conference, District and Local
- To collaborate with Ecumenical and Interfaith Health Projects while promoting health as a part of our faith and to care for our congregations by advocating health as a right not a privilege, by forming collaborative relationships with International, National, Regional and Local ecumenical and interfaith health programs or projects as well as Health Associations and Community Agencies.

Section 2. Objectives.

- Establish Health Commissions on all levels, episcopal districts, Annual Conferences and local church
- Inclusion of one health presentation at each Annual Conference, District Conference, and Christian Education Congress
- Observe International, National and Local Health Observances at all levels using a broad variety of information for dissemination
d. Institute and establish partnerships with other health agencies or programs at all levels.

e. Expand and develop relationships with colleges and universities, medical, nursing, dental and schools of public health.

f. Expand Health Ministries at all levels to include all components of healthcare to promote total wellness (physical, spiritual and emotional).

g. Encourage connectional organizations to develop health programs and given them support as needed.

h. Build relationships with corporate, Government, and institutional agencies allowing for programs and projects to expand preventive and curative resources.

i. Encourage health conferences every year targeting initiatives of The World Health Organization with focus areas as it relates to Africa, the Caribbean, India, South America, and those of the African Diaspora located in other parts of the world.

j. Expand International and regional training seminars.

ARTICLE III - ORGANIZATION

The International Health Commission shall be composed of Episcopal District, Annual Conference, Presiding Elder District (where applicable) and Local Church Health Commissions.

ARTICLE IV - MEMBERSHIP

Section 1. Membership shall consist of clergy or lay who are health professionals (physicians; nurses; dentists; dietitians and nutritionists; medical, nursing and dental students; health educators; psychologists; social workers, case managers and utilization review personnel; physical therapists and physical therapy assistants; public health professionals, occupational therapists; pharmacists; certified medical or nursing assistants; and those persons certified in CPR and first aid).

Section 2. Dues.

Annual International dues for Districts One through Thirteen shall be:

- Full membership: $25
- Students: $10

The amount of annual membership dues at the Episcopal District, Annual Conference, Presiding Elder District and Local church shall be determined by the respective Executive Board and the respective general membership.
Global Health Coordinators in Districts Fourteen through Twenty shall establish a comparable and affordable amount for the two categories. The funds are reported to the International Treasurer and Secretary but shall be retained by the district collecting the same and be used for operational expenses of the District Health Commission.

ARTICLE V - COLORS

The colors are royal blue with a red accent.

ARTICLE VI - MOTTO

A Ministry that Cares Always, Helps and Assists Those in Need through Prevention, Prayer and Education

ARTICLE VII - OFFICERS

Section 1. The Elected Officers shall be:
- Executive Director
- Medical Director
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Global Health Coordinators (2)

Section 2. Elected Officers on other levels.
- Health Director (Health Coordinator at local level)
- Recording Secretary
- Treasurer

Section 3. Election of Officers. International and Episcopal District Officers and Overseas Coordinators shall be elected every four (4) years. Annual Conference and Presiding Elder District Officers shall be elected every two (2) years. Local Church Officers shall be elected annually. There are no term limits.

The elected officers shall assume their duties at the close of the meeting at which they were elected. There shall be a nominating committee on all levels and election shall be Roberts Rules of Order. The Executive Director and Medical Director must be experienced health professionals with administrative skills. The transitional period for all officers shall not exceed 60 days at which time all records are transferred to the incoming officer.
ARTICLE VIII - DUTIES OF OFFICERS

Section 1. Executive Director.

The Executive Director is a voting member of the General Conference and a member of the General Conference Commission and shall:

- Respond to requests for information on health programs and resources.
- Collaborate with International, National, Regional and Local ecumenical and interfaith health programs or projects as well as Health Associations and Community Agencies.
- Seek funding sources for programs, projects and ministries.
- Represent the Commission on International and National Health Meetings, Workshops and Seminars.
- Participate in Ecumenical and Interfaith Health Programs and Projects.
- Assist with the development and expansion of curriculum, programs, ministries, projects, website content, policies and procedures in collaboration with the Medical Director.
- Revise forms and updates handbook as needed in collaboration with the Medical Director.
- Communicate with the Chairman of the Commission on Health on International health activities.
- Develop a Quadrennial budget for the Commission in collaboration with the Medical Director and Treasurer.
- Consult with and assist Connectional organizations with the setting up of First Aid Stations for Connectional Meetings.
- Assist the host Episcopal District and Conference Health Directors with setting up First Aid Stations for Connectional Meetings.
- Maintain an inventory of First Aid supplies and equipment.
- Compile reports from Episcopal District Health Directors and Overseas Coordinators along with the Medical Director and report the same to the Commission on Health at the meeting of the General Board.
- Maintain a directory of Health Directors and Health Coordinators (as provided by the Health Directors).
- Visit Districts and Annual Conference when requested to present workshops and seminars, and assist with/provide consultation for the development and organization of Health Commissions.
- Communicate with the Senior Bishop, President of the Bishops Council, President of the General Board, and Ecumenical Officer as needed.

Section 2. Medical Director.
The Medical Director is a voting member of the General Conference and shall:

354 Assist with the operational program of the Commission.
355 Seek funding sources for programs, projects and ministries.
356 Collaborate with International, National, Regional and Local ecumenical and interfaith health programs or projects as well as Health Associations and Community Agencies.
357 Respond to requests for information on health programs and resources.
358 Represent the Commission at International and National Health Workshops and Seminars.
359 Participate in Ecumenical and Interfaith Health Programs and Projects.
360 Communicate with the Overseas Coordinators and Episcopal District Health Directors as needed.
361 Review the reports of the Overseas Coordinators and Episcopal District Health Directors. Visit Episcopal Districts when requested.
362 Present workshops and seminars or assist with organizing health programs in Episcopal Districts when requested, or your designee.
363 Communicate with the Chairman of the Commission on Health on International Health activities.
364 Assist the Executive Director with compiling the Annual Report of the Overseas Coordinators and Episcopal District Health Directors for presentation to the Commission on Health at the General Board meeting.
365 Develop curriculum, programs, procedures, policies, projects, website content and ministries with the Executive Director.
366 Communicate with coordinators of grant programs.
367 Communicate with the Ecumenical Officer and participate in Ecumenical and Interfaith Health Projects and Programs.
368 Communicate with the Senior Bishop, President of the Bishops Council and President of the General Board.
369 Oversee the webpage with the Webmaster.
370 Section 3. Global Health Coordinators

371 The Global Health Coordinators shall:

372 Should participate on the Global Development Council and are members of the Executive Board of the International Health Commission.
Shall maintain a directory of Health Directors on all levels and communicate with them to assist them with developing health projects and programs for their locations.

Organize Health Commissions in the Episcopal Districts on the continent of Africa, nations of the Caribbean Islands, India, South America and Europe.

Organize a Health Consortium composed of Episcopal District and Annual Conference Health Directors to conduct the work.

Develop a Quadrennial Budget and submit to the Executive Director and Treasurer.

Seek international and national funding for health programs and projects.

Communicate with the Chairman of the Commission on Health, the Executive Director and the Medical Director of the International Health Commission.

Attend Global Development Meeting, General Board, Episcopal District and Annual Conference Meetings when funds allow.

Collect and compile quarterly reports from the Episcopal District Health Directors and forward them to the Executive Director of the International Health Commission.

Disseminate information to the Episcopal Districts about health programs and projects for further dissemination to the Health Directors and Coordinators.

Section 4. Episcopal District Health Directors.

The Episcopal District Health Director is a Member of the Executive Board of the International Health Commission and shall:

Organize a District Health Commission and maintain a directory of Annual Conference and Presiding Elder Health Directors, forward a copy to the Executive Director of the International Health Commission.

Disseminate International Health Programs.

Meet at least three times a year (Planning Meeting, Midyear and Education Congress) for training and to receive reports.

Develop a budget. Seek funding sources and grants for health programs.

Compile quarterly reports of activities and forwards a copy to the Executive Director.

Have a health seminar or leadership training at least once a year.
Develop an Episcopal District Constitution and Bylaws reflecting the International Constitution and Bylaws and forward a copy to the Connection.

Section 5. Annual Conference, Presiding Elder District Health Director.

The Annual Conference (Presiding Elder District) Health Director is a Member of the Episcopal District Executive Board (Annual Conference Executive Board) and shall:

- Assist with organizing Local Church Commissions
- Maintain a directory of Local Church Directors all levels and forward a copy to the Episcopal District Health Director
- Develop a budget. Seek funding sources and grants for health programs or projects
- Meet at least once a year for training and reports
- Collect and compile quarterly reports and send a copy to the Episcopal District Health Director
- Develop a Constitution and Bylaws reflecting the International and Episcopal District Constitution and Bylaws
- Disseminate information to the local churches about International Health Programs.

Section 6. Local Church Health Coordinator.

The Local Church Health Coordinator is a Member of the Presiding Elder District Executive Board and shall:

- Assess the health needs of the local congregation and develop programs to meet the need
- Carry out Connectional, Episcopal District and Annual Conference health projects and programs
- Develop a budget and submit to the Presiding Elder District Health Coordinator
- Seek funding sources or grants for health programs and projects
- Review regional and local health programs that can be incorporated into the local church health program
- Meet as often as needed
- Report activities quarterly to the Conference Health Director
- Develop a Constitution and Bylaws reflective of the International Constitution and Bylaws

Section 8. Recording Secretary.

Shall keep accurate records of proceedings under the directions of either the Executive Director or Medical Director (International), Health Director (Episcopal District or Annual Conference) or Health Coordinator (Presiding Elder or Local)
Perform other duties common to the office.

Make available to the members, minutes of all proceedings.

Section 10. Corresponding Secretary.

Shall review all correspondence received, send information to members when directed by the Executive Director or Medical Director (International), Health Director (Episcopal District or Annual Conference) or Health Coordinator (Presiding Elder or Local).

Shall maintain a directory of officers, health directors, consultants, project directors, ministry coordinators and program directors for the appropriate levels.

Section 11. Treasurer.

International level: In cooperation with the Treasurer of the AME Church shall keep a record of all funds allocated by the church. Shall keep a record of all funds collected and raised by other funding sources. Shall keep a record of all funds dispersed. Shall have annual fiscal audits performed. Shall assist the Executive Director and Medical Director in developing the quadrennial budget. Shall provide reports to the Budget and Finance Committee of the Commission on Health. Shall receive fiscal reports from the Episcopal District Health Commission Treasurer.

Episcopal District level: In cooperation with the Health Commission International Treasurer shall keep a record of all funds allocated by the district. Shall keep a record of all funds collected and raised by other funding sources. Shall keep a record of all funds dispersed. Shall assist the Health Director in developing the quadrennial budget. Shall provide reports to the International Treasurer. Shall receive fiscal reports from the Annual Conference Health Commission Treasurer.

Annual Conference and Presiding Elder level: In cooperation with the Health Commission Episcopal District Treasurer shall keep a record of all funds allocated by the conference or district. Shall keep a record of all funds collected and raised by other funding sources. Shall keep a record of all funds dispersed. Shall assist the Health Director in developing the biennial budget. Shall provide reports to the Episcopal District Treasurer. Shall receive fiscal reports from the Local Health Commission Treasurers.

Local level: In cooperation with the Health Commission Presiding Elder District Treasurer shall keep a record of all funds allocated by the local church. Shall keep a record of all funds collected and raised by other funding
sources. Shall keep a record of all funds dispersed. Shall assist the Health Coordinator in developing the
annual budget. Shall provide reports to the Health Commission Presiding Elder District Treasurer.

Section 12. Qualifications for Executive and Medical Director (International positions)
The Executive Director and Medical Director must be experienced health professionals with administrative
skills. The Executive Director and Medical Director should have actively served the Health Commission at the
Episcopal District level for a minimum of two terms (4 years). The Executive Director and Medical Director
should have served the Health Commission by volunteering at least one General Conference and one
Episcopal District meeting. The Executive Director and Medical Director should be in good standing with their
appropriate licensing body (active or retired).

Section 13. Qualifications for Global Health Coordinators (International Level) Health Director (Episcopal
District and Annual Conference levels) and Health Coordinators (Presiding Elder and Local levels)
The Global Health Coordinators and Health Director must be experienced health professionals with
administrative skills. The Health Coordinator must have an interest in the well-being of their fellow
congregants and communities. The Global Health Coordinators and Health Director should be in good
standing with their appropriate licensing body (active or retired).

The Health Coordinator must have an interest in the well-being of their fellow congregants and communities.
It is not required that the Health Coordinator have any health professional training, but must be CPR certified.

Section 14. Qualifications for Recording Secretary and Corresponding Secretary
The secretaries must be able to utilize word processing software (e.g. Microsoft Word, etc.), social media (e.g.
Facebook, Twitter, etc.) and email merge.

Section 15. Qualifications for Treasurer
The Treasurer must be able to utilize accounting type software (Excel, Quickbooks, etc.), manage finances and
account for all funds. At the International level, the treasurer should have actively served the Health
Commission at the Episcopal District level for a minimum of one term (2 years).

ARTICLE IX STANDING COMMITTEES

Section 1. Programs and New Initiatives.
Shall provide the Commission and Episcopal Districts Commissions with information on programs and
initiatives available from International, National, Regional and Local ecumenical and interfaith health
programs or projects as well as Health Associations and Community Agencies.

Section 2. Grants.
Shall seek out and provide information about grants available from International, National, Regional and
Local health organizations, associations, and agencies.

Section 3. Virtual Communications.
Work with Webmaster. Develop information for web pages and a variety of social media.

Section 4. Constitution and Bylaws and Handbook.
Study and review all proposed changes to the Constitution and Bylaws and the Handbook. Propose
amendments for the Constitution and Bylaws and Handbook as needed.

Amend Constitution and Bylaws and Handbook as needed.

ARTICLE X  MINISTRIES
In general the Ministries shall:
provide information and connect churches, Pastors, Presiding Elders and Episcopal Districts with health
resources available to the faith based community.
provide support and referral resources on AMEhealth.org website and on the Health Calendar.
The Commission Ministries shall include but not be limited to:

Section 1. HIV/AIDS. Provide information for people living with HIV/AIDS. Encourage screening throughout
the connection. Provide health education through seminars and workshops. Advocate healthcare for people
living with HIV/AIDS. Recommend and encourage the AME church internationally to support World AIDS Day
on Dec 1st and other national days of recognition like National Black HIV/AIDS Day (February 7) and Week of
Prayer for the Healing of AIDS held during the 2nd week of March.

Section 2. Caregivers. Provide information to assist the caregivers to access resources available in the
community. Develop support groups for caregivers.

Section 3. Spiritual Health. Provide spiritual support and referrals for counseling to members of the
congregation as requested. Provide moments for meditation during meetings. Establish a quiet place.
Members of the Spiritual Health Committee must be certified counselors, psychologists, social workers, or human service workers clergy or lay.

Section 4. Nutrition and Exercise. Provide nutrition and exercise information on AMEChealth.org website and on the Health Calendar. Recommend and encourage the AME church internationally to participate, support and promote the Annual July Faith Based Health, Wellness, Nutrition and Fitness month established by the International Health Commission of the AME Church. Recommend all meals served at all church related events offer healthy food choices and healthy beverages in order to prevent and fight disease. Recommend churches offer fitness programs and stretch breaks at programs to promote blood circulation, clear thinking and good health.

Section 5: Mental Health. Provide support and referral resources on AMEChealth.org website and on the Health Calendar. Provide churches and Episcopal District with free resources available via Mental Health organizations for church congregations.

Section 6: Ministry to those who are differently challenged. Provide information on making our churches and worship welcoming and accessible for all people including those who are differently challenged. Provide resources that will support churches in their effort to include persons who are differentially challenged. Provide information on emergency evacuation and ensuring all persons can safely exit the building.

Section 7: Clergy and Family Health. Recommend and encourage all Clergy to participate in the Annual August Clergy and Clergy Family Wellness month created to promote physical and mental health, reduce stress, encourage sabbatical and clergy self-care. Provide, support and offer resources that address family wellness which include, but are not limited to: blended families (i.e. stepchildren and stepparents), marriage, divorce, widows, single life, domestic violence, sexual abuse, child abuse, sexuality and financial wellness.

Section 8: Communicable Diseases and Immunizations. Provide information of immunizations. Provide information and updates on communicable diseases that arise during certain times of the year, outbreaks or epidemics, travel health advisories and precautions, recommendations and prevention on AMEChealth.org.

Section 9: Chronic Diseases. Recommend and encourage all churches to provide and support a smoking free environment. Provide a variety of wellness pamphlets and brochures at church and workshops at major meetings, invite health professionals to speak at district meetings and Episcopal meetings. Promote annual physicals prevention and treatment options in order to equip and empower the church to make important
health decisions. Encourage all Episcopal Districts and Connection components to use utilize the Health
Calendar and resources available on AMEChealth.org.

Section 10: Collaboration with other Connectional Agendas. Partner and support with other Connectional
organizations that of mutual interest and concern in order to expand the outreach or scope of the agenda.

Section 11: Death, Dying and Hospice. Provide information and resources on programs. Encourage Clergy and
Lay to become trained support members or teams. Recommend churches provide free resources pamphlet
form.

Section 12: Disaster Preparedness and Response. Recommend and encourage all Episcopal Districts and
Churches to participate in the Annual September Disaster Preparedness Month fire drills and evacuation
drills. Provide information on preparedness, First Aid and CPR training, Earthquake and other Natural
disaster responses. Provide information on partnerships with the Red Cross, SADA and Medical Corps.

Section 13: Substance Abuse, Addictions and Recovery. Provide information and resources on substance
abuse, workshops, Clergy and Lay certification programs.

ARTICLE XI  MEETINGS

Business meetings of the International Health Commission will be held every four years. Officers will be
elected at the meeting preceding or during the General Conference. The site will be at the invitation of the
Episcopal District or chosen by the Executive Board. There shall be quadrennial Leadership Training
Workshop usually preceding the General Board.

Meetings of the Global Consortium shall be at the call of the Global Health Coordinators (a minimum of
annually).

Episcopal district, Annual Conference, and Presiding Elder District meetings shall be at the call of the
Directors on those levels (a minimum of bi-annually).

Local church commissions shall be at the call of the Coordinator (a minimum of quarterly).

ARTICLE XII  THE EXECUTIVE BOARD

The Executive Board of the International Health Commission shall consist of elected officers, Episcopal
District health directors, Global Health Coordinators. Ex-officio members shall include consultants, ministry
coordinators, project directors, advisors, chairman of standing committees, and Annual Conference Health
Directors.
The Executive Board shall meet at the call of the Executive Director of Medical Director, either by conference calls, webinars, or at a designated location. The Executive Board shall work closely with the Executive Director, Medical Director and the Global Coordinators for the planning, promoting, and implementing programs of the Commission.

The Executive Committee of the Global Health Consortium on the Continent of Africa, Nations of the Caribbean Islands, Europe, India and South America shall be composed of the Health Directors of each Episcopal District and Annual Conferences and consultants necessary to carry out their programs. The Executive Committee shall meet at least once a year to carry on the business of the Health Consortium.

ARTICLE XIII GOVERNANCE


Episcopal Districts, Annual Conferences, and local churches may compile a Constitution and Bylaws as long as it is not in conflict with the International Health Commissions Constitution and Bylaws and The Doctrine and Discipline of the African Methodist Episcopal Church.

ARTICLE XIV AMENDMENTS

This Constitution and Bylaws may be amended by a meeting of the Executive Board or by the members of International Health Commission meeting duly called for the purpose of amending the Constitution and Bylaws. A notice of the proposed amendment must be included in the notice of the meeting. No amendment to the Constitution and Bylaws shall become effective until approved by the General Conference of the African Methodist Episcopal Church.

ARTICLE XV ACCOUNTS AND INVESTMENTS

Section 1. Contracts, Checks, Bank Accounts. The Executive Board is authorized to select such depositories as it shall deem proper for the funds of the International Health Commission and shall determine who shall be authorized in the organizations behalf to sign bills, notes, receipts, acceptances, endorsements, checks, releases, contracts and documents.
Section 2. Investments. The funds of the International Health Commission may be retained in whole or in part
in cash or be invested and reinvested from time to time in such property, real, personal or otherwise,
including stocks, bonds or other securities, as the Executive Board may deem desirable.

Section 3. Expenditures. No officer of the Executive Board can authorize expenditures over five thousand
($5,000.00) dollars without the approval of the majority of the Executive Board.

ARTICLE XVI - FISCAL YEAR

The fiscal year of the Health Commission shall be June 1 to May 31.
Bill Number: CS011
Title: The Connectional Lay Organization of the African Methodist Episcopal Church Constitution and By-Laws
Submitted by: Dr. Willie C. Glover, Connectional Lay Organization President
Contact: drwcg@sbcglobal.net

Page Reference in Current AME Discipline
The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Part XII, Section III, Page 382.

Intent
To Replace and Update the Constitution and By-Laws Adopted at the August, 2015 Biennial

Rationale
To Incorporate in the 2016 Book of Discipline of the African Methodist Episcopal Church the Current Constitution and By-Laws of the Connectional Lay Organization of the African Methodist Episcopal Church

Current Text
2012 Connectional Lay Organization Constitution and By-Laws completely revised.

Amended Text
ARTICLE I – NAME
Section 1. The name of this organization shall be the Connectional Lay Organization of the African Methodist Episcopal Church.

ARTICLE II – MISSION STATEMENT, PURPOSE AND OBJECTIVES
Section 1. Mission Statement. The Lay Organization of the African Methodist Episcopal Church is commissioned to teach, train, and empower its members for lay ministry, global leadership and service following the tenets of Jesus Christ.

Section 2. The purpose of this organization shall be to organize and train the laity of the African Methodist Episcopal Church so that lay persons may maximally utilize their God given abilities and skills to improve and extend the kingdom, to create happiness, peace, and harmony among its members

Section 3. Objectives – To accomplish this purpose, the following objectives are adopted.

a. To instill in the membership of the church a love for, and an appreciation of, the history, traditions, principles and development of African Methodism by encouraging, motivating, and educating all lay persons.

b. To keep forever alive the sacred memory of Richard Allen, the illustrious founder of the AMEC.
c. To advocate respect and loyalty at all times to constituted authority and leadership.

d. To encourage the laity to support the total program of the church in the local congregation, in the community, and throughout the Connection.

e. To foster a systematic and regular study of *The Doctrine and Discipline of the African Methodist Episcopal Church* and parliamentary procedure, to the end that greater knowledge and information may be disseminated among the laity, and with the further purpose of encouraging lay members to participate more largely in the general functioning and supervision of the African Methodist Episcopal Church.

f. To foster, influence, and support all constructive and progressive legislation for the church that promotes the teachings of Jesus Christ.

g. To encourage development, recognition, and utilization of the most appropriate operational practices and modern technology in conducting the activities of the African Methodist Episcopal Church.

h. To promote the spread of personal evangelism through activities designed to prepare lay members for appropriately conveying God’s Word.

i. To provide training in Christian stewardship, which causes lay members to recognize that the connotation of stewardship addresses more than giving money.

j. To increase the circulation of church periodicals.

k. To provide for the orderly and systematic training of lay persons, especially officers, in order that they might more effectively perform their service responsibilities.

l. To promote activities which will result in harmonious fellowship for lay persons throughout the Connection.

m. To help in the support of the AME educational institutions.

n. To give financial assistance to the Connectional Lay Economic Development Corporation (CLEDC) in support of Connectional programs.

**ARTICLE III – DIVISIONS**

*Section 1.* The Connectional Lay Organization shall be comprised of the Episcopal District, Conference Lay, District of the Annual Conference Lay Organizations, where organized, and Organizations of a Station or Circuit. The divisions shall mirror the responsibilities of the Connectional Organization.
Section II. The District Lay Organization of the Annual Conference is optional, and shall only be organized where the Conference Lay Organization determines it to be necessary for the efficient conduct of its business.

If such a determination is made, the Conference Lay President shall, after giving fourteen (14) days written notice, inclusive of the date, time, place and purpose of the meeting, to each charge in the district, convene and organize the District Lay Organization of the Annual Conference. The District Lay Organization of the Annual Conference, where organized, shall bear the same relationship to the Conference Lay Organization as the Conference Lay Organization bears to the Episcopal District Lay Organization.

ARTICLE IV – MEMBERSHIP

Section 1. Membership in this organization is open to all un-ordained members of the African Methodist Episcopal Church, in good and regular standing, in their local, Conference, and Episcopal District Lay Organizations. Good and regular standing means every member is to be governed by the Constitution of the Lay Organization, pays required dues as set by his/her local lay organization, attends a minimum of fifty percent (50%) of the local lay organization meetings, and participates in the Conference, districts of the Annual Conference, and Episcopal District Lay Organization levels.

Section II. The Connectional Lay Organization membership to the Biennial Session shall be as follows:

a. all elected officers of the Connectional Lay Organization.

b. all persons holding the designation &/or office of President Emeritus.

c. all Episcopal District Lay Organization Presidents, Directors of Lay Activities and Young Adult Representatives (YAR).

d. six (6) elected delegates from each Episcopal District Lay Organization, of whom at least one (1) shall be a young adult, ages 18-35.

e. all Conference Lay Organization Presidents.

f. six (6) elected delegates from each Conference Lay Organization, of whom at least one (1) shall be a young adult, ages 18-35.

g. Each president or an elected representative of each duly organized District Lay Organization of an Annual Conference. A duly organized District Lay Organization of the Annual Conference shall be an organization reporting to the Conference Lay Organization’s Annual Meeting or which is recognized by the Conference as an organization.
h. Each president or an elected representative of each organized Station or Circuit Organization.

ARTICLE V – OFFICERS, DUTIES AND RESPONSIBILITIES

Section 1. The elected Officers of the Connectional Lay Organization and its Divisions shall be:

a. President

b. First Vice President

c. Second Vice President*

d. Third Vice President*

e. Recording Secretary

f. Assistant Recording Secretary*

g. Corresponding Secretary*

h. Treasurer

i. Financial Secretary*

j. Chaplain

k. Historiographer*

l. Parliamentarian*

m. Director of Lay Activities

n. Director of Public Relations*

o. Young Adult Representative

(*Elected at discretion of Divisions, see Article III of this Constitution)

A. Duties and Responsibilities. The President of the Connectional Lay Organization shall:

1. Lead with vision and integrity. This includes serving as a spokesperson for laity in the church, a representative for lay ministry in ecumenical and interfaith gatherings, an advocate in public policy arenas.

2. Preside over its Biennial Sessions during regular, special, or emergency meetings, the Executive Board, and all other official meetings of this organization.

3. Be the active head of said organization, and shall be responsible for seeing that the Constitution and Bylaws of this organization, as well as the orders and policies of the Executive Board, are fully carried out.
4. Be responsible for expanding and developing lay work throughout the Connection through channels of the Episcopal District Lay Organizations.

5. Be responsible for such other duties as may be usual and customary to the position, and which may be assigned from time to time by the Executive Board, and the directives approved by the Biennial Session.

6. Appoint chairpersons of all Standing, Convention, and Ad Hoc Committees.

7. Serve as a member of the General Conference of the African Methodist Episcopal Church by virtue of his/her office and

8. The Connectional President or his/her designee shall preside over all the election of officers on the Episcopal District level.

B. Duties and Responsibilities. The First Vice President shall:

1. Be responsible for Membership Recruitment, Retention and Coordinate such duties as assigned by the President and

2. Assume the complete duties of the President during an absence or when it has been determined by the Executive Board that the President can no longer perform the duties.

C. Duties and Responsibilities. The Second Vice President shall:

1. The Second Vice President shall be responsible for Organizational Effectiveness and Evaluation/coordinate such duties as are assigned by the President and the Executive Board.

2. Serves in the absence of the President and First Vice President, shall preside at all the meetings and assume all duties of the office of President.

D. Duties and Responsibilities. The Third Vice President shall:

1. Coordinate such duties as Personal Evangelism and coordinating those efforts with the appropriate departments, within the church, and in the absence of the President, First Vice President, and Second Vice President, shall preside at the meetings and assume all the duties of the office of President.

E. Duties and Responsibilities. The Recording Secretary shall:

1. Serve as Secretary of the Biennial Session and the Connectional Executive Board.

2. Be responsible for recording attendance, accurate minutes of all business transacted during meetings, and for reading and distributing minutes of any previous meetings when called upon to do
so by the President.

3. In the absence of the President and Vice Presidents, the Recording Secretary shall preside until a chairperson pro tempore is elected.

4. Prepare, for the presiding officer, a statement of unfinished business to come before the meeting and a report of the Executive Board meetings to be presented at the Biennial Session.

5. Hold the bond of the Treasurer and the Financial Secretary.

F. Duties and Responsibilities. The Assistant Recording Secretary shall:

1. Assist the Recording Secretary in all duties as outlined above.

2. In the absence of the Secretary, shall perform the duties of the Secretary.

G. Duties and Responsibilities. The Corresponding Secretary shall:

1. Insure lay ministry focus through effective communication. This includes sharing congratulations, well wishes, condolences and other news about laity.

2. Report pertinent information to the Executive Board, and reply to correspondence as directed by the President and/or the Executive Board.

3. Maintain a network of internal communications between the Connectional Lay Organization and its subordinate bodies.

4. Compose communication as needed and/or directed by the President. Maintain liaison with the Director of Public Relations to insure publication of pertinent information.

H. Duties and Responsibilities. The Treasurer shall:

1. Serve as a member of the Budget and Finance Committee which is responsible for preparation of the organization’s budget for the fiscal year.

2. Receive and disburse all funds. Disbursements, shall be made, in accordance with the line item budget approved by the biennial. Expenditures not reflected/listed in the budget must be approved by the President and the Executive Board with appropriate justification.

3. Keep accurate records and give an itemized report at each Board meeting and the Biennial Session.

4. Be bonded and said bond shall be held by the Recording Secretary.

5. Have the accounts audited, annually, by an Audit/Accounting Firm approved by the Executive Board.

I. Duties and Responsibilities. The Financial Secretary shall:
1. Maintain an independent set of records of all financial transactions and assist with the work in concert with the Treasurer.

2. Serve as member of the Budget and Finance Committee.

3. Receive and record all funds. All funds shall be turned over to the treasurer within a period not to exceed ten (10) days.

4. Write vouchers countersigned by the President that authorize expenditures, pursuant to the budget passed by the biennial, which are to be paid by the Treasurer.

5. Be bonded and said bond shall held by the Recording Secretary.

J. Duties and Responsibilities. The Chaplain shall:

1. Make adequate preparation for each Bible Study and Devotional Service, utilizing creative styles that motivates and draws participants into the worship experience.

2. Provide spiritual leadership to this organization.

3. Maintain effective communication with the Chaplains on the Episcopal District level.

K. Duties and Responsibilities. The Historiographer shall:

1. Be responsible for gathering, assembling, and maintaining a written and pictorial record of the activities and achievements of this organization;

2. Act as custodian for all photographs, citations, awards, trophies, and other mementos of the Connectional Lay Organization;

3. Compile a written Biennial history of this organization and submit it as a report to each Biennial Session, place a copy in the archives to be kept in the headquarters of the AME Church.

4. Archives, find place to keep historical records.

L. Duties and Responsibilities. The Parliamentarian shall:

1. Advise the President or presiding officer concerning questions of parliamentary procedure.

2. Be seated next to the President at all meetings.


4. Serve as Consultant to the Constitution and Bylaws, Rules, and other committees as needed.

M. Duties and Responsibilities. The Director of Lay Activities shall:
1. Maintain a close working relationship with the President and the Young Adult Representative in the planning, developing and implementing of the complete programmatic thrust of this organization.

2. Plan, design, and direct all educational/training programs & other activities of this organization at the Biennial Session, including but not limited to Training Institute, Banquets, Luncheons, Scholarships, Awards and Speakers in consultation with the President and approval of the Executive Board.

3. Maintain a working relationship with Episcopal District Lay Directors.

4. Be responsible for planning and implementing a training program and course of study in accordance with the mission, purposes and objectives of the Lay Organization. The proposed training program and course of study, inclusive of proposed theme and outline for the study guide, shall be presented to the Executive Board for approval at the Executive Board Meeting immediately preceding the next Biennial Session.

5. The proposed theme and program will be presented at the Fall Executive Board preceding the Biennial Session for approval. Upon approval, the theme and Study Guide will be available for distribution at the Biennial Session and shall be forwarded from the Connectional Director of Lay Activities to the Episcopal District Directors of Lay Activities within a period not to exceed thirty (30) calendar days after the closing of the Biennial session. Upon receipt, the Episcopal District Directors will immediately forward the course of study to the Conference Directors of Lay Activities.

6. Conference Directors of Lay Activities shall forward the course of study to the District of the District of the Annual Conference, and Station or Circuit Directors of Lay Activities. The training program and course of study shall reach the Directors of Lay Activities within fourteen (14) days after the Connectional Director of Lay Activities has forwarded same.

7. A full report of progress made in the implementation of the course of study and the work of the Director shall be given at each Biennial Session and Executive Board Meeting as outlined in this constitution.

8. Prepare an annual and biennial line item budget to reflect the work of this office for submission to the Budget Committee.

N. Duties and Responsibilities. The Director of Public Relation shall:
1. Oversee the production of the official magazine of the organization, editing, and publishing a monthly periodical containing news of general interest to the laity and news regarding the organization.

2. Solicit and edit articles for the publication on topics that will appeal to, inspire and motivate subscribers;

3. Oversee the entire publication process, including seeking bids from publishers;

4. Provide for promotion, circulation, subscription fulfillment, and advertising solicitation;

5. Prepare an annual &/or biennial line item budget for the magazine’s publication for submission to the Budget Committee.

6. Seek to bring about harmony of understanding between the church and public through the channeling of information to various media.

7. Be responsible for all press releases and public relations for and during any Lay Organization meeting.

8. Disseminate news items of interest received from the Episcopal districts through Newsletter and/or multi-media processes.

9. Oversee the CLO website and any internal or external documents, including all social media networking.

O. Duties and Responsibilities. The Young Adult Representative shall:

1. Be responsible for implementing teaching and training opportunities for Young Adults in conjunction with the Director of Lay Activities, and establishing working relationships with other relevant Young Adult Auxiliaries and Ministries within, and outside the AME Church.

2. Prepare an annual and biennial line item budget to reflect the work of this office for submission to the Budget Committee.

3. Advocate for Young Adults concerns to the Connectional Executive Board and beyond.

4. Facilitate Lay Organization Young Adults events with approval of the Executive Board.

5. Voice the concerns and visions of a new generation of laity, and serve as a Christian mentor to a younger generation of African Methodists.

Section 2. The Annual Audit shall include the records of all officers handling finances of the Connectional Lay Organization and shall be conducted by an external licensed, bonded, and insured Certified Public Accounting
firm, which shall report its findings, annually, to the Executive Board for review and approval. This Audit Report shall serve as the basis for the Annual Report of the Connectional Lay Organization as required by the General Board. Upon approval of the Executive Board, the Audit is then presented to the Biennial session which will include an annual programmatic report from each office with an operational budget.

ARTICLE VI – NOMINATION AND ELECTION PROCEDURES

Section 1. All officers and members of the Connectional Lay Organization and its Divisions shall be members in good and regular standing in their Station or Circuit Organization to participate in elections and voting.

Section 2. Any person seeking an elected office in the Connectional Lay Organization must be a member in “good and regular standing” in the organization and must possess the qualifications required for the position being sought. Any candidate for elected office, must have registered and attended at least three (3) Biennial Sessions as a delegate, alternate, or observer within the ten (10) year period immediately preceding the election year. Registration shall be confirmed from the official registration records to be provided to the nominating committee upon its appointment.

Section 3. All persons seeking an elected office must submit a “Letter of Intent” with qualifications signed by the Episcopal District President to the Chairperson of the Nominating Committee. The format for the letter of Intent will be provided by the Nominating Committee and returned. Letter must be returned by certified mail, its international equivalent and/or electronic communications postmarked on or before January 15th of the election year. This deadline date will constitute the close of all nominations submitted to the Nominating Committee. There shall be no nominations from the floor of the Biennial Session.

Section 4. All candidates seeking an elected office must have demonstrated active participation on/in the Episcopal District, Annual Conference, Districts of the Annual Conference (where they exist), and local church levels within the ten (10) year period preceding the election year.

Section 5. No elected officer shall hold more than two (2) elected offices beyond the local organization.

Section 6. Members of the Nominating Committee shall be ineligible for nomination by the committee for any elected position to be filled (where applicable on the local level).

Section 7. The Nominating Committee shall consist of seven (7) persons appointed by the President with nominees to be confirmed by the Executive Board. The President in selecting committee members shall follow these guidelines:
a. There shall be no more than one person appointed from an Episcopal District; and  

b. Appointments shall be globally inclusive and sensitive to age diversity, at least one (1) person between the ages of 18 - 35, one (1) person from Districts 14 - 20, and all persons must have demonstrated experience with the nominating process as outlined in Article VI, section . Selection of committee members must respect the guidelines that govern the committee's duties and reporting timelines.

Section 8. Duties of the Committee

a. At least nine (9) months prior to the Biennial Session the committee shall call for nominations through a notice submitted for publication in every official periodical of the African Methodist Episcopal Church, inclusive of but not limited to, the Christian Recorder,(printed and online versions); the Connectional Lay Organization’s “We Speak, the Connectional Lay Organization website, and any other appropriate printed or online communication. Such Notice shall inform members when, how and where nomination forms can be obtained. Nomination forms shall also be sent to Executive Board members and Episcopal District Presidents for distribution to interested persons. The nomination form shall request biographical data and other pertinent information which will aid in the qualifying of candidates. Such forms shall be returned to the chair of the nominating committee by prospective nominees, bearing the signature of the Episcopal District Lay President, no later than January 15th prior to the convening of the Biennial Session.

b. The committee shall thoroughly examine any and all necessary information regarding nominees for elected offices being sought. Each nominee must be notified of his/her eligibility which signals authorization to campaign for the designated office. From those persons found qualified for the offices being sought, the committee shall prepare a slate of nominees, listing the qualifications of the nominees for offices to be elected at the Biennial Session. On or before January 15th or six (6) months prior to the convening of the Biennial Session, (or whichever comes first), the slate will be distributed to the Executive Board of the Connectional Lay Organization for approval prior to being provided to each Episcopal District.

c. No political campaigning, for office shall take place before candidates are qualified as nominees by the Nominating Committee. Campaigning is defined as placing ads in Souvenir Journals or any AME
Church Publication at any level as a candidate, distributing campaign literature/paraphernalia or visits to formal functions of the Connectional Lay Organization or its subordinate bodies with the expressed purpose of campaigning. Participation in unapproved campaign activities will result in valid disqualification for that candidate if confirmed by the Nominating Committee and the Executive Board.

ARTICLE VII – ELECTION OF OFFICERS

Section 1. Officers shall be elected at the Biennial Session, unless otherwise provided for herein. All elections shall be by secret ballot, (electronic or paper), except in the case where the office is not contested. When there is only one candidate for office the chair can take a voice vote or declare that the nominee is elected, effecting the election by unanimous consent or acclamation. A majority vote shall be necessary to elect. Elected officers shall assume office immediately upon installation. The Installation of Officers shall be the final order of business at the closing Business Session of the Biennial Convention. Any method of election in any division other than by secret ballot, except in the case of uncontested offices, shall be declared null and void by the Connectional Lay Organization.

Section 2. Connectional Lay Organization Officers shall be elected to a four (4) year term at the Biennial meeting following the regular session of the General Conference.

Section 3. Term limitation. The elected officers of the Connectional Lay Organization and its Divisions shall serve no more than eight (8) consecutive years in the same office.

Section 4. If an officer completes a term of office which was vacated by the incumbent due to death, illness, resignation, &/or other conditions approved by the Executive Board, the unexpired portion of the term, will not count as a full term for the purposes of term limitation.

Section 5. Transition Period. A transitional period of sixty (60) days or 8 weeks beginning at the close of a Biennial Session is provided for outgoing officers to reconcile files, records, and make inventories before transferring them to incoming officers. Outgoing officers shall complete the transfer of all files, records, books, papers and property belonging to the organization to the incoming officers on or before the end of the sixty day period.

Section 6. Vacancy in Office of President and/or Vice Presidents. If a vacancy occurs in the office of President due to death, resignation, disability or temporary inability or other cause, the First Vice President shall
immediately assume the office of President, for the unexpired term of office; the second vice-president shall ascend to the office of first vice-president, and the third vice-president becomes second vice-president, leaving the vacancy to be filled in the office of the lowest ranking vice-president. The president shall, with the confirmation of the Executive Board appoint an active member, possessing qualifications for the office of the third vice president, to fill the vacancy if the remainder of the term is less than two (2) years. A majority vote by the Executive Board shall determine the result. If the remainder of the term of office is greater than two (2) years, a special election shall be held by the Executive Board within forty-five (45) days, of the vacancy date, to fill this position. The Letter of Intent shall be sent to the person who last served as Chairperson of the Nominating Committee by each person who wishes to be a candidate for the office of third vice president. All voting shall be by secret ballot (electronic or paper). Any person appointed &/or elected to fill an unexpired term of President shall subsequently be eligible to be elected to two (2) full four (4) year terms in accordance with this constitution and bylaws.

Section 7. Vacancy of Elected Officer other than President and/or Vice Presidents. If a vacancy occurs in an elected officer’s position, other than President and/or Vice Presidents, due to death, resignation, disability or inability to serve, the President shall, with the confirmation of the Executive Board, appoint an active member, possessing qualifications for the office, to fill the vacancy if the remainder of the term is less than two (2) years. A majority vote by the Executive Board shall determine the result. If the remainder of the term of office is greater than two (2) years, a special election shall be held by the Executive Board within forty-five (45) days, of the vacancy date, to fill this position. The Letter of Intent shall be sent to the person who last served as Chairperson of the Nominating Committee by each person who wishes to be a candidate for the vacant office. All voting shall be by secret ballot (electronic or paper). Any person appointed &/ or elected to fill an unexpired term of office shall subsequently be eligible to be elected to two full four (4) year terms in accordance with this constitution and bylaws.

Section 8. Removal of Elected Officer. The Organizational and Officers Effectiveness Committee shall give its findings annually. Any elected officer, not performing his/her duties, as outlined in this Constitution and Bylaw, shall be notified in writing by the President, of his/her failure to perform designated duties, with a copy forwarded to the Chairman of the General Board Commission on Lay Organization, and the Executive Board. If failure to perform his/her duties continue for a period of ninety (90) days after notification, the
matter will be referred to the Executive Board for action. If the President is not performing his/her duties as outlined in this Constitution and By-Laws, he/she shall be notified in writing by the Executive Board through the Corresponding Secretary of his/her failure to perform designated duties. The Executive Board, may, in the interim of the Biennial Session remove the elected officer from office for failure to execute his/her duties and responsibilities. The final decision to suspend, expel, or remove from office shall rest exclusively with the Connectional Lay Organization in its Biennial Session. The Organizational and Officers Effectiveness Committee will give guidelines, implementation and corrective actions when deemed necessary.

Section 9. Episcopal District Lay Organization Officers shall be elected quadrennially.

Section 10. Conference Lay Organization Officers shall be elected biennially.

Section 11. Districts of the Annual Conference Lay Organization Officers shall be elected biennially.

Section 12. Station or Circuit Lay Organization Officers shall be elected annually.

ARTICLE VIII – QUALIFICATIONS

Each officer shall be responsible for understanding and fulfilling his/her duties and those officers with a budget shall prepare and submit an annual line item budget for approval by the Executive Board.

Section 1. The President.

a. Qualifications. The President of the Connectional Lay Organization shall have a commitment to lay ministry as demonstrated by:

1. Prior management experience, preferably in non–profit organization.
2. Prior service as either an elected officer of the Annual Conference or local church Organization.
3. Five (5) years of administrative, supervisory, or fiscal management experience.

Section 2. First Vice President.

a. Qualifications. Any candidate seeking the position of First Vice President must possess the same qualifications as provided for the President.

Section 3. Second Vice President.

a. Qualifications. Any candidate seeking the position of Second Vice President must possess the same qualifications as provided for the President.

Section 4. Third Vice President.
a. Qualifications. Any candidate seeking the position of Third Vice President must possess the same qualifications as provided for the President.

Section 5. Recording Secretary

a. Qualifications. All candidates seeking the office of Recording Secretary must possess:

1. Proficiency in writing and composition of the English language, basic reading competency, editing and record keeping skills.

2. Experience in word processing or other technology (electronic media) available for recording, storing, and retrieving information.

3. Prior secretarial experience or training.

4. Ability to prepare and present minutes and reports.

Section 6. Assistant Recording Secretary.

a. Qualifications. Any candidate seeking the position of Assistant Recording Secretary must possess the same qualifications as required for the Recording Secretary.

Section 7. Corresponding Secretary

a. Qualifications. Any candidate seeking the position of Corresponding Secretary must possess the same qualifications as required for the Recording Secretary and have experience in database management.

Section 8. Treasurer

a. Qualifications. Any candidate seeking the office of Treasurer must demonstrate:

1. Experience in financial management, including but not limited to, the areas of accounting, bookkeeping, and finance, preferably in non-profit organizations.

2. Five (5) years’ experience working with non-profit accounting, finance, and budgeting.

3. Ability to be bonded.

4. Experience and knowledge with computerized financial or accounting software and financial accounting/reporting.

Section 9. Financial Secretary

a. Qualifications. Any candidate seeking the office of Financial Secretary must possess the same qualifications as those of the Treasurer.
Section 10. Chaplain

a. Qualifications. Any candidate seeking the position of Chaplain must demonstrate:

1. A Christian commitment, possess a high level of spiritual maturity, effective interpersonal
   and communication skills.
2. Training and experience in Christian Education.
3. Knowledge of the Bible and the AMEC Hymnal.
4. Experience in preparing and conducting Bible study and worship.

Section 11. Historiographer

a. Qualifications. Any candidate seeking the office of Historiographer must demonstrate:

1. Prior experience with emphasis in research, writing, and publishing historical information.
2. Proficiency in English is required.
3. Ability to use technology (electronic media, including video, photos, and other graphics) for
   data gathering, organizing, record keeping and writing;
4. Knowledge of record and artifact preservation specific to an organization's founding,
   operations, projects, and other activities.

Section 12. Parliamentarian

a. Qualifications. Any candidate seeking the office of Parliamentarian must demonstrate:

1. They are a registered Parliamentarian in good and regular standing of the National
   Association of Parliamantarians or an equivalent certification at the time of nomination.
2. Where there are no qualified candidates, the President, with the approval of the Executive
   Board and for any fee that will be required may contract for such services to be provided, at
   a competitive rate to the organization as needed. Preference will be given to members of the
   AME Church in good and regular standing.

Section 13. Director of Lay Activities

a. Qualifications. Any candidate seeking the office of Director of Lay Activities must demonstrate:

1. Extensive experience in research, speech, writing and proficiency in the English language,
   program planning, development, designing, implementation, teaching, training, adult
Section 14. Director of Public Relations

a. Qualifications. Any candidate seeking the office of Director of Public Relations must demonstrate:

1. A working knowledge of media relations, marketing, sales, prior experience in preparing and distributing press releases.

2. Strong communication skills and extensive experience in English, speech, and journalism.

Section 15. Young Adult Representative

a. Qualifications. Any candidate seeking the office of Young Adult Representative shall:

1. Be between the ages of 18 – 35 at the time of election. Completion of high school and pursuing a post-secondary degree (at the optimum) is required.

2. Demonstrate visionary leadership skills through work experience or volunteer opportunities, especially with Youth and Young Adults within the church or other organizations and;

3. Possess strong abilities to provide training and demonstrate effective communication skills.

ARTICLE IX – EXECUTIVE BOARD

Section 1. There shall be an Executive Board of the Connectional Lay Organization, composed of the elected officers of the organization, President Emeriti, and chairpersons of standing committees.

Section 2. The Executive Board shall meet at least once but no more than twice, annually, at the time and place designated by the President and members of the Executive Board. The Board shall hold two (2) meetings, immediately preceding and at the seat of, the next Biennial Session.

Section 3. Teleconference Meetings may be held to address specific matters of concern. Notice of the call with a proposed agenda must be issued by the Corresponding Secretary to members of the Executive Board no later than three (3) days prior to the call. Vacancies of officers may not be filled via teleconference call.

(Article VII, section 1)

Section 4. The President of the Connectional Lay Organization shall preside over the meetings of the Executive Board, and the Recording Secretary shall serve as secretary of the Executive Board.
Section 5. The Executive Board shall have the authority to carry on the work of the Connectional Lay Organization during the interim of the Biennial Sessions.

Section 6. The Executive Board shall establish the rules and regulations by which it shall be governed. The Board shall have power over the supervision and direction of all affairs of the Organization during the interim of the Biennial Sessions of the Connectional Lay Organization, except that it shall not infringe upon any of the expressed constitutional provisions herein set forth and provided. Further, the Connectional Lay Organization, in its Biennial Session, may nullify, abrogate, or rescind any action of the Executive Board.

Section 7. The Executive Board shall have such other authority as may be necessary to carry out the general purposes and intent of this Constitution.

Section 8. The Executive Board may establish an Advisory Council to act in a purely advisory capacity. The Advisory Council may consist of past presidents of the Connectional Lay Organization and such other distinguished lay members as the President may designate. The Advisory Council shall not exceed five (5) persons.

ARTICLE X – MEETINGS

Section 1. The Connectional Lay Organization shall meet biennially in its regular session.

Section 2. The Biennial Session of the Connectional Lay Organization shall be held during the period July 7 to August 8th, with the Opening Worship Service being held on Sunday, except that no Opening Worship Service shall be held on a First Sunday. The first business session will begin on Monday. The site of the next Biennial Sessions shall be determined six (6) years in advance.

Section 3. The Connectional President and/or a majority of the voting members of the Executive Board may call an emergency meeting of the Connectional Lay Organization when such a meeting is deemed necessary. The time, place, and object of such Special or Emergency Meeting shall be clearly set forth in the official call or notice. Only those matters expressly set out in the notice or call shall be deliberated upon, provided however, that no election of officers shall take place at a special or emergency meeting.

Section 4. All delegates to the Biennial Session must be elected at a regular or properly convened meeting. The names and addresses of all delegates must be submitted to the Connectional Financial Secretary on or before April 1 of the Biennial year. These names shall be forwarded to the Connectional Director of Lay
Activities by the Financial Secretary on or before May 1 of the Biennial year for the expressed purpose of expediting pre-registration for Educational sessions.

**ARTICLE XI – VOTING PRIVILEGES**

*Section 1.* Voting privileges in the Connectional Lay Organization shall be confined and restricted to persons set out under Article IV of this Constitution.

*Section 2.* No person shall be entitled to more than one (1) vote on an issue or matter in the Connectional Lay Organization, and must be personally present to exercise such privilege. No proxy or absentee voting shall be permitted.

*Section 3.* Unless otherwise indicated, the majority vote shall prevail in determining all matters.

**ARTICLE XII – POWERS AND JURISDICTIONS**

*Section 1.* The Connectional Lay Organization shall exercise prudent and appropriate authority, power, and supervision over all Episcopal District Lay Organizations established under the provisions of this Constitution.

**ARTICLE XIII – RESERVED AND IMPLIED POWERS**

*Section 1.* Each Episcopal District, Annual Conference, District of the Annual Conference, and Station or Circuit Lay Organization shall be vested with the full authority to make its own Constitution and By-laws, Rules and Regulations, as may be deemed necessary for proper and orderly conduct of its affairs and for the governing of its officers and members. Each Division’s Constitution shall conform to, and harmonize with the Connectional Constitution and By-laws. Each of these organizations shall have the authority to establish its own Executive Board, raise funds, and in general perform all duties incident to its existence as an autonomous body except, however, said organization shall not make Constitutions and By-laws, or Rules and Regulations which are in conflict with, or abridge any part of the Constitution and By-laws of the Connectional Lay Organization. Or the template for subordinate divisions.

*Section 2.* A copy of the Constitution and By-laws of each Episcopal District organization must be filed with the Constitution and Bylaw Committee of the Connectional Lay Organization for examination and response.

*Section 3.* Each Episcopal District, Conference, District of the Annual Conference, and each Station or Circuit Lay Organization shall have the following inserted in its Constitution and By-laws: “This Organization shall
be subject to and governed by the Constitution and By-laws of the Connectional Lay Organization of the African Methodist Episcopal Church."

Section 4. This organization and each of its Divisions shall at all times be governed by the Constitution and Bylaws of the Connectional Lay Organization, the Current Book of Discipline, Laws, Doctrines, and Tenets of the African Methodist Episcopal Church and Robert’s Rules of Order Newly Revised, latest edition.

ARTICLE XIV – COMMITTEES. To insure successful and effective implementation of programs and projects of the Connectional Lay Organization, other than specified duties of elected officers per Constitution and Bylaws, all Chairpersons shall be appointed by the President.

Section 1. Four (4) types of Committees shall exist in the Connectional Lay Organization; Standing, Special, Convention, and ad hoc

Section 2. Standing Committees are appointed to implement specific goals, objectives, and programs that advance of, and are vital to the functioning of the Connectional Lay Organization. Standing Committees shall be the following: Proposed Legislation, Constitution and By-Law, and AMEV – Alert. Each standing committee shall have no more than seven (7) members appointed by the president, and approved by the Executive Board. Appointments shall be globally inclusive and age sensitive. The President, in appointing Committee members shall follow these guidelines; at least, one (1) person from Districts 14 - 20; one (1) person between the ages of 18 - 35, and all persons must have demonstrated diversity of experiences in the work assigned to the committee. Selection of committee members must respect the guidelines that govern the committee’s duties and reporting timelines.

Section 3. Special Committees shall be the following: The Nominating, Elections, and Audit Committee. Special Committees are appointed to perform a task that does not fall within the assigned function of a Standing Committee.

Section 5. The Credential Committee prepares and presents to the Biennial Convention a certified list of registered officers and delegates that make up the voting strength of the convention.

Section 6. The Rules Committee provides official guidelines of operating procedures specially prepared for operation of the convening Biennial Session.

Section 7. Budget and Finance Committee of the Connectional Lay Organization shall submit its final report to the regular session of the Organization no later than the evening of the second business day of the Biennial Session.

Section 8. The Budget and Finance Committee composed of the Treasurer and other members for a total of no more than seven (7) members shall be appointed by the President. It shall be the duty of this committee to prepare a two (2) year budget to be submitted to the President and the Executive Board for approval in the Biennial Session for adoption by a majority vote.

Section 9. The Constitution and By-Law Committee defines the primary character of the organization, prescribes how the organization functions including all the rules that the organization considers so important that they cannot be changed without previous notice to the membership and a two-thirds (2/3) majority vote of the Biennial Convention.

Section 10. The Organizational and Officers Effective Committee shall report annually to the Executive Board. The committee will propose and present for the Executive Board the process and tools for the officers evaluation and implement the process. The President has thirty (30) days after the close of the Biennial to appoint the committee members who will present their findings.

Section 11. Ad Hoc Committee is appointed as the need arises to carry out a specific task. It automatically ceases to exist on presentation of its final report to the body.

ARTICLE XV – SUBORDINATE BODIES

Section 1. Episcopal District Lay Organizations – The Episcopal District Lay Organization shall be composed of:

a. all elected officers;

b. all Presidents and Directors of Lay Activities of Conference Organizations;

c. six (6) elected delegates from each Conference Lay Organization, at least one of whom shall be a young adult, ages 18-35;
d. each President or a duly elected representative of each organized District Lay Organization of the Annual Conference;
e. each President and six (6) elected delegates, at least one of whom shall be a young adult, ages 18-35 of each organized Station or Circuit Lay Organization where there is a duly organized District Lay Organization of an Annual Conference;
f. any elected officers of the Connectional Lay Organization who are members of an organized Station or Circuit Lay Organization in the Episcopal District
g. each President and six (6) elected delegates, at least one of whom shall be a young adult, ages 18-35, from each Station or Circuit.

Section 2. Conference Lay Organization – The Conference Lay Organization shall be composed of:
a. all elected officers;
b. each President and Director of Lay Activities of duly organized District Lay Organization of the Annual Conference;
c. six (6) elected delegates, at least one of whom shall be a young adult, ages 18-35, from each duly organized District Lay Organization of the Annual Conference; and
d. each President and six (6) elected delegates, at least one of whom shall be a young adult, ages 18-35, from each Station or Circuit.
e. any elected officers of the Connectional Lay Organization or Episcopal District organization who are members of an organized Station or Circuit Lay Organization in the Episcopal District.

Section 3. District Lay Organization of the Annual Conference – The District Lay Organization of the Annual Conference shall be composed of:
a. all elected officers; and
b. the President and six (6) elected delegates, at least one of whom shall be a young adult, ages 18-35, from each Station or Circuit where there is a duly organized Lay Organization.
c. any elected officers of the Connectional, Episcopal District or Annual Conference Lay Organizations who are members of an organized Station or Circuit Lay Organization in the District of the Annual Conference.
This organization is amenable to the Conference Lay Organization and must report to the
Conference Lay Organization at least annually.

Section 4. Station/Charge or Circuit Lay Organization – The pastor of each Station or Circuit shall, within
thirty (30) days after the close of the Annual Conference, call a meeting of the members of the Station/Charge
or Circuit for the purpose or organizing a Lay Organization where none exists. The Station/Charge or Circuit
Lay Organization shall be composed of all members of said Station or Circuit who desire to enroll/join. The
officers of the organization shall be elected from those enrolled in said organization. The President of the Lay
Organization, or a duly elected representative of the local church, becomes a member of the Official Board by
virtue of his/her office.

Section 5. The officers of a Station or Circuit Lay Organization shall be those specified in Article V, Section 1 of
this Constitution. The Station or Circuit Lay Organization shall fix the time for regular meetings, which should
not be fewer than eleven (11) times per year.

ARTICLE XVI – AMENDMENTS

Section 1. Amendment of Bylaws. Amendments to the Constitution and By Laws of the Connectional Lay
Organization may be made by filing a copy of the proposed amendment with the Connectional President and
Secretary. The Secretary shall send an official copy of the proposed amendment to the Constitution and
Bylaws Committee at least six months or (180) days prior to the meeting of the Connectional Lay
Organization’s Biennial Session. The Constitution and Bylaws Committee shall send copies of proposed
amendments, by certified mail and/or electronic communication to each of the Episcopal District Presidents.
Two-thirds vote of the members present and eligible to vote at the Biennial Session shall be required to effect
an amendment. Amendments will take effect at the close of the General Conference ratifying the
Amendments.

By-Laws of the Connectional Lay Organization

The following shall constitute the By Laws of this organization.

Section1. The Order of Business shall be:

a. Devotion
Section 2. A majority of delegates present from the Episcopal Districts of the AME Church with voting delegations at the Biennial Convention shall constitute a quorum for the transaction of all business.

Section 3. The members shall conform to all the rules and regulations of this organization; any member(s) guilty of an infraction or violation of the rules, or for conduct or decorum unbecoming a member, may be removed from membership herein.

Section 4. The order of business herein before outlined may be changed by a two-third (2/3) majority vote of the delegates present at the Biennial Convention.

Section 5. All reports of Presidents and other officers shall be in writing and submitted in triplicate copies, one to be left with the President of the organization, one to be left with the Secretary of the organization, and one to be retained by the officer making the report.

Section 6. Any officer failing to perform his or her official duties shall be accountable to the Executive Board.
Section 7. No officer, nor standing or special committee, shall incur any obligation, which shall be binding, unless such action was authorized in its inception, or subsequently ratified and approved by the organization.

Section 8. The President shall be authorized to appoint and deputize, with sufficient power and authority, as many Marshals as may be deemed necessary to maintain order and decorum in the meeting. It shall be the duty of the Marshals to maintain strict order, see that only members are seated within established bounds of the meeting, and perform such other duties as may be assigned to them by the President in keeping with the duties of their office.

Section 9. Any provision or condition not expressly covered in the Constitution and By-Laws of this Organization shall be interpreted and construed in keeping with the long established policy, customs, tenets, and traditions of the African Methodist Episcopal Church, the Book of Discipline of the African Methodist Episcopal Church, and Roberts Rules of Order Newly Revised edition.

COLORS

The official colors of the Connectional Lay Organization are: Royal Blue and White or Navy Blue and White.

THE LAY HYMN

Laymen now have thus assembled, In
Thy blessed name O God.
Guide us in our true endeavor,
Light the pathway that we trod; Give us
strength to ever labor for Thy cause
Give us strength to ever labor for Thy cause.

We are banded one in union, To
fulfill Thy just command.
May we be Thy true disciples,
Holding to Thy mighty hand;
Give us blessings from the fountain of Thy love
Give us blessings from the fountain of Thy love.
As we walk this Christian journey, Let us
keep our armour bright.
Let our works be pure and holy
That we stand within Thy sight; Laymen
soldiers, strong in unity and love
Laymen soldiers, strong in unity and love.

May we stand before Thine altar, Pledging
Lord to work for Thee.
In the vineyard, in the pastures
Let us Lord Thy pilgrims be;
Let us lift the cross forever to the skies, Let us
lift the cross forever to the skies.

**Tune:** “Guide Me O Thou Great Jehovah”
written by Frances A. Walston

**THE LAY BENEDICTION**

“May God bless us with the true spirit of Christianity. That we may live together, not as man over man, but as lay persons working with God. Amen”

**CONNECTION LAY ECONOMIC DEVELOPMENT CORPORATION (CLEDC)**

Connectional Lay Economic Development Corporation (CLEDC)
The purpose of the CLEDC is to provide financial assistance to the Connectional institutions and projects; a financial base for lay ministries, outreach missions, and long-term financial programs for the denomination. The CLEDC is a not-for-profit corporation under the auspices of the Connectional Lay Organization of the African Methodist Episcopal Church. The CLEDC is a continuation of the legacy of Richard Allen, the founding father, who preached a message of religious freedom, political empowerment, and economic self-determination.

SAMPLE CONSTITUTION FOR CONSTITUTION AND BY-LAWS FOR OTHER DIVISIONS TO BE COMPLETED BY DIVISION FOLLOWING THE CONNECTIONAL CONSTITUTION AS EXAMPLE. If revising/amending Episcopal District Constitution the term District replaces Connectional. If Conference Constitution the term Conference replaces Connectional.

CONSTITUTION AND BY LAWS OF THE (___) DISTRICT LAY ORGANIZATION AFRICAN METHODIST EPISCOPAL CHURCH

ARTICLE I – NAME
Section 1. The name of this organization shall be the (___) District Lay Organization of the African Methodist Episcopal Church.

ARTICLE II – MISSION STATEMENT, PURPOSE AND OBJECTIVES
Section 1. Mission Statement. The Lay Organization of the (___) District shall teach, train, and empower its members for leadership (refer to article II, Connectional Constitution, to complete this section on mission statement, purpose and objectives).

Section 2. The purpose of this organization shall be to organize and train the laity of the (___) District so that each lay person may maximally utilize their God given abilities and skills (complete).

Section 3. Objectives – To accomplish this purpose, the following objectives are adopted.
a. To instill in the membership of the church a love for and an appreciation of the history, traditions, principles and development of African Methodism by encouraging, motivating, and educating all lay persons.

b. To keep forever alive the sacred memory of Richard Allen, our illustrious founder.

c. To advocate respect and loyalty at all times to constituted authority and leadership.

d. To encourage the laity to support the total program of the church in the local congregation, in the community, and throughout the District.

e. To foster a systematic and regular study of *The Doctrine and Discipline of the African Methodist Episcopal Church* and of parliamentary procedure, to the end that greater knowledge and information may be disseminated among the laity, and with the further purpose of encouraging lay members to participate more largely in the general functioning and supervision of the African Methodist Episcopal Church.

f. To foster, influence, and support all constructive and progressive legislation for the church that promotes the teachings of Jesus Christ.

g. To encourage development, recognition, and utilization of the most appropriate operational practices and modern technology in conducting the activities of the African Methodist Episcopal Church.

h. To promote the spread of personal evangelism through activities designed to prepare lay members for appropriately conveying God’s Word.

i. To provide training in Christian stewardship, which causes lay members to recognize that the connotation of stewardship addresses more than giving money.

j. To increase the circulation of church periodicals.

k. To provide for the orderly and systematic training of lay persons, especially officers, in order that they might more effectively perform their service assignments.

l. To promote activities which will result in harmonious fellowship for lay persons throughout the Connection.
m. To help in the support of the AME educational institutions. bb. To give financial assistance to the
Connectional Lay Economic Development Corporation (CLEDC) in support of Connectional
programs.

ARTICLE III – DIVISIONS

Section 1. The District Lay Organization shall be composed of the Conference Lay Organizations, District Lay
Organizations of the Annual Conference and Organizations of a Station or Circuit.

The District Lay Organization of the Annual Conference is optional, and shall only be organized where the
Conference Lay Organization determines it to be necessary for the efficient conduct of its business. If such a
determination is made, the Conference Lay President shall, after giving fourteen (14) days written notice,
which shall include the date, time, place and purpose of the meeting, to each charge in the district, convene
and organize the District Lay Organization of the Annual Conference. The District Lay Organization of the
Annual Conference, where organized, shall bear the same relationship to the Conference Lay Organization as
the Conference Lay Organization bears to the Episcopal District Lay Organization.

ARTICLE IV – MEMBERSHIP

Section 1. Membership in this organization is open to all un-ordained members of the African
Methodist Episcopal Church, in good and regular standing, in their local, and Conference Lay
Organizations. Good and regular standing means every member is governed by the Constitution of the
organization and pays required dues as set by his/her local lay organization, attends fifty percent
(50%) of the local lay organization meetings, and participates at the District of the Annual Conference,
and the Annual Conference Lay Organization levels.

Section 2. The District Lay Organization membership to the Mid-year and (AGM) shall be as follows:

a. all elected officers of the Episcopal District Lay Organization.

b. all Presidents, Directors of Lay Activities and Young Adult Representatives from each Conference
organization.

c. six (6) elected delegates from each Conference Lay Organization, of whom at least one (1) shall
be a young adult, ages 18-30.
d. each President, Director of Lay Activities and Young Adult Representative from each duly organized District Lay Organization of an Annual Conference.

e. Each president or duly elected representative of each organized Station or Circuit Organization.
A duly organized Lay Organization of the Districts of the Annual Conference shall be an organization reporting to the Conference Lay Organization’s Annual Meeting or which is recognized by the Conference as an organization.

**ARTICLE V – OFFICERS, DUTIES and RESPONSIBILITIES**

**Section 1.** The elected Officers of the Episcopal District Lay Organization and its Divisions shall be:

a. President
b. First Vice President
c. Second Vice President*
d. Third Vice President*
e. Recording Secretary
f. Assistant Recording Secretary*
g. Corresponding Secretary*
h. Treasurer
i. Financial Secretary*

j. Chaplain
k. Historiographer*
l. Parliamentarian*
m. Director of Lay Activities
n. Director of Public Relations*
o. Young Adult Representative

(*Elected at discretion of Divisions)

Duties and responsibilities of officers shall be listed here beginning with the office of President (refer to Connectional Constitution Article V, section 1 to complete this section).
Section 2. The records of all officers handling finances of the (____) Episcopal District Lay Organization shall be audited by an internal audit committee, which shall report its findings to the Annual General Meeting (AGM) of the District Lay Organization.

ARTICLE VI – NOMINATION and ELECTION PROCEDURES (refer to Connectional Constitution beginning with this Article for completion of District Constitution).

ARTICLE VII – ELECTION OF OFFICERS

ARTICLE VIII – QUALIFICATIONS

ARTICLE IX – EXECUTIVE BOARD

ARTICLE X – MEETINGS

ARTICLE XI – VOTING PRIVILEGES

ARTICLE XII – POWERS AND JURISDICTIONS

ARTICLE XIII – RESERVED AND IMPLIED POWERS

ARTICLE XIV – COMMITTEES

ARTICLE XV – SUBORDINATE BODIES

ARTICLE XVI – AMENDMENTS

Rt. Reverend John F. White
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Page Reference in Current AME Discipline
The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Part XII, Section I, Page 296

Intent
To Replace and Update the Constitution and By-Laws

Rationale
To Incorporate in the 2012 Book of Discipline of the African Methodist Episcopal Church the Current Constitution and By-Laws of the Women’s Missionary Society of the African Methodist Episcopal Church

Current Text

Current text found in The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Part XII, Section I, Pages 296-353

Amended Text

Constitution and Bylaws

Women’s Missionary Society

African Methodist Episcopal Church

Constitution

Article I - Name

Section 1. Name.

The name of this organization shall be the Women’s Missionary Society of the African Methodist Episcopal Church.

Section 2. Designations.

For the purposes of this constitution and accompanying bylaws, the African Methodist Episcopal Church is designated as "A.M.E. Church" or the "church"; Women’s Missionary Society as the "Connectional,"
"Connectional organization", or "Connectional Society"; Episcopal Women's Missionary Society as the "Episcopal District, Episcopal organization or Episcopal Level"; Conference Women’s Missionary Society as the "Conference organization or Conference Level"; Area Women’s Missionary Society as the "Area Level," and Local Women’s Missionary Society as the "Local Society, Local organization or Local Level."

Article II - Mission Statement and Purpose

Section 1. Mission Statement.

We are called to strengthen our faith and sent to continue the ministry of Jesus Christ by service and witness in the world.

Section 2. Purpose.

As women called to discipleship to grow in knowledge and experience of God through Jesus Christ, committed to support the mission of the church, and, empowered by the Holy Spirit, we are challenged to help one another engage in ministry and action, and grow and respond in faith to God's redemptive plan for the church, the society and the world. To accomplish our purpose, the organization shall:

a. Coordinate and unify the work of our mission structure, by establishing and supporting organizations and units to carry out God's mission in the church, the society and the world.

b. Build an intergenerational community of caring women among all levels of the WMS and other women's organizations that can work collaboratively, ecumenically, and globally on peace, justice, and human rights issues.

c. Provide training and education that develop and inspire responsible and visionary leadership that is motivated to witness or advocate for the global mission community; and advocate for peace, justice, and human rights for women, children, elderly, and families.

d. Provide for flexible structures, so that groups may determine the structure and programs most appropriate and workable in their church.

e. Develop and distribute written, printed, and electronic resources and periodicals and maintain an archival database and repository of information for the organization.

f. Develop networks for communication within the organization and among women ecumenically and globally.
g. Develop and maintain a comprehensive financial support system for the organization and administration of financial resources necessary for the fulfillment of the responsibilities and mission of the organization.

Article III - Authority

Section 1. Policies.
The organization shall take such steps as needed to realize its mission and purpose. It shall function within the policies of the A.M.E. Church and this constitution and bylaws.

Section 2. Responsibilities.
The organization shall have and may exercise all powers assigned to nonprofit corporations by the District of Columbia except as limited by the constitution and bylaws of this organization and The Book of Discipline of the A.M.E. Church.

Article IV - Structure and Operational Framework

Section 1. Organizational structure.
This organization shall be a church wide organization that shall function through Connectional, Episcopal, Conference and Local bodies. Each group shall seek to function interdependently and shall recognize it is in a partnership relationship with the others to share in God's mission.

a. The Episcopal organizations shall have numbers and boundaries that coincide with those established by the A.M.E. Church. Each Episcopal organization shall provide for Conferences consistent with those established by the A.M.E. Church.

b. A Conference shall consist of all Local organizations within the boundaries of the Conference. Upon a determination by a Conference organization that Areas are necessary for the efficient conduct of its business, the Conference may establish Areas in accordance with the bylaws.

c. A single congregation may establish a Local organization (Society), or two or more congregations without a Local organization may form an intercongregational Local organization. A single congregation with a Local organization (Society), but without a sufficient number of members to fully organize, may form an intercongregational Local organization with one or more other congregations.

d. For each Women's Missionary Society organization created, there shall also be created and provided a Young People's and Children's Division.

Section 2. Quadrennial Convention.
The Quadrennial Convention shall fulfill the legislative function of the organization as described in this organization's constitution, bylaws and resolutions.

Section 3. Executive Board.

There shall be established an Executive Board. The Executive Board shall exercise interim legislative authority during a quadrennial. The composition and duties of the Executive Board shall be set forth in the bylaws. "Interim Legislative Authority" means between meetings of the Quadrennial Convention, the Executive Board may exercise the authority of the Quadrennial Convention so long as:

a. The actions of the Executive Board do not conflict with the actions of and policies established by the Quadrennial Convention; and

b. The Quadrennial Convention is not precluded by constitutional provisions from taking action on the matter.

Section 4. Decision-making Bodies.

The leadership of the organization shall be vested in the elected officers, members of the Quadrennial Convention and Executive Board, and members of the Commission on Administration.

Section 5. Commissions; Committees.

The organization shall consist of commissions as set forth in the bylaws. The Young People's and Children's Division shall consist of standing committees as set forth in the bylaws of the Young People's and Children's Division. Each organization may establish such task forces or special committees, as it deems necessary to carry out the purpose and functions of each organization.

Section 6. Connectional Treasury; Management of Funds.

This organization shall be financed through a single treasury and the organization's fiscal year shall be in accordance with the fiscal year of the A.M.E. Church.

Article V - Membership

The membership of this organization shall be comprised of all women of the church, except women who are itinerant elders, who are in good and regular standing in their Local organizations. Voting and other memberships shall be as provided in the bylaws, unless otherwise provided herein.

Article VI - Quadrennial Convention

Section 1. Convention Authority.
The Quadrennial Convention shall be the highest legislative authority of the organization and shall deal with all matters, which are necessary in the pursuit of the mission, purpose and functions of this organization.

Powers of the Quadrennial Convention are only limited by the Quadrennial Convention's own resolutions and The Book of Discipline of the A.M.E. Church.

Section 2. Quadrennial and Special Conventions.

The organization shall meet quadrennially the year preceding the General Conference of the A.M.E. Church, at such time and place to be recommended by the president and approved by the Executive Board. Special Conventions shall be called by the president of the organization at the written request of at least two-thirds of the Conferences.

Section 3. Voting Members of the Quadrennial Convention.

The voting members of the Quadrennial Convention shall consist of the elected delegates, elected Connectional officers, past and present Episcopal Supervisors, past Connectional Presidents, Episcopal and Conference Presidents, Episcopal and Conference Directors of the Young People's and Children's Division and Life Members.

Section 4. Committees of the Quadrennial Convention.

The committees of the Quadrennial Convention shall be the Program Committee, Rules Committee, Credentials Committee, Memorial Committee, Constitution and Bylaws Committee and the Nominating Committee. Members of the committees shall be appointed by the President. The duties and description of the committees shall be provided for in the Connectional Bylaws. Other committees may be authorized, as the President shall deem necessary.

Article VII - Officers

Section 1. Elected Officers.

The elected officers of the organization shall be the: President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Treasurer, Historiographer-Statistician, Editorof the Magazine, Associate Editor, Director of the Young People's and Children's Division, Promotion and Missionary Education Director, Parliamentarian, Worship Director and Member - At-Large.

The connectional officers shall be elected by the Quadrennial Convention, as provided by the bylaws.
Section 2. Terms; Qualifications; Limitation.

The terms, qualifications to hold office and limitations of elected officers shall be provided for in the bylaws.

Article VIII - Headquarter Offices of The Women's Missionary Society

The organization shall establish and maintain an office designated as its headquarters office.

Article IX - Employment of Staff

This organization shall have the authority to employ staff and engage consultants in contractual arrangements in accordance with the constitution, bylaws and personnel practices of the organization.

Article X - Foundation of Women's Missionary Society

Section 1. Authorized.

The organization may establish a Foundation to conduct and provide programs for major gifts, planned giving and deferred giving, investment opportunities and other means to create financial support for the organization to enhance and uphold its programs and ministries. The Foundation is a separate, private entity and shall be managed by a Board of Trustees.

a. As a form of planned giving and to create consistent and sustaining financial support to the WMS Foundation, to expand and assist its various ministries, all members of the Women's Missionary Society shall be encouraged to pay annual WMS Foundation membership dues.

b. Membership dues in the amount of $5 (Districts 1-13) and $1 (Districts 14-20) shall be paid by December 31 each year.

c. Membership cards will be received by those who pay the membership dues.

Section 2. Responsibilities.

The duties of the Board of Trustees of the Foundation shall include, but not be limited to, the following:

a. identify and cultivate prospective major and deferred gift donors;

b. initiate efforts to work in collaboration with other philanthropic organizations, nonprofits, the public sector and business;

c. seek gifts, bequests and investments for the organization;

d. preserve, manage and grow financial assets to provide a return and ongoing benefits to the organization; and

e. manage entrusted funds effectively and in socially responsible manner.
Section 3. Board of Trustees.

a. Composition of the Board. The Foundation shall have a Board of Trustees consisting of at least twenty-five (25) but not more than thirty-six (36) members, and shall make every effort to compose the Board as follows:

1. President of the organization;
2. Treasurer of the organization;
3. Three (3) Episcopal Supervisors, with at least one (1) of the Supervisors representing the 14th -20th Episcopal Districts;
4. Members from the corporate or business community;
5. Members with accounting backgrounds in non-profit corporations;
6. Members with legal backgrounds in non-profit corporations;
7. Members with investment expertise;
8. Members with a public relations background;
9. A representative of the Young Women, ages 18 -40 years; and
10. Members-At-Large, consisting of an organizational member from each District, who has an interest and demonstrated abilities with foundations, grants, etc.

b. Election of Trustees; Terms.

The members of the Board who are Trustees by virtue of their being elected officers in the organization shall be confirmed by a majority vote of the Executive Board of the Women's Missionary Society. Members of the Board who are Trustees nominated from the Districts shall be elected by the Executive Board of the Women’s Missionary Society. Members of the Board who are Trustees nominated based upon the various categories denoted in subsections 4-9 of Section 3a herein, shall be from among the 20 Members-At-Large nominated by the Districts.

Any person conducting auditing and providing legal representation on behalf of the Board of Trustees shall not be a member of the Board.

Each member shall serve for a term of four (4) years, but no more than eight years. Upon the confirmation or election of the first members to the Board of Trustees, the Executive Board of the Women’s Missionary Society shall stagger the terms of such members.
c. Trustees Costs and Expenses. The meeting expenses and costs of the Trustees shall be paid by the
Women's Missionary Society.

d. Preparation of Bylaws. The first task of the initial Board of Trustees will be the development of its
bylaws, which must be approved by the Executive Board of the Women's Missionary Society.

Section 4. Reports; Audits.
An audit of the financial records of the Foundation shall be made biennially by a certified public accounting
firm. The Foundation shall provide an annual financial report and report of its work and activities to the
Executive Board.

Article XI – Sojourner Global Ministry Board
Section 1. Authorized.
The organization may establish a Sojourner Global Ministry Board of Directors to provide overall policy and
direction of the SG Ministry Program and to create means of financial support to enhance the program.

Section 2. Responsibilities.
The duties of the Board of Directors of the Sojourner Global Ministry Program shall include, but not be
limited to, the following:
a. Set the overall policy and direction of the ministry
b. Initiate efforts to work through the WMS in collaboration with other non-profits, philanthropic
organizations, and the public sector;
c. Seek grant funds and donations for the Sojourner Global Ministry Program
d. Manage entrusted funds
effectively and in socially responsible manner.

Section 3. Reports; Audits. An audit of the financial records of
the SGM Board shall be made biennially by a certified public accounting firm. The Board shall provide an
annual financial report and report of its work and activities to the Executive Board.

Article XII – Operative Laws
The organization shall be governed by the Constitution and Bylaws of the Women's Missionary Society, The

Article XIII - Amendments and Bylaws
Section 1. Amendments to Constitution.
The constitution of this organization may be amended through either of the following procedures:
a. All proposed constitutional amendments coming from the Episcopal Districts, Conferences, and or Local Societies shall be received by the Constitution and Bylaws Committee no later than six (6) months before a Quadrennial Convention. The adoption of such an amendment shall require a two-thirds (2/3) vote of those present and eligible to vote at the Quadrennial Convention.

b. All proposed amendments shall be provided to the Episcopal Supervisors and voting members by the Connectional Constitution and Bylaws Committee no later than ninety (90) days before the Quadrennial Convention.

Section 2. Amendment of Bylaws.

a. All proposed amendments of bylaws coming from the Episcopal Districts, Conferences, and or Local Societies shall be received by the Constitution and Bylaws Committee no later than six (6) months before a Quadrennial Convention. The adoption of such an amendment shall require a two-thirds (2/3) vote of those present and eligible to vote at the Quadrennial Convention.

b. All proposed amendments shall be provided to the Episcopal Supervisors and voting members by the Connectional Constitution and Bylaws Committee no later than ninety (90) days before the Quadrennial Convention.

Section 3. Effective Date of Amendments.

Any amendments to this constitution and bylaws shall become effective at the conclusion of the General Conference ratifying the amendments.

Section 4. Proposed Amendments.

No amendment shall be proposed to the constitution or bylaws if such amendment is in conflict with The Book of Discipline of the A.M.E. Church.

Article XIV – Correction of Scrivener's Errors

Upon adoption of amendments to this constitution or bylaws, the Revisions and Compilation Committee may correct punctuation, grammar, or numbering when appropriate, if the correction(s) does not change the meaning of the amendments.

Women's Missionary Society

African Methodist Episcopal
Church Connectional Bylaws

Article I - Name
The name of this organization shall be the Women's Missionary Society of the African Methodist Episcopal Church.

Article II - WMS as Non-Governmental Organization (NGO)

Section 1. Membership Status.
The representatives of the Economic and Social Council (ECOSOC) of the United Nations in Non-Governmental Organization Category II Status shall be members of the Women's Missionary Society.

Section 2. WMS Representatives.
The Society representatives to the United Nations shall be: The Connectional President, one (1) Main Representative; two (2) Alternate Representatives and one (1) Youth Representative (18-24 years old). One (1) year grounds passes may be issued to no more than the stated 4+1 formula as determined by the United Nations in its procedures and policies relative to NGOs as stated by the United Nations effective January 2011.

Section 3. Alternate/Youth Representatives.
The second (2nd) Alternate Representative (appointed by the President) and the Youth Representative may reside outside the New York City area. The Youth Representative will be appointed by the President in consultation with the Director of the Young People's and Children's Division.

Section 4. Terms of Appointment.
The representatives' terms of appointment shall be for a period of four (4) years, and they shall be eligible for reappointment at the will of the Connectional President.

Section 5. Liaisons.
The representatives shall serve as liaisons between the Executive Board of the Women's Missionary Society and the Economic and Social Council of the United Nations. They shall represent the Women's Missionary Society at the United Nations Non-Governmental Organizations meetings including relevant briefings and/or other conferences. The focus of the issues relevant to the Women's Missionary Society shall be women and children, health, human rights, peace, and justice and any other issues deemed relevant at the time.

Section 6. Responsibilities.
The representatives shall be responsible for gathering information from the briefings and conferences and forward such information to the Connectional President and in consultation, make decisions as to the dissemination of information and relevant programming and projects to be pursued. All required Annual and Quadrennial reports to ECOSOC and DPI will be prepared by the Representatives. Copies of the reports are to be forwarded to the Connectional President for signature. The representatives shall be responsible for maintaining public relations with other non-governmental organizations and affiliated agencies of the United Nations. Information shall be distributed to the Episcopal Districts through the Supervisor, Episcopal President, First Vice President and NGO District Liaison.

Section 7. Episcopal District NGO Liaisons.

Episcopal District NGO Liaisons shall be appointed by the Supervisor of each District. The Liaison shall be responsible for the dissemination of NGO information and spearhead NGO programming within their District to Local, Area, and Conference societies. Regular reports shall be prepared on all NGO related activities and programming in the District and shall be distributed to the Supervisor, Episcopal President, Connectional NGO Representatives and others as determined by the Supervisor.

Section 8. Annual NGO Conference.

An Annual NGO Conference will be held at the United Nations and/or surrounding area at which the written NGO reports from the Districts will be presented. The District reports shall also be used to compile the Annual and Quadrennial Reports to the Women's Missionary Society. The Conference is open to all Women's Missionary Society members.

Section 9. Funds.

Any funds collected specifically for NGO projects and programming shall be kept as designated funds, project specific by the Treasurer of the Women's Missionary Society, reported as same, and held for distribution at the determination of the President.

Section 10. Office Maintenance.

Non-Governmental Organization activities and general expenses as well as the maintenance of an office in New York at the United Nations Church Center shall be included in the Women's Missionary Society Budget.

Article III - Membership

Section 1. Regular.
Membership in this organization shall be comprised of all women of the church, upon payment of local dues, where applicable, except women who are Itinerant Elders, in good and regular standing in their Local organization. (Refer to the Glossary of The Book of Discipline of the African Methodist Episcopal Church under the heading "good and regular standing.")

Section 2. Associate.

Any male in good and regular standing in the Local church may become an Associate member upon payment of dues. An Associate member is ineligible to vote except spouses of Bishops that are actively serving as Supervisors of Episcopal Districts. No male shall hold office in the Organization.

Section 3. Life.

Life membership shall be governed by the provisions in Article VIII herein. Life members are part of the voting delegation and shall receive sustentation.

Article IV - Quadrennial Convention; Delegates; Special Convention

Section 1. Quadrennial Convention.

In addition to its powers and duties as provided in the constitution of the organization, the Quadrennial Convention shall:

a. elect the officers as provided in the constitution and bylaws.

b. review the work of Connectional officers and commissions and for this purpose require and receive reports from them;

c. fulfill other functions as required by this constitution and bylaws;

d. conduct such other business as necessary to further the mission, purpose and functions of the organization; and

e. have the sole authority to amend the constitution and bylaws.

Section 2. Convention Delegates.

There shall be five (5) elected delegates from a Conference with a voting membership of three hundred fifty (350) or more; four (4) elected delegates from a Conference with a voting membership of two hundred fifty (250) to three hundred forty-nine (349); three (3) elected delegates from a Conference with a voting membership of one hundred fifty (150) to two hundred forty-nine (249); and two (2) elected delegates from a Conference with a voting membership of seventy-five (75) to one hundred forty-nine (149); and one (1)
elected delegate from a Conference with a voting membership of less than seventy-five (75). Each Conference shall have at least one (1) elected delegate.

Alternates to the Quadrennial Convention shall be elected at the same time as the delegates. The number of alternates that a Conference may elect can be up to or equal to the number of delegates elected. The Conference President and Commission on Administration shall decide how many alternates will be elected. Each Conference must have at least one alternate. Alternates shall serve in the absence of delegates.

Section 3. Submission of Delegates.

The Episcopal Supervisor shall submit to the Connectional President at least six (6) months before the Quadrennial Convention a certified listing of the total voting membership in the Quadrennial Convention, which listing will include the elected delegates and alternates from the conferences, the life members, Episcopal Presidents, past and present Episcopal Supervisors, Episcopal District YPD Directors, and the voting Connectional Officers from the District, Conference Presidents and Conference YPD Directors. Delegates elected to serve at the Quadrennial Convention shall continue to serve until delegates are elected for the next regular Quadrennial Convention, provided they have not ceased to be a member of the Conference from which they were elected or have not been superseded by the election of new delegates.

Section 4. Expenses of Delegates.

The organization will be responsible for the reasonable travel costs and sustentation of the Episcopal Supervisors, Episcopal Presidents and Episcopal Directors of the Young People's and Children's Division from the Fourteenth, Fifteenth, Sixteenth, Seventeenth, Eighteenth, Nineteenth and Twentieth Episcopal Districts. For the First through Thirteenth Episcopal Districts, the organization will be responsible for the sustentation of the delegates, provided each Episcopal District has paid its yearly assessments during the Quadrennium.

Section 5. Committees of the Quadrennial Convention.

Committees of the Quadrennial Convention shall be the Rules Committee, Credentials Committee, Constitution and Bylaws Committee, Memorial Committee, Nominating Committee and Program Committee. Members of these committees shall be appointed by the President:
a. Rules Committee. The Rules Committee shall review the rules of the previous Quadrennial Convention and prepare proposed rules for the governance of the present Quadrennial Convention. On the opening day, the committee shall present such rules to the delegates of the Quadrennial Convention.

b. Credentials Committee. The committee shall rule on matters of challenge to any elected delegate or Life Member from any Episcopal District.

c. Tanner Turner Memorial Committee. The Tanner Turner Memorial Committee shall plan a creative Memorial Service for deceased members of the organization.

d. Constitution and Bylaws Committee. The Revisions and Compilation Committee, consisting of three (3) persons, shall prepare a printed legislative package to be given to each voting member of the Quadrennial Convention immediately following the organization of the Quadrennial Convention. The Committee shall also collect, assemble and correct any scrivener's errors, duplications or contradictions in adopted legislation of the Quadrennial Convention and present the same.

e. Nominating Committee. The Nominating Committee shall be governed by the provisions of Article VI herein.

f. Program Committee. This committee shall be responsible for the planning, budgeting and coordinating of the Quadrennial Convention, in conjunction with the president.

Section 6. Special Quadrennial Convention.

If a Special Quadrennial Convention is called, delegates in the preceding Quadrennial Convention shall be given written notice of the convention, as well as other voting members as provided in the constitution, provided they have not ceased to be a member of the Conference from which they were elected or have not been superseded by election of new delegates.

Section 7. Registered Participants.

Registered participants may attend the convention at no additional expense to the organization. They may participate in the programs and attend the sessions of the convention. They shall have no voice and no vote.
Episcopal Directors of the Young People’s and Children’s Division. The Chairperson and Secretary of the Commission on Global Witness and Ministry and the Bishops shall be ex-officio members. Each Episcopal District shall be represented on the Executive Board. A majority of the members of the Executive Board shall constitute a quorum to transact business and make decisions.

Section 2. Purpose; Duties.
In accordance with the constitution, the Executive Board shall act during the interim of the Quadrennial Convention. The duties of the Executive Board shall be to:

a. receive and act upon the recommendations of the president;
b. approve or disapprove the actions of the Commission on Administration;
c. determine the time of the election of officers;
d. act on such matters as delegated to it by the Quadrennial Convention;
e. approve the assessments of the Episcopal Districts and an annual budget for the organization, upon recommendation from the Commission on Administration;
f. transact the necessary business and make programmatic decisions between Quadrennial Conventions;
g. determine the incapacity of an elected officer to perform her duties, or the non-performance of duties by an elected officer, and determine if she shall be removed from office. For the removal of an elected officer for incapacity or non-performance, a two-thirds vote of the Executive Board shall be required;
h. fill vacancies in elected offices until the next Quadrennial Convention, as provided in these bylaws; and
i. act in accord with the actions of and policies established by the Quadrennial Convention and the constitution and bylaws of the organization.

Section 3. Meetings; Expenses.
The Executive Board shall meet annually, except in the year of the Quadrennial Convention. The Connectional organization shall be responsible for the expenses, reasonable costs for travel and housing, for elected Connectional officers.

Section 4. Special Meetings.
Special meetings of the Executive Board may be called by the president or, in the event of the president’s death, resignation or incapacity, by the Commission on Administration. The notice of the special meeting shall state the purpose of the meeting.
Article VI - Elected Officers

Section 1. Election of Officers.

Officers shall be elected at the Quadrennial Convention, unless otherwise provided for herein. All elections shall be by electronic or paper ballot, except when there is only one candidate for an office. When there is only one candidate for an office, voting may be by voice or hand vote. A majority vote shall be necessary to elect. Elected officers shall assume office immediately upon installation.

Section 2. Elected Officers.

The elected officers shall be the President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Treasurer, Historiographer-Statistician, Editor of the Magazine, Associate Editor, Director of the Young People's and Children's Division, Promotion and Missionary Education Director, Parliamentarian, Worship Director and Member-At-Large.

Section 3. Prerequisites for Holding Office.

Any person seeking an elected office must:

a. be a member in good and regular standing in the organization; "good and regular standing" in this organization means that the member regularly attends the meetings of the organization; is supportive of mission projects of the organization; participates in its activities and events; is current in payment of dues and other financial obligations;

b. demonstrate a Christian commitment;

c. demonstrate a high level of spiritual maturity;

d. possess good interpersonal and communication skills;

e. demonstrate a collaborative work style;

f. be sensitive to the tradition and culture of the A.M.E. Church; and

g. possess the qualifications required for the office as provided in these bylaws.

Section 4. Term; Limitation.

The term of elected officers shall be four (4) years. Elected officers may serve a maximum of two consecutive four (4) year terms or eight (8) consecutive years in the same office. Upon completion of an eight (8) year term, an officer shall be eligible to serve in other elected Connectional offices or appointed positions for a maximum of eight (8) consecutive years.
This provision shall operate for persons appointed to positions by the Connectional President.

A person's total years of service as an elected officer or appointed person, regardless of the number of elected or appointed positions held by the person, shall not exceed sixteen (16) years.

Section 5. Transitional Period.

A transitional period of six (6) weeks upon the close of a Quadrennial Convention is hereby provided for outgoing officers to make inventories, reconcile files and records before turning them over to the incoming officers. Outgoing officers shall transfer all records, books, papers and property belonging to the organization to incoming officers on or before the end of the six weeks.

Section 6. Vacancy in Office of the President.

In the event of a vacancy in the office of president due to death, resignation, disability or temporary inability or other cause, the first vice president shall immediately assume the office of President, until an election of a new President can be held or until the president is able to serve again. The new president shall be elected at the next Quadrennial Convention. Any person elected to fill an unexpired term of president shall subsequently be eligible to be elected to two (2) full four (4) year terms in accordance with this constitution and bylaws.

Section 7. Vacancy in Elected Offices Other Than President. In the event of a vacancy in an elected officer's position, other than the president, due to the death, resignation, disability or inability to serve, the President shall appoint an active member in good standing to fill the vacancy if the remainder of the term of office is less than two (2) years. The appointment shall be confirmed by the Executive Board at its next regularly scheduled meeting, said determination resulting by a majority vote of that body. If the remainder of the term of office is greater than two (2) years, a special election shall be held by the Executive Board within forty-five (45) days to fill the position. Any person appointed to fill an unexpired term shall subsequently be eligible to be elected to two full four (4) year terms in accordance with the provisions of this constitution and bylaws.

Section 8. Removal of Elected Officers.

Any elected officer, not performing her duties shall be notified in writing by the president, with a copy to the Chairman of the Commission on Global Witness and Ministry and the Executive Board. If such failure to perform continues for a period of ninety (90) days after notification, the matter shall be referred to the
Executive Board for action. The Executive Board may remove the elected officer from office for failure to
execute her duties and responsibilities as provided in these constitution and bylaws.

Section 9. Salary of President.

The President of the Women's Missionary Society shall receive a salary and benefits as provided to General
Officers of the A.M.E. Church. The salary and benefits of the president shall be paid by the organization.

Article VII - Nominations and Election Process

Section 1. Procedures.
The organization shall elect such officers as required by the constitution and bylaws.

Section 2. General Requirements and Considerations.

a. Each nominee for an elected position in this organization shall be a member of the organization
and shall possess the qualifications required for the position being sought.

b. At least 10% of the nominees shall be persons who are members of Districts 14-20. For subsequent
quadrennial elections, members from Districts 14-20 shall be encouraged to run for all positions.

c. No elected officer shall hold two (2) positions of leadership simultaneously in the Connectional,
Episcopal or Conference organizations. An elected officer may hold an elected office in a Local organization.

d. The terms of office of persons elected shall begin at the conclusion of the Quadrennial Convention at
which such persons were elected.

e. All elections shall be by electronic or paper ballot, except when there is only one candidate for an office.

When there is only one candidate for an office, voting may be by voice or hand vote.

f. A majority of votes cast on the first ballot shall be necessary for the election of an officer. If an election
does not occur on the first ballot, the names of the two (2) persons receiving the highest number of votes cast
shall be placed on the second ballot. On the second ballot, a majority of the votes cast shall be necessary for
election.

g. There shall be no nominations from the floor of a Quadrennial Convention.

h. Members of the Nominating Committee shall be ineligible for nomination by the committee to any position
to be filled.

Section 3. The Nominating Committee.
a. Committee appointments. The Nominating Committee shall consist of nine (9) persons appointed by the president. The president in selecting committee members shall follow these guidelines:

a. No more than one person shall be appointed from an Episcopal District; and

b. Consideration shall be given to geographic location, variety of ages, and diversity of experiences.

b. Duties of the Committee. The committee shall:

1. At least nine (9) months prior to the Quadrennial Convention call for nominations through a notice published in an official periodical of the Women’s Missionary Society (and any other appropriate publication). Such notice shall also indicate how a nomination form may be obtained. Nomination forms shall be sent to Executive Board members and Episcopal Supervisors for distribution to interested persons. The nomination form shall request individuals to give biographical data and other information, which will aid in the selection of candidates. Such credential forms shall be returned by prospective nominees, bearing the signature of the Episcopal President and Supervisor, no later than 180 days prior to the Quadrennial Convention; and

2. Give considerations to the names submitted or recommended as nominees for offices, examining any and all necessary information regarding the persons to determine if the persons meet the prerequisites and qualifications for the offices being sought. For those persons found to meet the prerequisites and qualifications of the office being sought, the committee shall prepare a slate of nominees, listing the qualifications of the nominees for office to be elected at the Quadrennial Convention. The slate shall be provided to each Episcopal Nominating Committee Chairperson no later than ninety (90) days before the Quadrennial Convention.

Article VIII - Life Memberships

Section 1. Life Member.

After twenty-five (25) years of continuous meritorious service in the Women's Missionary Society, a member is eligible to apply for Life Membership. An applicant for Life Membership shall

a. be actively serving in the Local, Area (if applicable) Conference and Episcopal organizations at the time of submitting the application;

b. exemplify continuous meritorious service

c. be recommended by the Local Women's Missionary Society; and

d. remain active at these levels of service as long as life and health permits.
Section 2. Continuous Meritorious Service

a. Meritorious service may be defined as continuous significant contributions through demonstrated leadership at the Local, Conference, Episcopal, and/or Connectional levels.

b. Continuous meritorious service may include, yet not be limited to:

1. Demonstrated continuous service at the Local level;

2. Distinguished services as an officer (elected or appointed) at one or more levels (Conference, Episcopal, Connectional);

3. Recruited and encouraged new members;

4. Developed or initiated programs to promote missionary education;

5. Directed or chaired significant missionary programs at one or more levels of the Women’s Missionary Society, etc.

Section 3. General Information.

a. There shall be one Life Member per Conference in an Episcopal District per Quadrennium. Only deceased Life Members are to be replaced during a Quadrennium. A copy of the Obituary or Homegoing Service shall accompany the candidate’s application for Life Membership.

b. Annually, all applications for Life Membership shall be kept on the Conference roll and reported in the order submitted via postmarked date of the local church recommendation. This list remains current as the new names are added to it.

c. A Life Member who transfers from one Conference to another Conference or from one District to another District shall be entitled to all rights and privileges afforded her during her previous affiliation, upon receipt of a "Letter of Transfer" from the sending Conference or District bearing the signatures of the Local President & Local Pastor, the Conference President, the Episcopal President, and the Episcopal Supervisor. The receiving Conference President or District president shall sign the "Letter of Transfer" and send it to the Episcopal Supervisor who will submit it to the Connectional President. A form letter should be provided by the Connectional WMS Office for this purpose.

Section 4. The Process.

The applicant must be recommended by certified letter from the Local society, after twenty-five (25) years of meritorious service in the Women’s Missionary Society. The recommendation should be sent to the
The following steps should be adhered to:

a. At the start of a new Quadrennium, the Conference President notifies the next Life Member applicant, as determined by the process outlined in Section 3b, that she is eligible for the Quadrennial Life Membership. The Life Member application shall be secured from the Headquarters Office of the Women's Missionary Society upon the request of the Conference President and the Episcopal Supervisor.

b. Once completed by the Life Member applicant, a fee of Two Hundred Fifty dollars ($250.00) for Districts 1-13 and One Hundred dollars ($100.00) for Districts 14-20 shall be attached to the application.

c. The application shall be signed by the Local President, the Pastor, the Conference President, the Episcopal President, the Episcopal Supervisor, and the Bishop and the application is sent to the Connectional President with the fee attached.

Section 5. Recognition.

Upon becoming a Life Member, the person shall receive the following:

a. a Life Membership card;

b. a Life Membership pin; and

c. a Life Membership stole.

Section 6. Use of Application Funds.

Funds received for Life Memberships shall be used for the printing and production costs associated with the Life Membership cards, pin and stoles, the Hughes-Smith Life Membership Booklet, as well as other Connectional contingencies.

Section 7. Other.

The Commission on Membership and Recruitment shall create and publish a Life Membership booklet, after review and input from the Connectional President and Commission on Administration, which booklet shall contain the following: suggested Life Membership ceremony(ies); suggested activities for each level of the organization; information on the Connectional Women's Endowment Fund, legacy bequests and gifts; and an annual report form for the Local, Conference, Episcopal organizations.

Article IX - Duties and Qualifications of Officers
Section 1. President.

a. Qualifications. Any candidate seeking the position of President must have:

1. at least a Bachelor’s degree from an accredited institution or the equivalent in education and experience. A Master’s or higher degree is preferred;
2. demonstrated prior service as an elected officer of the Connectional, Episcopal or Conference organization;
3. at least five (5) years of administrative, supervisory or managerial experience; and
4. an inspiring, encouraging and unifying leadership style.

b. Duties and Responsibilities. The duties and responsibilities of the President shall be to:

1. Preside at the Quadrennial Convention, Executive Board, the Commission on Administration and other official meetings of the organization;
2. Have general supervision and direction over the work and activities of the organization;
3. Appoint members to all Commissions and committees for which election or appointment procedures are not provided and make other appointments as necessary. In making appointments to the commissions, the President shall appoint young women ages 40 years and younger to at least 10% of the available positions on each commission and shall stagger the appointment of persons to the commissions from two to four years;
4. Chair the Commission on Administration and serve as an ex-officio member of all commissions and committees as may be necessary to the conduct and development of the organization;
5. Working with the Commission on Administration, actively seek to advance all phases of the work of the organization;
6. Propose policy for review and action by the Commission on Administration and provide for the implementation, within such policies, of the financial, accounting, insurance, property management, investment and money management systems and related services for the organization;
7. Submit a report to each Quadrennial Convention and Executive Board concerning her work, with observations and recommendations affecting the organization as she may deem important;
8. Represent the organization at ecumenical associations, councils and organizations in which the organization participates;
Section 2.  First Vice President.

a. Qualifications. Any candidate seeking the position of First Vice President must possess the same qualifications as provided for the President.

b. Duties and Responsibilities. The First Vice President shall:

1. Serve in the absence, disability or resignation of the President;

2. Serve as Coordinator of the Commission on Christian Social Action and its liaison to the Commission on Administration; and

3. Facilitate the Commission on Christian Social Action's interaction and work with the Episcopal, Conference and Local Commissions on Christian Social Action.

Section 3.  Second Vice President.

a. Qualifications. Any candidate seeking the office of Second Vice President must possess the same qualifications as the President.

b. Duties and Responsibilities. The Second Vice President shall:

1. Serve in the absence, disability or resignation of the President and First Vice President;

2. Serve as Coordinator of the Commission on Mission Education and Interpretation, and facilitate interaction and work with the Episcopal, Conference and Local Commissions on Mission Education and Interpretation; and

3. Serve as the Commission on Mission Education and Interpretation's liaison to the Commission on Administration.

Section 4.  Third Vice President.

a. Qualifications. Any candidate for the position of Third Vice President must possess the same qualifications as the President.

b. Duties and Responsibilities. The Third Vice President shall:

1. Serve in the absence, disability or resignation of the President and First and Second Vice Presidents;
2. Serve as Coordinator of the Commission on Membership and Recruitment;
3. Coordinate the work of the Connectional membership and recruitment activities;
4. Facilitate the Commission on Membership and Recruitment’s interaction and work with the Episcopal, Conference and Local Commissions on Membership and Recruitment to determine the needs of the membership, to enlist new members, and to recommend ways for inactive members to participate; and
5. Serve as the Commission on Membership and Recruitment’s liaison to the Commission on Administration, and keep the Commission on Administration informed about the needs and concerns of members and recommended plans for membership cultivation.

Section 5. Recording Secretary.

a. Qualifications. A candidate seeking the office of Recording Secretary must demonstrate:
1. Experience and skills in word processing, computer technology or other technology available for recording or retrieving information;
2. Prior secretarial experience or training; and
3. An ability to prepare and present minutes and reports.

b. Duties and Responsibilities. The Recording Secretary shall:
1. Be the secretary of the Quadrennial Convention, Executive Board and Commission on Administration;
2. Be responsible for recording, keeping and distributing accurate minutes of the Quadrennial Convention, Executive Board and Commission on Administration. Keep an accurate record of all proceedings in a bound book, and under the direction of the President, perform all other duties common to such office;
3. Make available copies for the delegates of each day's session of the Quadrennial Convention;
4. Make available copies of minutes of the Quadrennial Convention within ninety (90) days of the close of the Quadrennial Convention;
5. Maintain a Record Book in which the current Constitution and Bylaws, special rules of order, minutes are entered with any amendments to these documents properly recorded, and have the current Record Books on hand at every official meeting;
6. Make available to officers copies of the minutes of all official meetings including the Executive Board within six (6) weeks of the date held;
7. Keep an official roll of the Executive Board; and
8. Serve as a member of the Commission on Administration.

Section 6. Assistant Recording Secretary.

a. Qualifications. Any candidate for the position of Assistant Recording Secretary must possess the same qualifications as the Recording Secretary.

b. Duties and Responsibilities. The Assistant Recording Secretary shall:
   1. Assist the Recording Secretary in keeping all records;
   2. In the absence of the Secretary shall perform her duties; and
   3. Serve on the Commission on Administration.

Section 7. Corresponding Secretary.

a. Qualifications. Any candidate for the position of Corresponding Secretary must possess the same qualifications as the Recording Secretary.

b. Duties and Responsibilities. The Corresponding Secretary shall:
   1. Assist the Recording Secretary in preparing the minutes for official meetings of the Connectional Society;
   2. Prepare and send correspondence under the direction of the President; and
   3. Perform such other secretarial duties as determined by the President.

Section 8. Treasurer.

a. Qualifications. Any candidate for the position of Treasurer must have:
   1. At least a Bachelor's degree, or its equivalent, in business, accounting or finance; and
   2. At least five (5) years of experience in accounting, finance, or budgeting.

b. Duties and Responsibilities. The Treasurer shall:
   1. Provide for financial record keeping and, on behalf of the Executive Board, be accountable for all funds of the organization in accordance with the financial policies of the organization;
   2. Prepare an annual Executive Board and Quadrennial Convention budget for the approval of the Commission on Administration, in consultation with the President.
   3. Upon the request of the President, write and sign all checks, which shall be countersigned by the President;
   4. Interpret the financial condition of the organization for the Commission on Administration and the Executive Board;
5. Be bonded in an amount as required by the Commission on Administration;

6. Serve on the Commission on Administration; and

7. Have the accounts audited by a Certified Public Accountant with a report submitted to the Quadrennial Convention during the first business session, and an interim report to the Executive Board and General Board of the A.M.E. Church.

Section 9. Director of the Young People's and Children's Division.

a. Qualifications. Any candidate seeking the office of Director of the Young People's and Children's Division must have:

1. At least a Bachelor's Degree or the equivalent in education and experience. A Master's or higher degree is preferred;

2. Prior service as a Director of an Episcopal, a Conference (including Area) or a Local Young People's and Children's Division;

3. Demonstrated, successful experiences working with and organizing young people, young adults and children;

4. The ability to recognize, appreciate and channel energy and creativity of young people, young adults and children; and

5. Prior administrative, supervisory or managerial experience with young people or children.

b. Duties and Responsibilities. The Director of the Young People's and Children's Division shall:

1. Plan and direct a mission program for the young people within the framework of the purpose of the organization;

2. Serve on the Commission on Administration; and

3. Perform such duties as provided for the Director in the Bylaws of the Connectional Young People's and Children's Division.

Section 10. Editor of the Missionary Magazine.

a. Qualifications. Any candidate seeking the position of Editor of the Women's Missionary Society Magazine must have:

1. At least a Bachelor's degree or the equivalent in education and experience. A Master's or higher degree is preferred;
2. Extensive course work in English, Speech or Journalism;
3. An understanding of the publication process; and
4. At least five (5) years' experience in journalism; or in editing, developing and publishing educational materials.

b. Duties and Responsibilities. The Editor of the Women's Missionary Society Magazine duties and responsibilities shall be to:

1. Oversee the production of the official magazine of the organization, editing and publishing a bi-monthly periodical containing news of general interest to church women and news regarding the organization, including news from all senior officers, commissions or committees and the Young People's and Children's Division;
2. Serve on the Commission of Administration;
3. Serve on the Commission on Mission Education and Interpretation which is responsible for the educational enterprise of the organization;
4. Solicit and edit articles for the publication on topics that will appeal to, inspire and motivate subscribers;
5. Oversee the entire publication process, including seeking bids from publishers;
6. Provide for promotion, circulation, subscription fulfillment, advertising solicitation, billing and collection of accounts, and other services, providing reports and records of such activities to the Commission on Administration;
7. In collaboration with the Treasurer, prepare a yearly budget for the magazine's publication, monitor and report on the financial component of the Editor's office, for submission to the President and Commission on Administration;
8. Through the Commission on Administration develop any editorial and advertising guidelines as needed; and
9. Serve as the organization's representative to organizations which enhance the work of the Editor.

Section 11. Associate Editor.
a. Qualifications. Any candidate seeking the position of Associate Editor shall possess the same qualifications as the Editor.
b. Duties and Responsibilities. The Associate Editor of the Missionary Magazine shall:
1. Work in cooperation with the Editor in the editing and publishing of the Magazine;
2. Assume the responsibilities of helping to promote and increase subscriptions to the Magazine; and

Section 12. Promotion and Missionary Education Director.

a. Qualifications. Any candidate seeking the position of Promotion and Missionary Education Director must have:
   1. At least a Bachelor's Degree or the equivalent in education and experience. A Master's or higher degree is preferred;
   2. Extensive course work in research and writing, English, Speech or Journalism; and
   3. At least five (5) years' experience in journalism, editing, developing and publishing educational and research materials.

b. Duties and Responsibilities. The Promotion and Missionary Education Director duties and responsibilities shall be:
   1. Developing, producing, promoting and circulating mission education materials, including but not limited to, compiling, editing, design work and meeting publication time periods; preparing and mailing introductory kits to Episcopal Directors of Promotion and Missionary Education and various other complimentary mailings; transmitting orders to the publisher; providing supplementary materials to members; and providing invoices and monitoring final payments;
   2. Recommending themes and curricula to the Commission on Mission Education and Interpretation for approval;
   3. Seeking talent from across the twenty Episcopal Districts of the organization to contribute to the mission education effort;
   4. Convening the Mission Education and Interpretation Dialogue annually;
   5. Developing continuing education programs for the organization's leaders;
   6. Assisting in the planning and developing of the Connectional training efforts for the Executive Board and Quadrennial Convention;
   7. Providing leadership in developing audio-visual and other resources to complement the Study Guide;
   8. Developing and overseeing a correspondence course or on-line education or training module;
   9. Compiling current bibliographies of books, tracts, etc., relating to religious education;
10. Developing and overseeing the Connectional Book Club, and providing an on-line dialogue on current readings;


12. In collaboration with the Treasurer, prepare a yearly budget for submission to the President and Commission on Administration, monitor and report on the financial aspects of her work; and

13. Other duties as determined by the President or the Commission on Mission Education and Interpretation.

Section 13. Historiographer-Statistician.

a. Qualifications. Any candidate seeking the position of Historiographer-Statistician must have:

1. At least a Bachelor's Degree or the equivalent in education and experience;

2. Demonstrated prior experience in research, writing and publishing;

3. Extensive course work in English;

4. An ability to use technology for data gathering, organizing, record keeping and writing; and

5. Demonstrated good sense of history and an appreciation for the need to maintain records.

b. Duties and Responsibilities. The Historiographer-Statistician shall:

1. Have full responsibility of assembling, gathering and maintaining the data pertaining to the history of the organization; including, but not limited to requesting all facts and figures relating to the Local, Conference and Episcopal membership, officers and mission work and activities;

2. Compile a written Quadrennial history of the Women's Missionary Society and shall submit it as a report to the Quadrennial Convention; and

3. Compile accurate and adequate data and information and publish the same under the direction of the President and the Executive Board. This information shall be centered in the office of the Women's Missionary Society for reference when needed.

Section 14. Worship Director.

a. Qualifications. Any candidate seeking the position of Worship Director must have:

1. Training and experience in Christian Education;

2. Knowledge of the Bible and Hymnal;

3. Training and/or knowledge of Worship, Liturgy and music;

4. Experience in preparing and conducting Bible study and worship;
5. Demonstrated capacity to work effectively with others.

b. Duties and Responsibilities. The Worship Director shall:

1. Serve the organization by providing appropriate and creative styles and types of worship experiences/devotions.

2. Serve on the Commission on Mission Education and Interpretation; and

3. Maintain effective communication with the Episcopal District/Conference Worship Directors.

Section 15. Member-At-Large.

a. Qualifications. Any candidate seeking the position of Member-At-Large must:

1. Must be ages 18 to 40 and

2. Have at least a Bachelor’s degree or its equivalent in education or experience.

b. Duties and Responsibilities. The Member-At-Large shall:

1. Serve on the Commission on Membership and Recruitment;

2. Work with the Young Women, ages 18-40 years, to facilitate the goals and objectives of the Commission on Membership and Recruitment relative to younger women; and

3. Be responsible for promoting the Sojourner’s Program and in cooperation with church leaders and Episcopal Districts recruit volunteers.

Section 16. Parliamentarian. Any candidate seeking the position of Parliamentarian shall be certified in parliamentary procedures, at the time of her nomination. Should nominations not be received from a person(s) certified in parliamentary procedures, the President, through the Commission on Administration, may contract for such services to be provided to the organization as needed.

Article X - Episcopal Supervisors

Section 1. Designation.

The Episcopal Supervisor shall be the spouse or the appointee of the Bishop of the Episcopal District.

Section 2. Duties.

The Episcopal Supervisor shall:

a. Have supervision of the work in the Episcopal District;
b. Be the liaison between the Connectional and Episcopal organizations, and work cooperatively with the Connectional WMS to carry out the programmatic functions and responsibilities throughout the Episcopal District;
c. Ensure the Constitution and Bylaws are duly observed and the actions thereof are carried into effect;

d. Provide oversight for the fiscal and program operations of the Episcopal District;

e. Facilitate and provide opportunities for the Episcopal, Conference and Local organizations' financial support of the organization;

f. Prepare and submit a report to each Quadrennial Convention concerning the work of the Episcopal District;

g. With the Episcopal President, plan and implement a comprehensive program that fosters cooperative and interdependent relationships among the Local, Conference, Episcopal and Connectional organizations, to implement the mission and purpose of the organization;

h. With the Episcopal President, promote and facilitate the programs, goals and objectives of the organization; and

i. Serve on the Executive Board and on at least one (1) of the Commissions.

Article XI - Commissions

Section 1. Responsibilities Common to Commissions.

Each commission shall:

a. Recommend policy, envision and develop strategic plans in its particular area of responsibility, after consultation with the commissions of the Episcopal, Conference and Local, as practicable as possible. All policies shall be submitted to the Commission on Administration for further consideration and action;

b. Develop and implement programs and resources, and review and evaluate processes, to enable and assist members in facilitating and fulfilling the work of the Commission;

c. Facilitate and coordinate with other Commissions of the organization, this organization's efforts in leadership development and leadership training;

d. Develop and disseminate to members materials of significance for the work of the Commissions;

e. Provide for the adequate keepings of records related to the activities and work of the Commission; and

f. Cultivate a community of collaboration and outreach with other Connectional, Episcopal, Conference and Local Commissions.

Section 2. Responsibilities Common to Commission Chair or Coordinator.
The Commission Chair or Coordinator shall:

a. Provide leadership and facilitate the work of the Commission;
b. Preside at meetings of the Commission;
c. Serve as the liaison to the Commission on Administration and Executive Board;
d. Monitor the progress of the Commission and provide reports to the President as needed; and
e. Facilitate the setting of goals by the Commission, and a plan for the evaluation of the work and activities of the Commission.

Section 3. Commission on Administration.

a. Creation; Duties. There is hereby created a Commission on Administration. The Commission shall be chaired by the President and shall:

1. Be responsible for the business of the organization, including budget and finance, decisions concerning the implementation of policy;
2. Ensure that resolutions from the Quadrennial Convention and recommendations and policies from Executive Board are appropriately managed;
3. Upon the advice and recommendations of the President, establish the assessments for Episcopal Districts for the Quadrennial and the time for paying such assessments each fiscal year. Any changes in such assessments between the Quadrennial Conventions shall be presented to the Executive Board for approval;
4. Maintain and distribute accurate records;
5. Receive reports and monitor progress of the Commissions on Christian Social Action, Mission Education and Interpretation and Membership and Recruitment;
6. Develop and recommend an annual budget to Executive Board;
7. Review and modify, when necessary, financial policies of the organization;
8. Provide for a comprehensive financial support system for the administration of financial resources necessary for fulfillment of the responsibilities of the Connectional organization;
9. Review, analyze and be prepared to interpret the annual audit;
10. Develop appropriate investment strategies for the organization;
11. Oversee quadrennial review and revision of the organization’s Constitution and Bylaws;
12. Oversee the work of the Nominating Committee;
13. Engage a licensed Parliamentarian, when necessary;
14. Design programs and other activities providing for an improved image of the organization;
15. Design and conduct training;
16. Oversee the work of the Sojourner Global Program as outlined in Article XI of the Constitution; and
17. Maintain an office and a continuing relationship with the Economic and Social Council of the United Nations through such representatives as appointed by the President.

b. Commission Members. The members of the Commission on Administration shall consist of: the President, the First, Second and Third Vice Presidents, the Recording Secretary, the Assistant Recording Secretary, the Corresponding Secretary, the Treasurer, the Director of the Young People's and Children's Division, the Editor of the Magazine, the Associate Editor, the Promotion and Missionary Education Director, the Historiographer-Statistician, the Worship Director, the Member-At-Large, the Parliamentarian, seven (7) Episcopal Supervisors, present or past, and four (4) At-Large Members with expertise and skills in accounting, financial management, law, and administration appointed by the President.


a. Creation; Duties. There is hereby created a Commission on Christian Social Action. The First Vice President shall serve as the coordinator of the commission whose duties and responsibilities shall be to:
1. Promote social action, which will engage women in addressing current critical issues;
2. Identify and study issues affecting the family and develop appropriate educational programs and strategies to address these issues;
3. Identify and plan educational activities to help families understand their responsibilities;
4. Distribute pertinent information on global health and wellness;
5. Partner with community agencies and organizations involved in eradicating poverty and hunger;
6. Provide tangible help for persons in dire need;
7. Provide opportunities for members of the organization to understand and work with organizations such as, Church Women United, Bread for the World, National Council of Negro Women, World Federation of Methodist and Uniting Church Women, Black Women’s Agenda, Religious Network for the Equality of Women, Children's Defense Fund, and the Balm in Gilead;
8. Review and monitor the Missionaries on the Move Project and other volunteer mission programs of the organization; and
9. Encourage and support current national programs such as, Church World Service Blanket, Tools of Hope Program, and Crop Walks.

b. Commission Members. The members of the Commission on Christian Social Action shall be the First Vice President, two (2) Episcopal Presidents, three (3) Episcopal First Vice Presidents, two (2) Conference Presidents, three (3) Local Presidents, seven (7) Episcopal Supervisors, and four (4) At-Large-Members, each appointed by the President to represent issues and interests of ecumenical relations, family life, global health and housing, rural and special missions.

Section 5. Commission on Mission Education and Interpretation.

a. Creation; Duties. There is hereby created a Commission on Mission Education and Interpretation. The Second Vice President shall serve as the coordinator of the Commission whose duties and responsibilities shall be:

1. Developing a strong faith base and develop members for ministry by planning and conducting annual institutes and other activities;
2. Design, produce, print and circulate the Connectional organization's mission study program;
3. Plan and conduct educational activities designed to create an awareness of the status of Black women and their contributions individually and collectively to life and society;
4. Establish a central unit for researching, collecting, classifying, analyzing, interpreting and disseminating information about the progress and plight of Black people;
5. Seek funding for educational pursuits of the organization;
6. Improve Public Relations techniques and efforts and strengthen media coverage;
7. Discover and develop ability of persons in the performing and creative arts;
8. Promote the use of creative arts for enrichment and well-being;
9. Sponsor an exhibit of art at the Quadrennial Convention;
10. Raise visibility and awareness of the organization;
11. Supervise the educational thrust of the organization; and
12. Encourage and support bible studies and worship experiences at all gatherings.

b. Commission Members. The members of the Commission on Mission Education and Interpretation shall be the following: the Second Vice President, the Historiographer-Statistician, the Editor of the
Section 6. Commission on Membership and Recruitment.

a. Qualifications. There is hereby created a Commission on Membership and Recruitment.

The Third Vice President shall be the coordinator of the commission whose duties and responsibilities shall be:

1. Plan strategies to reach out, nurture and affirm members and non-member women;

2. Encourage and inspire young women between the ages of 18 to 40 years to join, participate actively and work in the organization;

3. In collaboration with other commissions, develop programs and plan activities of special interest to younger women;

4. Plan strategies designed to involve non-member women and younger women in training and enrichment activities;

5. Develop a Skills Bank;

6. Plan and conduct The Tanner Turner Memorial Services for deceased life members at the Quadrennial Convention;

7. Prepare and circulate model programs of welcome for new members and awards for others, and prepare and circulate a Life Membership Booklet as provided within these bylaws;

8. Prepare and distribute a Life Members Booklet, as provided in Article VIII;

9. Establish guidelines for the organization to recognize Associate members with twenty-five (25) years or more of continuous, meritorious service to the organization; and

10. Select deserving students for scholarship aid.

b. Commission Members. The members of the Commission on Membership and Recruitment shall consist of the Third Vice President, the Member-At-Large, the Corresponding Secretary, seven (7) Episcopal Supervisors and twenty (20) At-Large-Members appointed by the President. The twenty At-Large-Members
shall consist of a representative from each of the twenty (20) Episcopal Districts, with at least three (3) of the
At-Large-Members being Episcopal Third Vice Presidents.

Section 7. Commission Meetings. The commissions shall meet at least two (2) times per year, with at least
one of the meetings held at the site of the Executive Board. Additional meetings may be called by the
President, as needed.

Section 8. Committees of Commissions.

A commission may create committees or task forces consisting of its members to facilitate the
commission's work.

Section 9. Telephone Conference Calls.

Commissions may meet by telephone conference calls. However, the results of any action taken by
telephone conference call shall be mailed within fifteen (15) days minutes of the next meeting of the
Commission.

Section 10. Removal of Appointees.

Any person appointed to a Commission by the President may be removed by the President for non-
performance, upon the President's written notification to the person.

Article XII - General Fiscal Policies

Section 1. Sources of Funds.

The sources of funds for the organization's fulfillment of its responsibilities shall be the general church
budget, assessments of Episcopal Districts, monies received through special emphases and meetings,
voluntary pledges, gifts, etc., annuities and other forms of investments, and offerings.

Section 2. Single Treasury.

A single treasury shall be maintained for the receipt and disbursement of funds of the Connectional WMS.

Section 3. Financial Policies.

The President shall propose policy for review and action by the Commission on Administration and
provide for the implementation, within such policies, of the financial, accounting, insurance, property
management, investment and money management systems and related services for the Connectional WMS.

Section 4. Episcopal Assessments.
Each Episcopal District shall transmit its assessments to the Connectional organization in accordance with the procedures and policies established by the Commission on Administration and adopted by the Executive Board.

Section 5. Auditing of Books.
Accounts of the organization shall be annually audited by a Certified Public Accountant as provided for herein under the duties of the Treasurer. This audit shall be adopted at the subsequent Executive Board meeting.

Article XIII - Publications

Section 1. Magazine.
A magazine, which shall be prepared and published by the Editor on behalf of the organization, shall be owned and published by the organization. All funds received from the publication of the magazine shall belong to the organization.

Section 2. Mission Study Program.
The Yearbook and accompanying study materials, prepared and published by the Promotion and Missionary Education Director on behalf of the organization, shall be owned and published by the organization. All funds received from the publication of the Yearbook and accompanying study materials shall belong to the organization.

Section 3. Other Publications.
Any other publications, prepared and produced with funds of the organization, shall be owned and published by the organization. All funds received from such publications shall belong to the organization.

Article XIV - Office

The headquarters of the Women's Missionary Society shall be in Washington, D.C., or such other place as the Quadrennial Convention shall determine.

Article XV - Amendments

These Bylaws may be amended as set forth in the Constitution and Bylaws of the Women's Missionary Society.

Article XVI - Parliamentary Authorities
The rules contained in Robert’s Rules of Order Newly Revised, latest edition, shall govern this organization in all cases to which they are applicable and to which they are not inconsistent with these bylaws, the Constitution and Bylaws of the Women’s Missionary Society and The Book of Discipline of the A.M.E. Church.

Article XVII - Application of Provisions

Unless otherwise provided in the Episcopal, Conference and Local Bylaws of the Women's Missionary Society, the provisions herein shall apply to such organizations.

Article XVIII - Missionary Benediction

The Missionary Benediction shall be:

"In the Name of the Triune God, May the Spirit of Christian Missions Enter Every Heart. This We Ask in Jesus' Name. Amen.'

Women's Missionary Society

African Methodist Episcopal Church

Episcopal Bylaws

Article I - Name

In each Episcopal District there shall be an organization known as the Episcopal Women's Missionary Society of the African Methodist Episcopal Church.

Article II - Responsibilities

To fulfill the purpose of the organization, the responsibilities of the Episcopal District shall be to:

a. Assist the Connectional in assuring that the plans, programs and objectives of the Women's Missionary Society are being fulfilled, through the programs, activities and initiatives of the Conference, or its Areas, and Local organizations;

b. Serve as the liaison between the Connectional, Conference, and Local organizations, ensuring communications regarding programs and policies from the Connectional are disseminated timely and adequately;

c. Facilitate the partnering of the Episcopal District with state and community agencies and resources;
d. Coordinate, unify and harmonize the work of the Conferences, by receiving, compiling and forwarding reports between the Connectional and the Conferences;

e. Develop and maintain cooperative relationships with the Connectional, Conference and Local organizations and the general church;

f. Develop and implement a public policy advocacy program consistent with the Connectional, at the state and local levels, and coordinate the advocacy program for the Episcopal District;

g. Cooperate with the Conference and Local organizations to respond financially in support of the organization;

h. Develop and monitor annual budget and ensure financial policy is adequate and fair;

i. Recommend to the Connectional the needs and goals of the Episcopal District, its Conference and Local Levels;

j. Facilitate the Episcopal District’s commitment to mission volunteers for work throughout the church, for short term or other assignments;

k. Coordinate study programs and related events for the Episcopal District;

l. Approve any Episcopal District-wide appeals;

m. Develop materials, in cooperation with the Conference Levels, to assist Conferences, or their Areas, or Local Societies;

n. Develop and conduct leadership training sessions for officers and others in leadership development, and produce related training materials;

o. Develop forums and other sessions to support and strengthen the work of the Conference, or its Areas, and the Local Societies;

p. Periodically monitor, review and evaluate programs, initiatives and other work of the Conference or its Areas, and the Local Societies;

q. Propose to the Conferences, a plan to review, monitor and report on implemented programs and activities and the progress toward meeting the goals of Connectional in the Episcopal District.

r. Maintain accurate and adequate records;

s. Make a report of its activities during the quadrennium to the Quadrennial Convention; and

t. Sponsor special events for the Episcopal District, when appropriate.
Article III - Voting Membership

The voting membership of the Episcopal District shall consist of the past and present Episcopal Supervisors, the Episcopal President, the Episcopal Director of the Young People's and Children's Division, the elected Episcopal officers, the past Episcopal Presidents, the Conference Presidents, the Conference Directors of the Young People's and Children's Division, Life Members, any Connectional officer residing in the Episcopal District and at least three (3) delegates from each Conference as determined by the Conference.

Article IV - Elected and Appointed Officers; Duties

Section 1. Elected Episcopal Officers.

The Episcopal organization shall elect the First Vice President, Second Vice President, Third Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary Treasurer, Historiographer-Statistician, Director of Promotion and Missionary Education, Parliamentarian, Worship Director and Member-At-Large. Elected officers shall be elected by ballot at the annual Episcopal Meeting.

Section 2. Appointed Episcopal Officers.

The Bishop of the Episcopal District shall appoint the Episcopal President and Episcopal Director of the Young People's and Children's Division.

Section 3. Prerequisites and Qualifications to hold office.

All officers must be in good and regular standing in her Local Society.

Section 4. Attendance At Meetings.

All elected and appointed officers are expected to attend all meetings of which they are a part by virtue of their office.

Section 5. Term; Limitation.

Each elected and appointed officer shall serve a term of one (1) year and not more than (8) years in the same office. Any person serving as an elected or appointed Episcopal officer for sixteen (16) years, regardless of the number of elected or appointed offices held, shall be ineligible to hold another elected or appointed Episcopal office.

Section 6. Outgoing Officers.

Outgoing officers shall arrange for the transfer of records, books, papers and property belonging to the Episcopal organization within a month of leaving office.
Article V - Duties of Officers

Section 1. Episcopal President.

The Episcopal President shall:

a. In cooperation with the Episcopal Supervisor establish partnerships with Conference Presidents to accomplish the mission and purpose of the Connectional and Episcopal District, to carry out the programmatic functions and responsibilities throughout the Episcopal District and to facilitate the financial support for the Connectional, Episcopal and Conference organizations;

b. In conjunction with the Episcopal Supervisor, submit a report for each Connectional Executive Board Meeting concerning the work of the Episcopal District;

c. Plan and conduct an Annual Mission Institute designed and developed to:
   1. Meet the needs of the membership of the Episcopal District and is in harmony with the purpose, plans and objectives of the Connectional;
   2. Encourage women to participate in the total life and work of the Women's Missionary Society and support them in assuming positions of responsibility and leadership; and
   3. Meet the needs and interests of women, encourage and support spiritual growth, mission outreach, and social action; promote the purpose of the Connectional.

d. Schedule periodic meetings with Conference Presidents to insure programmatic and financial functions and responsibilities of the Conference are being carried out, and communicate the same to the Episcopal Supervisor;

e. Work with the Episcopal Supervisor to establish financial policies, build budgets and encourage the support of the financial objectives of the Connectional by the Conference and Local Levels;

f. Preside over the Episcopal Executive Board Meetings; and

g. Perform other duties and responsibilities, appropriate for the Episcopal Level, as provided for by the Connectional President.

Section 2. Episcopal Director of the Young People's and Children's Division.

The duties and responsibilities of the Episcopal Director of the Young People's and Children's Division shall be to:
a. Unify, in cooperation with the Episcopal Supervisor and Episcopal President of the Young People’s and Children’s Division, the mission program of the Episcopal District with the cooperation of the Conference Directors and Conference Presidents of the Young People’s and Children’s Division; and

b. Perform other duties, as appropriate for the Episcopal District, as provided for the Connectional Director of the Young People’s and Children’s Division.

Section 3. Duties and Responsibilities of Other Officers.

The duties of the First, Second and Third Vice Presidents, Recording Secretary, Assistant Secretary, Corresponding Secretary, Treasurer, Promotion and Missionary Education Director, Historiographer-Statistician, Member-At-Large, Parliamentarian and Worship Director shall be as provided, and appropriate for the Episcopal Level, for the designated Connectional officers.

Article VI- Executive Board

Section 1. Composition.

The Episcopal Executive Board shall be composed of the past and present Episcopal Supervisors, the Episcopal President, past Episcopal Presidents, elected Episcopal officers, the Episcopal Director and President of the Young People’s and Children’s Division, any Connectional officers residing in the Episcopal District, one Life Member, and the Conference Presidents and Conference Directors of the Young People’s and Children’s Division, and two (three) At-Large-Members elected from each Conference. At least one of the At-Large-Members per conference must be a Life Member. The terms of the At-Large-Members from each Conference shall be staggered with one member serving a one (1) year term and the other member serving a two (2) year term (if three, provide for a three-year term). The At-Large-Members may be re-elected by their conference; however, no At-Large-Member shall serve for more than four (4) years. Conferences shall elect the At-Large-Members during the Conference Annual Meeting.

Section 2. Meeting.

The Executive Board shall meet at least annually. Its duties shall be as provided, and appropriate for the Episcopal Level, for the Connectional Executive Board. The actions of the Executive Board shall be in accordance with the policies of the Quadrennial Convention, the Connectional Executive Board and organization and the Constitution and Bylaws of the organization.

Article VII- Commissions
Section 1. Responsibilities of Commissions and Chairs.

The responsibilities of the commissions and chairs or coordinators of the commissions shall be as provided in the Connectional Bylaws, but as appropriate for the Episcopal Level.

Section 2. Commission on Administration.

a. Duties. The Commission on Administration shall be chaired by the Episcopal President and its duties shall be to:

1. Ensure communications regarding programs and policies from the Connectional are disseminated timely and adequately;
2. Maintain accurate and adequate records;
3. Receive reports and monitor progress of other Episcopal Commissions;
4. Receive recommendations for programming and policies from the Connectional and coordinate appropriate program activities;
5. Develop and monitor annual budget;
6. Ensure financial policy is adequate and fair;
7. Establish program initiatives;
8. Set guidelines for programs;
9. Respond to Connectional requests, as needed or required;
10. Oversee any proposed amendments or revisions of the constitution and bylaws, and report any proposed amendments or revisions to the Connectional as provided in the Constitution and Bylaws of the Women’s Missionary Society;
11. Establish a Nominating Committee and oversee its work; and
12. Design and conduct training for officers and others, and develop related training materials.

b. Members. The members of the Commission on Administration shall be the Episcopal President, the First Vice President, the Second Vice President, the Third Vice President, the Recording Secretary, the Assistant Recording Secretary, the Corresponding Secretary, the Treasurer, the Episcopal Director of the Young People’s and Children’s Division, Episcopal Director of Promotion and Missionary Education, the Historiographer - Statistician, the Worship Director, the Member-At-Large, the Parliamentarian, Conference
Presidents, and a Local President from each Conference appointed by the Episcopal President. The Episcopal Supervisor shall serve as an ex-officio member.

Section 3. Commission on Christian Social Action.

a. Duties. The Commission on Christian Social Action shall:

1. Review, adopt and sponsor social action programs recommended by the Connectional organization;
2. Identify, study and address issues affecting communities in the Episcopal District;
3. Plan educational activities to help families improve family life;
4. Partner with community agencies and organizations involved in eradicating poverty and hunger;
5. Plan opportunities for engagement in the struggles and challenges of people of the world;
6. Encourage advocacy for improving the quality of life, especially for women and children; and

b. Members. The members of the Commission on Christian Social Action shall be the First Vice President, coordinator; a Local President from each Conference; and five (5) At-Large Members with experience and expertise in legislation or public affairs, rural or special missions, health and housing, family life; affiliated and ecumenical groups. The Local Presidents and the At-Large Members shall be appointed by the Episcopal President.

Section 4. Commission on Mission Education and Interpretation.

a. Duties. The Commission on Mission Education and Interpretation shall:

1. Encourage and support spiritual formation and development;
2. Develop resource material and design activities for spiritual growth and enrichment;
3. Conduct annual institutes;
4. Discover and develop ability of persons in the performing and creative arts;
5. Promote the use of creative arts for enrichment and well-being;
6. Raise visibility and awareness of the organization;
7. Create awareness of the responsibilities of Christians, corporate and individual, for peace and justice; and
8. Encourage advocacy for improving quality of life, especially for women and children.

b. Members. The members of the Commission on Mission Education and Interpretation shall be the following: the Second Vice President, coordinator, the Historiographer-Statistician, the Director of Promotion and Missionary Education, the Worship Director, Chair of the Missionary Magazine and a Local President from each Conference appointed by the Episcopal President.

Section 5. Commission on Membership and Recruitment.

a. Duties. The Commission on Membership and Recruitment shall:

1. Plan strategies designed to involve non-member women and younger women in training and enrichment activities;

2. Develop programs and plan activities of special interest to younger women, between the ages of 18 to 40 years;

3. Maintain a Skills Bank developed by the Conferences;

4. Prepare and conduct memorial services, The Tanner Turner Memorial Service, for deceased members of the Episcopal District;

5. Seek deserving students for scholarship aid; and

6. Prepare and circulate model programs of welcome for new members and awards for others.

b. Members. The members of the Commission on Membership and Recruitment shall consist of the Third Vice President, coordinator, Member-At-Large, Corresponding Secretary, a Local President from each Conference appointed by the President and three (3) At-Large Members, appointed by the President, with skills and expertise in public relations, marketing and computer technology.

Section 6. Commission Meetings.

The commissions shall meet at the call of the Commission Chair or Coordinator and the Episcopal Leadership.

Section 7. Telephone Conference Calls.

Commissions may meet by telephone conference calls. However, the results of any action taken by telephone conference call shall be mailed immediately to all commission members and shall be made a part of the minutes of the next meeting of the commission.

Article VIII - Application of Connectional Bylaws
Unless otherwise provided in the Episcopal Bylaws, the provisions of the Connectional Bylaws of the Women’s Missionary Society shall be applicable.

Article IX - Parliamentary Authorities

The rules contained in Robert’s Rules of Order Newly Revised, latest edition, shall govern the proceedings of the organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws and The Book of Discipline of the A.M.E. Church.

Article X - Amendments

These bylaws may be amended as set forth in the Constitution of the Women’s Missionary Society.

Women’s Missionary Society

African Methodist Episcopal Church

Conference Bylaws

Article I - Name

In each Conference there shall be an organization named the Conference Women’s Missionary Society, a component of the Episcopal Women’s Missionary Society of the African Methodist Episcopal Church.

Article II - Responsibilities of Conferences

Section 1. Conference Responsibilities; Functions.

The responsibilities of the Conference organizations shall be to:

a. Work with the Local Societies, through Areas if so determined as provided herein, in developing programs to meet the needs and interests of women and the concerns and responsibilities of the Women’s Missionary Society and the church;

b. Promote the plans and responsibilities of the Connectional and Episcopal Women’s Missionary Society;

c. Encourage working partnerships with the church, other organizations and agencies to address community issues and struggles;

d. Act as liaison between Episcopal organizations, Areas where they exist and Local Societies;

e. Develop appropriate and useful networks with women’s organization; and
1266  f. Respond promptly to requests from the Connectional and Episcopal Women's Missionary Society.

1267  Article III - Operational and Structural Framework

1268  Section 1. Relationships.

1269  The Conference organization is directly related to the Connectional Women's Missionary Society, Episcopal organizations and Local organizations.

1271  Section 2. Establishment of Areas.

1272  A Conference may establish Areas, after a determination by the Conference, that Areas would promote a more efficient and effective method for the Conference to conduct its business. Any established Area is a unit of the Conference organization, and is not a separate and distinct organization of the Women’s Missionary Society.

1275  Areas shall be governed by the provisions in Article IX of these bylaws.

1276  Section 3. Local Presidents Council.

1277  A Conference without Areas may establish a Local Presidents Council. The Conference President shall serve as the chair of the council.

1279  Article IV - Membership

1280  Section 1. Members.

1281  Members shall be as defined in the Constitution and Bylaws of the Women's Missionary Society and whose Local Societies are within the geographical boundary of the Conference.

1283  Section 2. Voting Membership.

1284  All elected Conference officers, elected delegates, Life Members, Local Presidents, Local and Area Directors of the Young People's and Children's Division, Area Chairpersons, if they exist, and all other members enrolled and presenting credentials properly signed are eligible to vote. The Recording Secretary of the Conference shall keep an accurate roll of members.

1288  A member may become enrolled and eligible to vote by:

1289  1. Registering with the Conference; and

1290  2. The individual’s name appears on the roll for one (1) year and the presentation to the Conference credentials certified by the Local Pastor and Local President.

1292  Section 3. Prerequisites and Qualifications to Run for Office.
All members must attend at least one (1) Annual Conference Meeting during a quadrennium to run for a Conference office, and shall be in good and regular standing in her local organization.

Section 4. Young Adults Transition.

Persons at age eighteen (18), who are no longer a member of the Young People's and Children's Division, may become a member of the Conference Women's Missionary Society.

Section 5. Transfer To Another Conference.

A member in good and regular standing on the Conference Level, upon moving to another locality and presenting a letter of recommendation from the Conference President, is entitled to full membership in the Conference into which she is moving.

Section 6. Elected Delegates.

Elected Delegates from each Local Society shall become members immediately following their approval by the Conference Credentials Committee and added annually to the Conference roll.

Section 7. Number of Delegates.

Each Local Society is entitled to one (1) delegate for every fifteen (15) members or a fraction thereof to the Annual Conference Meeting.

Section 8. Quadrennial Delegates.

The Recording Secretary of the Conference shall keep an accurate roll of members. Only those who have been members for four (4) or more consecutive years shall be eligible to be elected delegates to the Quadrennial Convention. Persons who transition to the WMS with uninterrupted time as a YPDer shall be eligible to be elected delegate to the Quadrennial Convention after two consecutive years as active WMS members. They shall be active participants on the local level and attend at least two (2) Annual Conference Meetings.

Article V - Conference Officers

Section 1. Elected Officers.

The elected officers of the Conference shall be the Conference President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Treasurer, Historiographer - Statistician, Director of the Young People's and Children's Division, Promotion and Missionary Education Director, Parliamentarian, Worship Director and Member-At-Large.
All Conference officers shall be elected for a one (1) year term. The officer may be re-elected and hold office for eight (8) years in the same office. Any person serving as an elected Conference officer for a total of sixteen (16) years, regardless of the number of Conference offices held, shall be ineligible to hold another elected Conference office.

Section 3. Time of Election.

The Conference officers shall be elected by ballot at each Annual Conference Meeting except in the fourth year of the Quadrennium. They shall assume their duties immediately after installation.

Section 4. Vacant Office.

If a Conference office becomes vacant by reason of death or resignation or removal, the Conference President shall appoint a qualified replacement (after consulting with the Episcopal Supervisor and Episcopal President). If the office of Conference President becomes vacant and neither the First, Second or Third Vice Presidents are willing to step up to the office of Conference President, the Episcopal Supervisor shall appoint a qualified replacement (in consultation with the Episcopal President); officers appointed as replacements shall serve until elections at the next Annual Conference Meeting.

Article VI - Conference Meetings

Section 1. Annual Meeting.

There shall be an Annual Conference Meeting at which Conference officers are elected. There shall be no election or appointment of officers at the Annual Conference Meeting preceding the Quadrennial Convention, unless as provided in this section.

Conferences holding their Annual Meeting during the year of, but preceding the Quadrennial Convention, shall elect delegates during the third year of the quadrennium and elect officers during the Annual Conference Meeting of the fourth year of the quadrennium. Officers elected in these Conferences shall assume their offices immediately after the Quadrennial Convention. The Conference President shall serve as leader of the Conference delegation.

Section 2. Executive Board.

The Executive Board shall meet at least twice a year, and be composed of the elected Conference officers, Life Members, Local Presidents, Connectional and Episcopal officers residing in the Conference, three (3), five (5), or seven (7) At-Large-Members elected at the Annual Meeting, and the Area Chairpersons, if any.
Article VII - Duties of Officers

Section 1. Conference President.

The Conference President shall:

a. Preside at all meetings of the Executive Board and other official meetings of the Conference;

b. Be an ex-officio member of all commissions and such other committees as may be necessary to the conduct and development of the organization;

c. Have supervision and direction of the work of the Conference Level;

d. Chair the Commission on Administration;

e. Have the authority to fill all vacancies occurring in all offices during the interim of the Conference Convention subject to the approval of the Episcopal Supervisor and the Executive Board;

f. Appoint members to the Conference Commissions, providing for the appointment of at least 10% of the positions to be filled by young women ages 40 and younger;

g. Supervise the work of the Areas; and

h. Make a report to the Episcopal Convention.

Section 2. First Vice President.

The First Vice President shall:

a. Perform the duties of the President in the absence or disability of the President;

b. Serve as Coordinator of the Commission on Christian Social Action; and

c. Serve as Chair of the Program Committee in Consultation with the President.

Section 3. Second Vice President.

The Second Vice President shall:

a. Perform the duties of the Conference President, in the absence, disability or resignation of the Conference President and First Vice President; and

b. Serve as the Coordinator of the Commission on Mission Education and Interpretation.

Section 4. Third Vice President.

The Third Vice President shall:

a. Perform the duties of the Conference President, in the absence, disability or resignation of the Conference President, First Vice President and Second Vice President; and
b. Serve as the Coordinator of the Commission on Membership and Recruitment.

Section 5. Recording Secretary.

The Recording Secretary shall:

a. Maintain accurate minutes and records of all proceedings of the official meetings of the Conference, its Conference Convention and its Executive Board;

b. Keep an accurate, updated roll of the membership of the Conference, and provide such information to the Episcopal and Connectional organizations; and

c. Send names of conference elected officers (including addresses, zip codes and telephone numbers) to the Episcopal and Connectional organizations.

Section 6. Assistant Recording Secretary.

The Assistant Recording Secretary shall assist the Recording Secretary in the keeping of all records and in the absence of the Secretary shall perform her duties.

Section 7. Corresponding Secretary.

The Corresponding Secretary shall conduct the necessary correspondence and send quarterly and annual blanks (including statistics) to the Local Level.

Section 8. Treasurer.

The Treasurer, who shall be bonded in an amount as determined by the Commission on Administration, shall:

a. Receive the funds from Local Societies and from the Areas as the Conference shall determine;

b. Write, sign and mail checks countersigned by the President or write, sign and mail checks authorized for payment by voucher signed by the President; and

c. Submit itemized statements of all finances to the Commission on Administration, the Conference Convention and to the Executive Board and signed vouchers by the President and Treasurer for all issued checks.

Section 9. Director of the Young People’s and Children’s Division.

The Director of the Young People’s and Children’s Division shall:

a. Plan and supervise the work of the Conference Young People’s and Children’s Division;
b. Provide regular reports to the Conference regarding the work and activities of the Conference Young People's and Children's Division.

Section 10. Promotion and Missionary Education Director.

The Promotion and Missionary Education Director shall:

a. Promote and interpret the work of the Connectional that the Episcopal organization supports;

b. Promote mission education opportunities, including but not limited to mission studies, Area and Local mission opportunities and encounters;

c. Promote and distribute mission education literature, including the Yearbook and related study materials;

d. Plan Mission and Training Institutes;

e. Promote, utilize and select audio visual materials to aid in the interpretation of the mission work; and

f. Serve as the Conference contact person for Area, if any, and Local Directors of Promotion and Missionary Education.

Section 11. Historiographer-Statistician.

The Historiographer-Statistician shall:

a. Have full responsibility of gathering the data pertaining to the history of the Local organizations;

b. Request all facts and figures relating to the Local and Conference Levels and compile them; and

c. Report such historical data to the Episcopal and Connectional organizations.

Section 12. Worship Director.

The Worship Director shall serve the Conference by providing appropriate and creative styles and types of worship experiences/devotions and assist in planning worship experiences for the Conference.

Section 13. Member-At-Large.

The Member-At-Large shall serve on the Commission on Membership and Recruitment, work with the Young Women, ages 18-40 years, and be responsible for promoting volunteer mission programs.

Section 14. Parliamentarian.

The Parliamentarian shall give advice to the Conference President on the proceedings, during a meeting, and when requested, to another member.

Article VIII - Conference Commissions
Section 1. Commission on Administration.

The Commission on Administration shall:

a. Ensure that communication regarding programs and policies from the Connectional and Episcopal Levels is appropriately and adequately distributed;

b. Maintain accurate and adequate records of its program and financial activities;

c. Receive reports from and monitor the progress of other conference commissions;

d. Receive recommendations for programming and policies from the Connectional and Episcopal Levels and coordinate appropriate program activities;

e. Develop and monitor the annual budget of the Conference;

f. Ensure financial policy is adequate and fair;

g. Respond to Connectional and Episcopal requests, as needed or required;

h. Oversee the work of a Nominating Committee; and

i. Serve as the Constitution and Bylaws Committee.

The members of the Conference Commission on Administration shall be the Conference President, as Chair, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Treasurer, Director of the Young People's and Children's Division, Promotion and Missionary Education Director, Historiographer-Statistician, Worship Director, Member-At-Large, Parliamentarian, the Local President and any Area Chairpersons, where they exist.

Section 2. Commission on Christian Social Action.

The Commission on Christian Social Action shall:

a. Review, adopt and sponsor social action programs recommended by the Connectional and Episcopal organizations;

b. Study issues affecting communities in the Conference and develop appropriate strategies to address the issues;

c. Plan educational activities to help families improve family life;

d. Partner with community agencies and organizations involved in eradicating poverty and hunger; and

e. Encourage membership and partnership with organizations as: Church Women United, National Council of Negro Women, Black Women's Agenda, etc.
The members of the Conference Commission on Christian Social Action shall be the First Vice President, as Coordinator, five (5) to fifteen (15) Local Presidents appointed by the Conference President, three (3) At-Large-Members representing family life issues, three (3) At-Large-Members representing global health and housing issues, three (3) At-Large-Members representing legislative or public affairs issues, three (3) At-Large-Members representing rural and special missions issues, and three (3) At-Large-Members representing affiliated and ecumenical group issues. The At-Large-Members shall be appointed by the Conference President.

Section 3. Commission on Mission Education and Interpretation.

The Commission on Mission Education and Interpretation shall:

a. Encourage and support spiritual formation and development;
b. Develop resource material and design activities for spiritual growth and enrichment;
c. Conduct annual mission and training institutes;
d. Discover and develop activities in the performing and creative arts;
e. Promote the use of the arts for enrichment and well-being;
f. Focus on improving school performance of young people;
g. Raise visibility and awareness of the Women's Missionary Society;
h. Create awareness of the responsibilities of Christians, corporate and individual, for peace and justice; and
i. Encourage advocacy for improving quality of life, especially for women and children.

The members of the Conference Commission on Mission Education and Interpretation shall include the Second Vice President, as Coordinator, the Promotion and Missionary Education Director, the Historiographer-Statistician, the Worship Director, five (5) to fifteen (15) Local Presidents, and five (5) to fifteen (15) At-Large-Members, with expertise in writing, resource development, computer technology, and education library science. The Local Presidents and At-Large-Members shall be appointed by the Conference President.

Section 4. Commission on Membership and Recruitment.

The Commission on Membership and Recruitment shall:

a. In collaboration with other commissions, develop programs and plan activities of special interest to younger women;
b. Plan strategies designed to involve both women in church who are not members and younger women in training and enrichment activities;

c. Develop a Skills Bank of its members;

d. Provide advice, training and program models for Conference and Local Levels;

e. Provide for membership nurture and outreach; and

f. Plan and conduct the Tanner Turner Memorial Services for all deceased members who remained on the Conference roll until their demise.

The members of the Conference Commission on Membership and Recruitment shall be the Third Vice President, as Coordinator, the Corresponding Secretary, the Director of the Young People's and Children's Division, Member-At-Large, five (5) to fifteen (15) Local Presidents and two (2) At-Large-Members with expertise in public relations and computer technology. The Local Presidents and At-Large-Members shall be appointed by the Conference Presidents.

Section 5. Commission Meetings. The Conference Commissions shall meet at least twice annually, with one of the meetings being held at the site of the first Executive Board Meeting of the Conference year. Special Meetings of a Conference Commission may be called by the President, as needed.

Article IX - Areas

Section 1. Areas.

If a Conference determines the establishment of Areas will assist in the effective and efficient conduct of its business, the Conference may establish Areas which shall:

a. Be organized as geographical divisions of the Conference for the purpose of giving information, assistance and providing inspiration to the Local Societies within its boundaries;

b. Serve as a liaison between the Local and Conference Level;

c. Stimulate the work of the Local Societies through workshops, panels, institutes, dialogues, discussion groups, visual aids, etc. under the direction of the Conference Commissions; and

d. Assure that monies raised shall be utilized for the cause of missions. Pay assessments at such time and in such amount as determined by the Conference.

Section 2. Appointment of Area Chairpersons and Area Director.
The Conference President shall appoint and supervise all Area Chairpersons. The Conference Director of the Young People's and Children's Division shall, in consultation with the Conference President, appoint all Area Directors of the Young People's and Children's Division.

Area Chairpersons and Area Directors shall act as an interface between the Conference leadership and Local Societies. For this purpose, each Area Chairperson and Area Director shall be assigned a geographical area, as determined by the Conference President, and shall relate to the Local Society leadership in that area.

Area Presidents and Area Directors shall have the specific responsibility of promoting the program goals and objectives of the Women's Missionary Society, within their area of responsibility.

Section 3. Area Coordinating Council or Elected Officers.

At the first call of an Area Meeting, the Area Chairperson shall hold an election for the election of ten (10) persons to serve on the Area Coordinating Council, or shall hold elections for the election of officers consistent with the Conference elected offices. The Coordinating Council shall oversee the planning and coordination of the work for the Area and fulfill other duties as provided herein.

Section 4. Area Meetings.

Meetings of the Area shall be held quarterly per year, or at such other times as agreed upon by its members.

Article X - Application of Connectional Bylaws

Unless otherwise provided in the Conference Bylaws, the provisions of the Connectional Bylaws of the Women's Missionary Society shall be applicable.

Article XI - Parliamentary Authorities

The rules contained in Robert's Rules of Order Newly Revised, latest edition, shall govern the proceedings of the organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws and The Book of Discipline of the A.M.E. Church.

Article XII - Amendments

These bylaws may be amended as set forth in the Constitution of the Women's Missionary Society.

Women's Missionary Society

African Methodist Episcopal Church

Local Bylaws
Article I - Name

Section 1. Name; Limitation.

a. Congregational Organization. In each local church there may be a Local organization known as the ( ) Women's Missionary Society of ( ) African Methodist Episcopal Church, a part of the Conference Level. There shall be only one (1) Local Society in each church.

b. Intercongregational Organization. There may be a Local organization formed for women from two or more congregations, which are too small to form a congregational organization and have no congregational organization. The organization shall be known as the ( ) Women's Missionary Society of ( ) African Methodist Episcopal Churches, a part of the Conference Level. The name of a Local Society should be one that reflects the faithful and dedicated work of a female Supervisor, or Local Society member, living or deceased. No Local Society shall be named for an associate member or Itinerant Elder, living or deceased.

Article II - Responsibilities of the Local Society

To accomplish the mission and purpose of the Women's Missionary Society, the Local Society shall commit to:

a. Witness. Participate in the ministry of the organization beyond its congregation(s), know its community and partner with agencies to provide needed service to the community;

b. Advocate. Urge change in systems and structures which exclude and alienate, and work for peace and justice in the community;

c. Membership. Encourage, recruit, affirm and motivate non-member women, of all ages, to participate in its Unit, providing an intergeneration of caring women;

d. Educate. Provide opportunities for worship and study; and

e. Stewardship. Support financially the total program of the Women's Missionary Society.

Article III - Organizational and Structural Framework

Section 1. Formation of Units. Each Local Society may divide into Units according to age groups, local interest, or geographical location, for the efficient conduct of its business. Units shall be a component of, not a separate and distinct organization from, the Local Society.
Unit Chairperson. When a Local Society forms a unit, the Local President shall appoint a chairperson of each unit. A single congregation may establish a Local organization, or two or more congregations may form an intercongregational Local organization.

Section 2. Structural Determination.

One of the following structural models may be used by a Local Society, so as to provide flexible and alternative structures to meet the needs of the Local church community.

a. Team Leadership. Elected officers shall be the President, Secretary-Treasurer, Promotion and Missionary Education Director, and Director of the Young People's and Children's Division. Members shall work together to develop programs for Mission Education and Interpretation, Christian Social Action and Membership and Recruitment.

b. Traditional Leadership. The organizational structure and elected officers shall be as the Conference, Episcopal and Connectional organizations.

Section 3. Partnership with Conference.

The Local Society shall participate in the meetings, work and activities of the Conference and the Area, if applicable, to which it is assigned.

Article IV - Membership

Section 1. Membership.

The provisions in the Connectional Bylaws of the Women's Missionary Society shall govern membership in the Local Society.

Section 2. Ex-officio Member.

The Pastor(s) shall be an ex-officio member(s) of the Local Society.

Article V - Meetings

Section 1. Regular.

The Local Society shall hold at least eight meetings per year or more if necessary to transact the business of the society.

Section 2. Special.

The President upon the request of five (5) members may call special Meetings. Notice of such meetings shall be sent to each member with a statement of the business to be transacted.
Section 3. Sustentation.

The expenses of the Conference and Local Presidents are to be paid by the Local Level of which that officer is an active member.

Article VI - Officers; Elections

Section 1. Team Leadership or Intercongregational Organization.

This Local Society shall have [Name of Officer Positions] elected for a term of one (1) year, but may be re-elected for up to eight (8) years in the same office.

Section 2. Traditional Leadership.

The elected officers of the Society shall be the same as for the Conference, Episcopal and Connectional Levels, and shall be elected for one (1) year, but may be re-elected for up to eight (8) years in the same office.

Section 3. Election of Officers.

All officers shall be elected by ballot, except when there is only one candidate for an office. Voting may be by a voice or hand vote, when there is one candidate for an office. A majority vote shall elect. Elections shall be held following the Annual Conference Meeting.

Article VII - Duties of Officers

Section 1. President.

The President, working with the Executive Board, shall actively seek to advance all aspects of the work of Women’s Missionary Society. She shall:

1. Preside at all meetings of the Local Society, its Executive Board and serve as ex-officio member of all commissions or committees, where they exist;

2. Prepare reports as necessary with other elected officers;

3. Develop, with the Executive Board, a plan to assure the Local Society’s fulfillment of its responsibilities as a part of Women’s Missionary Society;

4. Represent the Local Society in all meetings;

5. Ensure the Constitution and Bylaws of the organization are duly observed and the actions are carried into effect;

6. Appoint all committees not provided for;

7. Sign all orders drawn on the treasury for the disbursement of funds;
8. Serve as liaison and communicate with the Conference organization and Area, if applicable; and
9. Chair the Commission on Administration, where one exists.

Section 2. First Vice President.

The First Vice President, working cooperatively with the President, shall:
1. Perform the duties of the President, in her absence or disability;
2. Become President, upon the resignation or death of the President;
3. Chair the Program Committee, where there is one;
4. Plan, evaluate and promote the programs of the organization, in conjunction with the President;
5. Coordinate the public policy and legislative action of the Local Society;
6. Perform such other duties as requested by the President; and
7. Serve as Coordinator the Commission on Christian Social Action, where one exists.

Section 3. Second Vice President.

The Second Vice President, where one exists, shall:
1. Perform the duties of the President, in the absence of the President and First Vice President; and
2. Serve as Coordinator the Commission on Mission Education and Interpretation, where one exists.

Section 4. Third Vice President.

The Third Vice President, where one exists, shall:
1. Preside, in the absence of the President, First and Second Vice Presidents;
2. Work with the President and Executive Board to determine the needs of the membership, to enlist new members and recommend ways for inactive members to participate;
3. Nurture the current membership, and
4. Serve as Coordinator the Commission on Membership and Recruitment.

Section 5. Recording Secretary.

The Secretary shall:
1. Keep accurate minutes of all meetings of the Local Society and its Executive Board and give notice of the meetings;
2. Serve as custodian of all records and official papers;
3. Sign, with the President, all official papers;

4. Keep an accurate up-to-date roll of the Local Society’s membership, along with the names of officers;

5. Perform such other duties as the President may assign from time to time;

6. Serve on the Commission on Administration, where one exists;

7. Provide for the gathering and preserving of historical records and documents, where there is no Historiographer-Statistician.

Section 6. Assistant Recording Secretary.

The Assistant Recording Secretary shall assist the Recording Secretary in performing her duties and in the absence of the Recording Secretary shall perform her duties.

Section 7. Corresponding Secretary.

The Corresponding Secretary shall prepare and conduct correspondence with members under the direction of the President.

Section 8. Treasurer.

The Treasurer shall:

1. Become informed concerning the financial responsibility of the Local Society;

2. Disburse funds on order signed by the President;

3. Account for all funds of the Local Society, and work with the Executive Board to develop a plan for receiving funds from individuals or Units on a regular basis;

4. In consultation with the President, establish a budget for the Local Society;

5. Make itemized financial reports to the Society at its regularly scheduled meetings; and

6. Serve on the Commission on Administration, where one exists.

Section 9. Promotion and Missionary Education Director.

The Promotion and Missionary Education Director shall:

1. Present and carry out the Connectional programs and study programs as directed by the Conference organization;

2. Promote mission education opportunities: mission studies, local mission opportunities, and supply material and educational resources for mission programs and projects;
3. Promote and interpret the work of the Connectional, Episcopal and Conference Commission on Mission Education and Interpretation supports; and

4. Serve on the Commission on Mission Education and Interpretation, where one exists.

Section 10. Director of the Young People's and Children's Division.

The Director of the Young People's and Children's Division shall plan and supervise the work of the young people under the Local Society. She shall provide a report of the young people's work at the regularly scheduled meetings of the Local Society.

Section 11. Other Officers.

The Local Society may designate other Local officers as the officers provided for on the Connectional, Episcopal and Conference Levels. Such officers' duties shall be as provided in the Conference Bylaws, but as applicable to the Local Society.

Section 12. Annual Officer's Report.

Each elected officer shall report annually at the Local meeting prior to the Annual Conference Meeting and more often if provided in these Bylaws or requested by the Local Society.

Article VIII - Executive Board

Section 1. Membership.

The Executive Board shall consist of the elected officers, Life Members, Chairpersons of the Units, three (3) elected Members-At-Large, annually by ballot, and any Connectional, Episcopal or Conference Officer, who is member of the congregation. The President shall preside over the meetings of the Executive Board.

Section 2. Purpose; Duties.

The Executive Board shall set policies required for the effective and efficient functioning of the Local Society; act as the Constitution and Bylaws committee to review and propose amendments to the constitution or bylaws; and plan and facilitate programmatic activities of the Local Society. A Local Society operating under a Team Leadership structure is not required to have an Executive Board, but may as an entire organization or as part of the organization fulfill the functions of the Executive Board.

Article IX - Commissions

For any Local Society operating under the Traditional Leadership, the Local Society it may provide for the same Commissions as provided for on the Conference, Episcopal and Conference Levels.
Section 1. Commission on Administration.

The duties of the Commission shall be the same as for the Connectional, Episcopal and Conference Levels, but as applicable to the Local Society. Members of the Commission on Administration shall be the President, serving as chair, the Recording Secretary, Treasurer, Local Director of the Young People's and Children’s Division, Promotion and Missionary Education Director, and Commission Coordinators.

Section 2. Commission on Christian Social Action.

The duties of the Commission shall be the same as the duties for the commission at the Connectional, Episcopal and Conference Levels but as applicable to the Local Society. The members of the Commission on Christian Social Action shall be At-Large-Members, appointed by the President representing interests in family life, housing, affiliated groups, rural and special missions and legislation.

Section 3. Education and Interpretation.

This Commission shall have the same duties as the commission of the Connectional, Episcopal or Conference Levels. Members of the commission shall be At-Large-Members, appointed by the President, with expertise in public relations, computer technology and education library science, Promotion and Missionary Education Director, Worship Director, and the Historiographer-Statistician.

Section 4. Membership and Recruitment.

The Membership and Recruitment Commission shall have the same duties as the committee on the Connectional, Episcopal, and Conference Levels. At-Large-Members shall be appointed by the President and possess skills and experience relative to public relations, computer technology and banking.

Article X - Application of Connectional Bylaws

Unless otherwise provided in the Local Bylaws, the provisions of the Connectional Bylaws of the Women’s Missionary Society shall be applicable.

Article XI - Amendments

These bylaws may be amended as set forth in the Constitution of the Women's Missionary Society.

Article XII - Parliamentary Authorities

The rules contained in Robert's Rules of Order Newly Revised, latest edition, shall govern the proceedings of the organization in all cases to which they are applicable and in which they are not inconsistent with
Article I - Name
There shall be an organization named the Connectional Young People's and Children's Division, a division of the Women's Missionary Society of the African Methodist Episcopal Church.

Article II - Purpose
The purpose of the organization shall be to:

a. Provide meaningful resources, training and guidance in all areas of church life which encourage full participation in the mission programs and activities of the entire church and this organization;

b. Provide specific training in Evangelism, Christian Social Relations and Education programs designed to increase knowledge of the African Methodist Episcopal Church History and the Scriptures;

c. Facilitate and support opportunities for leadership experiences in the church and society;

d. Enable growth in stewardship in the church;

e. Advocate for the integrity of childhood and the dignity of all children and youth in our religious, civic and political structures;

f. Create linkages, establish work synergies and devise schedules to effectively implement and administer meaningful programs and activities for all levels and units of the organization; and

g. Foster a community, in which children, youth and young adults know each other by name, minister to each other and partner in servicing and witnessing for Jesus Christ.

Article III - Operational and Structural Framework
Section 1. Review of Policies.
Policies of the organization shall be subject to the review and approval of the Commission on Administration of the Women's Missionary Society.
Section 2. Connectional Finance.

This organization shall be financed through the Women's Missionary Society and the organization's fiscal year shall be in accordance with the fiscal year of the Women's Missionary Society. All moneys shall be deposited with and budget requests shall be submitted to the connectional treasury of the Women's Missionary Society.

Section 3. Structure. This organization shall be composed of the Episcopal, Conference, and Local Young People's and Children's Division of the Women's Missionary Society, and such Areas as determined by a Conference. The organizations shall be grouped on a territorial basis, with the same boundaries established for the Episcopal, Conference and Local Women's Missionary Society, and such boundaries established by a Conference for its Areas.

Article IV - Membership

Membership shall consist of the following:

Section 1. Regular.

Any young person of the church between two (2) to twenty-six (26) years of age, who is active and in good and regular standing in their Local organization.

Section 2. Associate.

Any young men or women who become Itinerant Deacons shall be associate members. Associate members shall be without voting privileges and ineligible to hold office.

Section 3. Ex-officio.

Ex-officio members shall be the Bishops, Episcopal Supervisors, Secretary of the Department of Missions, President of the Connectional Women's Missionary Society, and the Connectional, Episcopal and Conference Directors.

Article V - Components of the Young People's and Children's Division

The organization shall consist of:

Section 1. Sunbeams.

The Sunbeams shall consist of children ages 2 to 6 years of age, preschool to primary.

Section 2. Allen Stars.

The Allen Stars shall consist of Children ages 7 to 12.
Section 3. Youth.

The Youth shall consist of females and males of the ages of 13 through 17 years of age.

Section 4. Young Adults.

Young Adults shall consist of females and males of the ages of 18 years to 26 years.

Section 5. Promotional Exercises.

Any component may provide for promotional exercises for its members.

Article VI - Connectional Director

Section 1. Duties of Director.

The Connectional Director shall have supervision over and direct the work of the organization. She shall have on file in her office the names and addresses of Connectional Officers and Connectional Committee Chairpersons, Directors and Episcopal Presidents, Conference Directors and Officers to implement the programs of the organization and, in consultation with the Women's Missionary Society, strive to have an organized Young People's and Children's Division in every church where there is a Women's Missionary Society. The Connectional Director shall plan and direct mission programs for children, youth and young adults within the framework of the purpose of the Women's Missionary Society.

Section 2. Required Signature.

The signature of the Connectional Director shall be affixed to all correspondence of the organization.

Section 3. Financial Accountability.

The Connectional Director shall receive all monies designated for the organization and account for such monies with the assistance of the Finance Secretary. Upon the accounting for such funds, the Connectional Director shall transfer all such monies and copies of supporting documentation to the connectional treasury housed with the Women's Missionary Society. The Connectional Director shall be responsible for disbursements for the organization, upon the presentation of vouchers to the connectional treasury.

Article VII - Quadrennial Convention

Section 1. Authority.

The Quadrennial Convention of the Women's Missionary Society shall convene every four years, and shall include the Young People's and Children's Division. The Quadrennial Convention shall be the highest legislative authority of Women's Missionary Society and shall deal with all matters which are necessary in the
pursuit of the purpose, goals and objectives of the organization. All amendments to these bylaws shall be approved by the Quadrennial Convention. The time and place of the Quadrennial Convention shall be determined in accordance with the Constitution and Bylaws of the Women's Missionary Society.

Section 2. Voting Membership.

The voting members of the Quadrennial Convention, all of which shall be in good and regular standing in their Local organizations, shall consist of:

a. Elected and appointed officers;

b. Chairpersons of the Standing Committees;

c. Episcopal and Conference Presidents; and

d. Two (2) voting delegates (ages 13-26) from each Conference.

Section 3. Selection of Voting Delegates.

Delegates to the Quadrennial Convention shall be selected in accordance with the provisions of the Conference Bylaws.

Section 4. Duties of Delegates.

The duties of delegates shall be to:

a. Attend all sessions of the convention (if for a serious reason a voting delegate is unable to attend, the alternate delegate shall serve in his or her place); and

b. Prepare a report on the actions of the convention to be presented to constituencies he or she represents.

Section 5. Registered Participants. Registered participants may attend the convention at no additional expenses to the organization. They may participate in the programs and attend the sessions of the convention. They shall have no voice and no vote.

Article VIII - Officers; Election Procedures

Section 1. Elected Officers.

The elected officers of the Connectional shall be: President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Assistant Recording Secretary, Financial Secretary, Communications Secretary, Parliamentarian, Historiographer-Statistician, Worship Director, Editor of YPD Newsletter, and Associate Editor.
Section 2. Nominations for Elected Office. All nominations for elected offices shall be conducted as
provided in Article XI, Section 8 of these Bylaws. No person shall be listed on the slate of nominees who fails
to meet the qualifications as provided by Section 5 herein.

Section 3. Election of Officers; Ballots.
Officers shall be elected at the Quadrennial Convention by a majority of votes cast. No person shall be
permitted to hold more than one elected or appointed office beyond the Local Young People's and Children's
Division. No person shall be permitted to hold the same office for more than two (2) consecutive
quadrennials (8 years). All elections shall be by electronic or paper ballot except when there is only one
candidate for an office. When there in only one candidate for an office, the vote for that office may be by a
show of hands or voice vote.

Section 4. Term of Office. The officers shall be elected to serve for a term of four years or until their
successors are elected. Their terms of office shall begin immediately following the adjournment of the
Quadrennial Convention at which they are elected.

Section 5. Qualifications to Run for Office.
Any person seeking an elected office shall:

a. Be active, and in good and regular standing, in his or her Local organization;
b. Have registered and participated in a Connectional training institute or retreat, or served as a delegate to a
Quadrennial Convention prior to the time in which he or she runs;
c. Be active on and support the Episcopal, Conference, and Area, if applicable;
d. Be at least 13 years of age, but not older than 22 years of age; and

e. Present credentials, as required by the Nominating Committee, bearing the signature of the Episcopal
Director and Episcopal Supervisor.

Section 6. Appointed Officers.
Appointed officers shall be chairpersons of standing committees of the organization. Such officers shall be
appointed by the Connectional President in consultation and agreement with the Connectional Director and
Episcopal Districts in which the officers hold membership. Anyone appointed chairperson of a standing
committee shall be at least 13 years of age and active on all levels of the organization.

Section 7. Outgoing Officers.
Outgoing officers shall transfer all records, books, papers and property belonging to the organization to incoming officers within one (1) month of the Quadrennial Convention. Under the direction of the Director, outgoing officers shall communicate with incoming officers within six (6) weeks of the transfer of the organization's records, books, papers and property.

A transition meeting shall be held within six (6) months of the Quadrennial Convention to provide an opportunity for the Director and elected officers to communicate their shared vision.

Section 8. Disqualification/Removal from Office.

Any officer, elected or appointed, not performing his or her duties may be subject to removal from office.

Any elected officer not performing his or her duties shall be notified in writing by the Connectional Director, with a copy to the Connectional President and the President of the Women's Missionary Society. If such failure to perform continues for a period of ninety (90) days after notification, the matter shall be referred to the Executive Board for action. The Executive Board may remove the elected officer from office for failure to execute her duties and responsibilities as provided in Article X herein.

Any appointed officer not performing his or her duties may be removed by the Connectional President, in consultation and agreement with the Connectional Director, upon the written notification from the Connectional President and Director.

Article IX - Duties of Elected Officers

The elected officers of the organization shall perform the duties prescribed herein.

Section 1. President.

The President shall:

a. Preside over Executive Board Meetings and the Quadrennial Convention;

b. Prepare the agenda, in consultation and agreement with the Connectional Director, for the Executive Board Meetings, Quadrennial Conventions and other official meetings of the organization;

c. Submit reports to the Quadrennial Convention;

d. Represent the organization at functions and meetings of the African Methodist Episcopal Church;

e. Serve as an ex-officio member of Women’s Missionary Society;

f. With the Connectional Director, appoint task forces or committees for necessary duties to carry on the work of the organization which are not otherwise assigned in these bylaws;
g. Serve as ex-officio member of all committees as may be necessary for the conduct and development of the organization; and

h. Be at least 18 years of age. One needs to be at least 18 years of age to be a voting member of the General Board.

Section 2. First Vice President.

The First Vice President shall:

a. Serve in the absence of the President, assuming the responsibilities of the same;

b. Support the President by accepting, when possible, duties and responsibilities assigned by the same; and

c. Serve as Chairperson of the Program and Planning Committee.

Section 3. Second Vice President.

The Second Vice President shall:

a. Serve in the absence of the President and First Vice President;

b. Coordinate, with the Program and Planning Committee, the yearly activities for Self-Denial Week; and

c. Serve as Coordinator of the Standing Committees.

Section 4. Third Vice President.

The Third Vice President shall:

a. Serve in the absence of the President, First Vice President and Second Vice President.

b. Serve as the chairperson of the International Awareness Committee;

c. Represent Districts 14-20 when a representative is unable to attend Connectional YPD functions;

d. Work with the Episcopal District YPD Presidents and Directors from Districts 14-20 to coordinate Connectional YPD projects and activities; and

e. Be a member in good and regular standing of the organization in Districts 14-20.

Section 5. Recording Secretary.

The Recording Secretary shall:

a. Record and keep accurate minutes of all Executive Board Meetings, Quadrennial Conventions and other official meetings of the organization;
b. Be responsible for all official correspondence for the Executive Board Meetings and Quadrennial Conventions; and

c. Under the direction of the Connectional President and Connectional Director, perform all other duties common to the office.

Section 6. Assistant Recording Secretary.

The Assistant Recording Secretary shall:

a. Assist the Recording Secretary in keeping all records; and

b. In the absence of the Recording Secretary shall perform such duties.

Section 7. Financial Secretary.

The Financial Secretary shall:

a. Keep an accurate record of all monies received and disbursed by the organization;

b. Serve as Chairperson of the Budget and Financial Estimate Committee and Finance Chair at official meetings of the organization; and

c. With the Connectional Director, transfer monies received to the connectional treasury and submit vouchers for disbursement to the same.

Section 8. Communications Secretary.

The Communications Secretary shall:

a. Be responsible for the youth section of the Women's Missionary Magazine and all other A.M.E. Church publications such as The Christian Recorder and Journal of Religious Education;

b. Stimulate interest for subscriptions to periodicals of the African Methodist Episcopal Church;

c. Correspond with the members of the Connectional Executive Board in the interim of board meetings.

Section 9. Parliamentarian.

The Parliamentarian shall:

a. Ensure that the Constitution and Bylaws of the Women's Missionary Society and the Bylaws of the Young People's and Children's Division, the current Doctrine and Discipline of the African Methodist Episcopal Church and Robert's Rules of Order, latest edition, are followed at all meetings;

b. Serve as Vice Chairperson of the Constitution and Bylaws Committee; and

c. Interpret any rules during the course of meetings.
Section 10. Historiographer-Statistician.

The Historiographer-Statistician shall:

a. Have responsibility for gathering data pertaining to the history of the organization;

b. Conduct a census each Quadrennial;

c. Keep an accurate enrollment of the members of the organization; and

d. Through the Director, provide such historical data and membership enrollment to the Historiographer-Statistician of the Connectional Women's Missionary Society.

Section 11. Worship Director.

The Worship Director shall:

a. Coordinate the planning of worship services for the Executive Board Meetings and Quadrennial Conventions with the members of the Program Planning Committee;

b. Serve as a member of the Program Planning Committee; and

c. Promote special times and events for meditations and devotions/worship experiences at meetings.

Section 12. Editor of YPD Newsletter.

The Editor of the YPD Newsletter shall:

a. Receive and edit the news for the organization's newsletter under the supervision of the Connectional Director; and

b. Communicate with the Episcopal District Presidents and Directors.

Section 13. Associate Editor.

The Associate Editor of the Newsletter shall:

a. Work in cooperation with the Editor in receiving and editing news and articles from Districts 14-20 for the organization's newsletter, under the supervision of the Connectional Director;

b. Communicate with the Episcopal District Presidents and Directors from Districts 14-20.

Article X - Executive Board

Section 1. Duties of the Board.

The duties of the Executive Board shall be to:

a. Serve as the interim governing body of the organization between Quadrennial Conventions by carrying on the business of the organization, within the policies of the convention and reporting its actions to the
subsequent Quadrennial Convention; except that it may not take any action that is reserved exclusively for
the Quadrennial Convention or that is in conflict with the Quadrennial Convention;

b. Perform the duties prescribed by the Constitution and Bylaws;
c. Periodically review the work of the organization, and through the Director and President, make such
recommendations to the Commission on Administration of the Connectional Women's Missionary Society as
it deems wise;
d. Review such reports as prepared by various officers, committees and the Episcopal, Conference, or
Local organizations;
e. Determine whether any elected officer is unable or unwilling to serve;
f. Fill vacancies occurring for elected officers: Should an elected officer become unable or unwilling to fulfill
his or her respective duties, the board shall be empowered to declare said office vacant and to elect a
successor to complete the unexpired term. Such successor may be eligible for election to the same office
at the next Quadrennial Convention if he or she is within the proper guidelines established by these Bylaws.

To choose a successor, the Board shall use the following guidelines:

i. The nominee(s) must meet age limits as required by the Bylaws;

ii. The first runner-up from the Quadrennial Convention for the vacated position will be invited to run for
said office;

iii. The vacant position will be publicized through the periodicals and communications networks of the
Women’s Missionary Society and the organization; and

iv. The Executive Board will elect the replacement with a simple majority vote.

g. Approve and prepare a yearly budget for the organization, under the direction of the Connectional
Director and President, for transmittal to the Commission on Administration of the Women's Missionary
Society.

Section 2. Composition of Executive Board.

The Executive Board shall be composed of:

a. elected officers;

b. chairpersons of the standing committees;

c. Episcopal presidents;
d. immediate past president of the organization, as an ex-officio member; and

e. the director, Episcopal directors and the president of the women’s missionary society, in an advisory capacity.

Section 3. Meetings.

The Executive Board shall meet annually, or at such other specially called meetings as determined by the Connectional president or Connectional director, in consultation and agreement with each other. A majority of the members of the Executive Board shall constitute a quorum.

Article XI - Standing Committees

The following committees are established to implement and facilitate the goals, objectives, programs and projects of the organization.

Section 1. Program Planning.

This committee, consisting of all standing committee chairpersons, shall be responsible for:

a. planning and implementing study courses on the Bible, the Doctrine and Discipline of the African Methodist Episcopal Church, Black Studies and current mission study themes;

b. developing programs and courses which enhance leadership skills to prepare children, youths and young adults for leadership roles;

c. providing creative opportunities on all levels for children, youths and young adults to experience the awareness of God’s presence in their midst and respond to that presence with devotion and commitment; and

d. sponsoring programs and activities which help members transition from the organization to the larger community of organizations in the Women’s Missionary Society and the African Methodist Episcopal Church.

Section 2. Membership Outreach.

The duties of the Membership Outreach Committee shall be to:

a. Plan strategies to reach out, nurture and affirm members and other children, youths and young adults to join and actively participate in the organization;

b. Develop programs and other events to motivate members and other young people to be a strong witness in Christian faith by participating in mission endeavors, Evangelistic Crusades and other ministries;

c. Prepare and circulate model programs of welcome for new members and awards for others; and
Section 3. Christian Social Relations.

This Committee shall:

a. Help children, youth and young adults understand community and social needs and on the basis of Christian conviction, work to meet those needs through personal influence and group action;

b. Plan supervised forums, educational activities, programs and discussions on vital subjects pertaining to family life, including but not limited to inviting speakers who are specialists in such fields as dating, courtship, choosing a career, financial management, marriage, parenting, and geriatrics;

c. Bridge the gap between the church and the community on political and social issues (children and senior advocacy), juvenile delinquency, prison reform, migrant ministries, drugs, alcohol, HIV/Aids and other social diseases;

d. Involve children, youth and young adults in community activities and churchmanship (participation in the life of the local church) and stewardship (time, talent, and material possessions); and

e. Work in cooperation with the Membership Outreach Committee in planning Self-Denial Week and implementing the Young People's and Children's Division on the Field (YPDOTF).


This committee shall be chaired by the Financial Secretary and shall:

a. Study the complete financial picture of the organization, organizational needs and interpret the same to the Districts and the Conferences;

b. Suggest financial resources and help plan projects to raise the finances needed by the organization; and

c. Prepare a yearly budget request for transmittal to the Executive Board of the organization, at such time as to permit the Executive Board's review and approval of the budget request prior to transmittal to the Commission on Administration of the Connectional Women's Missionary Society.

Section 5. Constitution and Bylaws.

This committee shall:
a. Study, analyze and revise suggested recommendations for changes to the Constitution and Bylaws received from the Conferences through the Episcopal Districts with the signature of the Episcopal Supervisor, and/or President, Director; and

b. Submit recommendations for revisions of the Constitution and Bylaws to the Constitution and Bylaws Committee of the Connectional Women’s Missionary Society, at such times and in such time periods as provided in the Constitution and Bylaws of the Women’s Missionary Society.

Section 6. International Relations.

The International Relations Committee shall:

a. Provide opportunities for children, youth and young adults in the United States and those overseas districts to exchange ideas, programs, and objectives;

b. Facilitate and encourage through intercultural exchange and understanding via pen pals;

c. Encourage participation in the Sojourners Program and other mission programs of the Women’s Missionary Society and the African Methodist Episcopal Church; and

d. Keep up and facilitate the organization’s work in the overseas area, by providing study materials, funds for specific projects and other scholarship assistance for overseas members.

Section 7. Campus Ministry.

This committee shall:

a. Enhance the religious life and spiritual values on campuses and clarify moral and ethical concerns;

b. Nurture the spiritual values of students by commitment to Bible study and emphasis on critical thinking, learning how to interpret and understand the Bible properly;

c. Emphasize the traditions of the African Methodist Episcopal Church and provide opportunities for the involvement of African Methodist Episcopal Church students on college/university campuses;

d. Counsel with and/or direct persons to the appropriate agencies when they are faced with personal challenges;

e. Provide a place for students to gather for Christian fellowship, Bible Study, prayer, discussions and other activities;
f. Obtain the names of organizational members on college campuses, to share with members attending the college/university and to facilitate units on campuses to affiliate with local churches, the Conference and the Episcopal District in which the college/university is located; and
g. Secure the names and learn about the needs of overseas students of the church in schools in the United States and attempt to meet and interact with them, thereby making their educational stay in the United States more enlightening, enriching and productive. Names of such students shall be shared with the Episcopal Districts and Conferences.

Section 8. Nominating.
The Nominating Committee shall:

a. Select and present nominees and report these nominees to the Quadrennial Convention;
b. At least seven months prior to the Quadrennial Convention call for nominations through a notice published in an official periodical of the Women's Missionary Society (and any other appropriate publication). Such notice shall also indicate how a nomination form may be obtained. Nomination forms shall be sent to Executive Board members and Episcopal Supervisors for distribution to interested persons. The nomination form shall request individuals to give biographical data and other information which will aid in the selection of candidates. On receipt of all information the Nominating Committee shall meet and select final candidates meeting the qualifications herein and whose names will be placed on the ballot according to the procedures within these Bylaws;
c. Create and provide the necessary credential forms to all prospective nominees for office. Such credential forms shall be returned by prospective nominees, bearing the signature of the Episcopal Director and Supervisor, no later than ninety (90) days prior to the Quadrennial Convention; and
d. Prepare a ballot of nominees for office to be presented at the Quadrennial Convention. Nominations shall not be accepted from the floor of the Quadrennial Convention. Members of the committee shall be ineligible for nomination to any position to be filled.

Section 9. Evaluation Committee.
This committee shall survey the strengths and weaknesses of each meeting, make recommendations for improvement, and provide recommendations for meeting topics. This committee shall distribute and utilize evaluation sheets for this purpose.
Section 10. Voter Registration.

The Voter Registration Committee shall develop a program that promotes and encourages young people to register to vote and actively participate in the democratic process.

Section 11. Monique Gonzales Memorial.

This committee shall plan and conduct a memorial service, during each Quadrennial Convention, for deceased members of the organization.

Section 12. Selection of Committee Members.

Each Episcopal District shall be represented on each standing committee. No Episcopal District shall have more than one member, and the terms of the members’ appointments shall be consistent with the terms of office of the elected and appointed officers as provided in these Bylaws.

Article XII - Leadership Training Institute

The Executive Board shall plan an annual Leadership Institute designed to:

a. Provide experiences for learning and leadership development;

b. Equip participants to grow as whole persons, develop their potential and prepare them for leadership in missions and ministry;

c. Establish a network for preparing and supporting youths and young adult leaders in the African Methodist Episcopal Church; and

d. Motivate participants to practice interdependence and teamwork, returning to their church communities assisting with leadership development.

Article XIII - Self-Denial Week

The week of May 7-14, known as the Founder’s Week of the organization, shall be observed as Self-Denial Week and carried out in local churches through the organization. Throughout the week, the members of the Local organization may sponsor essay contests, worship programs, community service projects and other similar activities.

Section 1.

Every Self-Denial Week shall be featured with one or more service projects and a Self-Denial Offering.

Section 2.

The Self-Denial Offering shall be used annually for a scholarship and other awards.
Article XIV - Parliamentary Authorities

The current Constitution and Bylaws of Women's Missionary Society, the Doctrine and Discipline of the African Methodist Episcopal Church and Robert's Rules of Order, latest edition, shall govern the proceedings of the organization.

Article XV - Amendments

These Bylaws may be amended only as provided in the Constitution of the Women's Missionary Society of the African Methodist Episcopal Church and shall not be in conflict with Bylaws of the Connectional Women's Missionary Society or the Doctrine and Discipline of the African Methodist Episcopal Church.

Article XVI - Organization Colors

The colors shall be forest green and white or black and white. Green is symbolic of growth and Christian vitality, white represents purity, light and faith and black is symbolic of the strength of our African heritage.

Article XVII - Application of Connectional Bylaws to the Episcopal, Conference and Local Organizations

Unless otherwise provided in the Episcopal, Conference and Local Bylaws, the provisions herein shall apply to such organizations of the Young People's and Children's Division.

Women's Missionary Society

African Methodist Episcopal Church

Episcopal Bylaws

Article I - Name

In each Episcopal District, there shall be an organization known as the Episcopal Young People's and Children's Division of the Women's Missionary Society of the African Methodist Episcopal Church.

Article II - Purpose

To accomplish the purposes of the organization, each Episcopal organization shall:

a. Coordinate and unify the work of the Conference organization, including the receiving and compiling of reports from the Conferences and providing necessary reports to the Connectional organization;

b. Develop responsible and visionary leadership through training and experience;
c. In partnership with the Connectional and Conferences organizations, develop networks for timely and
effective communication among all levels and units;
d. Foster cooperative and interdependent relationships among the Connectional, Episcopal, Conference and
Local organizations; and
e. Provide opportunities for the financial support of the total program of the organization.

Article III - Operational and Structural Framework
Section 1. Connectionalism.
This organization shall be the liaison between the Connectional, Conference and Local Young People's
and Children's Divisions, providing a means by which to foster relationships and encounters of the
organization to enhance the accomplishments of the purposes of the organization.

Section 2. Reporting.
All reports required by the Connectional organization shall be provided to the Episcopal Director and
President for review and transmission to the Connectional Director.

Section 3. Evaluations.
The Episcopal Director, in conjunction with the Episcopal Supervisor and Episcopal President, shall
establish a process for a periodic evaluation of current mission programs being carried out in the Episcopal
District in light of the changing needs of children, youths and young adults in our church and society.

Article IV - Voting Members
Section 1. Members.
Members of the Episcopal organization shall be:
a. Episcopal Officers;
b. Chairpersons of Episcopal Standing Committees;
c. Connectional Officers, elected or appointed, who reside in the Episcopal District;
d. Conference Presidents; and e. All elected delegates.

Section 2. Ex-Officio Members. The Episcopal Supervisor, Episcopal President, Episcopal Director and Conference Directors of the Young People's and
Children's Division, who are members of the Women's Missionary Society, shall be ex-officio members of the
Episcopal organization.

Article V - Episcopal Director
Section 1. Appointment.

The Episcopal Director shall be appointed by the presiding bishop. Her name must be registered in the office of the Connectional Young People's and Children's Division no later than thirty (30) days after her appointment has been certified.

Section 2. Qualifications for Episcopal Director.

The Episcopal Director shall demonstrate experience with and a commitment to children, young people and young adults and their challenges.

Section 3. Duties of Episcopal Director.

The Episcopal Director shall:

a. Have supervision and direction of the work of the Episcopal Young People's and Children's Division;

b. Work with the Conference Directors and keep in close communication with all Episcopal officers to implement the total program of the organization;

c. Receive and deposit Episcopal funds in the name of the organization and submit regular reports to the Episcopal Level;

d. Be responsible for preparing and issuing reports annually, after the Annual Meeting, to the Episcopal Supervisor. The Episcopal Supervisor shall forward any required reports to the Office of the Connectional Director; and

e. Keep in close communication with the Connectional Director and maintain close relations with the Episcopal Supervisor and Episcopal President.

Article VI - Officers; Duties; Elections

Section 1. Requirements To Hold Office.

Any member of the Episcopal organization, who is also active in the Conference, Local and Area organizations, if any, may hold office if he or she is at least thirteen (13) years, but not older than twenty-five (25) years of age.

Section 2. Elected Officers; Duties.

The elected Episcopal officers, and their respective duties, shall be the same as for the Connectional Young People's and Children's division. No person shall be permitted to hold more than one elected or appointed office beyond the Local level.
Section 3. Appointed Officers; Duties.

The Episcopal President in consultation with the Episcopal Director shall appoint the Chairpersons of the Standing Committees, whose duties shall be the same as the Connectional Chairpersons.

Section 4. Election of Officers; Terms.

Officers shall be elected annually at the Episcopal Meeting, except for the year preceding the Quadrennial Convention in which there shall be no election. No person, elected or appointed, shall be permitted to hold the same office more than two (2) consecutive quadrennials.

Section 5. Attendance at Meetings.

All elected and appointed officers are expected to attend all Episcopal and Connectional meetings whenever possible. An officer's local church shall be responsible for the expense of such officers' attendance at meetings of the Episcopal and Connectional organizations.

Article VII - Executive Board

Section 1. Composition.

The Episcopal Executive Board shall be composed of:

a. Elected Episcopal Officers;

b. Chairpersons of Standing Committees;

c. Conference Presidents;

d. Connectional Officers, elected or appointed, who reside in the Conference;

e. The Episcopal President and Conference Director, in an advisory capacity; and

f. The immediate past Episcopal President, as an ex-officio member.

Section 2. Meetings and Agendas.

The Episcopal President, in consultation with the Episcopal Director, shall determine the agenda of Executive Board Meetings. The Episcopal President shall preside over the Executive Board Meeting.

Article VIII - Standing Committees

The Standing Committees, including committee duties, of the Episcopal organization shall be the same as the Connectional Young People's and Children's Division.

Article IX - Leadership Training and Young People's Institute
The Episcopal organization shall hold an annual Leadership Training and Young People's Institute. Said institute shall be planned by the Executive Board under the chairmanship of the First Vice President.

Article X - Delegates

The Episcopal President, by virtue of the office held, shall be the only Episcopal delegate to the Quadrennial Convention.

Article XI - Application of Connectional Young People's and Children's Division Bylaws

Unless otherwise provided herein, the Connectional Young People's and Children's Division Bylaws shall be applicable.

Young People's and Children's Division
Women's Missionary Society
African Methodist Episcopal Church
Conference Bylaws
Article I – Name

In each conference there shall be an organization named the Conference Young People's and Children's Division of the Women's Missionary Society of the African Methodist Episcopal Church.

Article II - Purpose

Each Conference organization, including any Areas established, in partnership with the Connectional and Episcopal organizations shall assist the Local Level to fulfill the purposes of the organization.

Article III - Operational and Structural Framework

Section 1. Connectionalism.

The Conference, with the assistance of its Areas, shall be the connecting link between the Episcopal, Local and the Connectional organizations.

Section 2. Determination of Need for Areas.

In consultation with the Local Directors, the Conference Director shall make a determination of a need for Areas. If its determined that Areas are needed, the Conference Director, with the assistance of Local Directors, may organize Areas which shall be governed by Article XIII of these Bylaws.
Section 3. Organization of Areas.

Areas shall be organized by a Conference to help unify the work of the Local and Conference organizations and to stimulate the same through workshops, seminars and other activities and media, so as to be a connecting link for a Local to the Conference organizations. A Conference shall organize an Area as geographically practical as possible. Areas shall work interdependently with the Local and Conference Levels to fulfill the purpose of the organization.

Article IV - Conference Director

Section 1. Election of Director; Term of Office.

The Conference Director shall be elected by the organization yearly at its annual meeting, except in the year of the Quadrennial Convention, in accordance with the provisions of the Bylaws of the Conference Women's Missionary Society. However, any person elected Conference Director shall not serve more than two (2) consecutive quadrennials, or eight (8) years.

Section 2. Qualifications for Director.

Anyone who is elected Conference Director shall demonstrate experience with and a commitment to children, young people and young adults and their challenges. In determining the qualifications of any person seeking this office, the Conference Women's Missionary Society may obtain comments from young persons.

Section 3. Duties of Director.

The duties and responsibilities of the Conference Director shall be to:a. Oversee and direct the work of the Conference;

b. Ensure accurate accounts and statistics are maintained on behalf of the Conference and timely provided to the Episcopal;

c. Receive and deposit funds in the name of the Conference;

d. Make regular reports to the Conference organization concerning the work of the Conference, with observations and recommendations affecting the organization; and

e. Appoint, after consultation with the Conference President, an Area Chairperson.
The officers of this organization shall be, and their duties, the same as for the Connectional and Episcopal organizations, unless otherwise provided herein. No person shall be permitted to hold more than one (1) elected or appointed office beyond the Local Level or to hold the same office more than two (2) consecutive quadrennials, or eight (8) years.

Section 2. Election of Officers.

Officers shall be elected annually, except for the year preceding the Quadrennial Convention in which there shall be no election. In order to serve as an officer in the Conference, a person must meet the qualifications provided in Article VII, Section 5 of the Bylaws of the Connectional Young People's and Children's Division.

Section 3. Standing Committees.

Standing Committees of the Conference organization shall be the same as the Standing Committees of the Connectional and Episcopal Levels, with the same duties as provided for such Standing Committees. Committee Chairpersons will work interdependently with their Episcopal and Connectional counterparts to fulfill the duties of chairpersons and to carry out the programmatic functions and responsibilities of the Standing Committees.

Section 4. Disqualification/Removal.

Any Conference officer, elected or appointed, not performing his or her duties, including but not limited to, a failure to attend Annual and Quarterly Meetings or to keep in close communications with the Conference Director, may be subject to removal from office.

An elected officer not performing his or her duties shall be notified in writing by the Conference Director, with a copy to the Conference President. If such failure to perform continues for a period of ninety (90) days after notification, the matter shall be referred to the Executive Board for action. The Executive Board may remove the elected officer from office for failure to execute her duties and responsibilities as provided in these bylaws.

Any appointed officer not performing his or her duties may be removed by the Conference President, in consultation and agreement with the Conference Director, upon the written notification from the Conference President and Conference Director.

Article VI - Duties of Officers

Section 1. Conference President.
In addition to his or her other duties, the Conference President shall preside at all meetings and keep in close communication with the Conference Director, Episcopal Director and Connectional President.

Section 2. Historiographer-Statistician.

The Historiographer-Statistician shall keep an accurate record of all new and old members and shall keep account of all members and persons registering and attending each Quarterly Meeting and Annual Meeting.

She or he shall make a list and record of local churches in the Conference and the members of the Local organizations, and shall be responsible for making a statistical report to the Episcopal Director for the Conference.

Article VII - Standing Committees

The Standing Committees of the Conference shall be the same, and their respective duties the same, as the Standing Committees of the Connectional Young People's and Children's Division, as provided in Article XI of the Connectional Bylaws.

Article VIII - Members; Voting Privileges

Section 1. Members.

Members of the Conference are as provided in the Connectional Bylaws of the Young People's and Children's Division.

Section 2. Requirements to Vote or Hold Office.

Any member, active in the local organization, and who is at least 13-25 years of age, shall be allowed to hold office and to vote.

Section 3. Voting Membership.

Voting members of the Conference shall be: Elected Officers of the Conference, Connectional and Episcopal Officers residing within the Conference, Area, Local Presidents and members who have registered and attended at least one (1) annual convention of the Conference and are active in the local organization.

Article IX - Delegates

Section 1. Delegates and Alternates.

There shall be two elected delegates and two alternates from each Conference to the Quadrennial Convention. The Conference President shall be the leader of the Conference delegation.

Section 2. Requirements for Delegates.
Members of the Conference who wish to become a delegate or an alternate to a Quadrennial Convention must be active in their Local organizations, and their Area organizations if applicable, and present credentials bearing the signature of their Local Director and Area Director, if applicable.

Article X - Executive Board

Section 1. Composition.
The Conference Executive Board shall be composed of:

a. Elected Officers of the Conference;
b. Chairpersons of Standing Committees of the Conference;
c. Area Chairpersons;
d. Connectional and Episcopal Officers, elected or appointed, residing in the Conference;
e. Conference Director, Area Directors and the Conference President of the Women's Missionary Society, sitting in an advisory capacity; and
f. The immediate past president of the Conference, as an ex-officio member.

Section 2. Meetings and Agendas.
The Conference President, in consultation with the Conference Director, shall prepare and determine the agenda of Executive Board Meetings.

Article XI - Meetings

Section 1. In General.
Meetings of the Conference shall be held under the direction and supervision of the Conference Director and presided over by the Conference President.

Section 2. Timing of Annual Meeting.
The annual meeting of the Conference shall be held at the time and place separate and distinct from the annual meeting of the Conference Women’s Missionary Society, so the Conference Directors may participate in sessions of the Conference Women’s Missionary Society.

Section 3. Council.
The organization may hold a council to devise plans to meet the needs of the Conference. Such council shall be called by the Conference Director and presided over by the Conference President.

Article XII - Conference Areas
If a Conference organizes an Area, the Area unit shall be governed by applicable provisions of the bylaws and as provided herein.

Section 1. Duties of the Area Director.

The Area Director shall:

a. Meet with the Local Directors to discuss means and ways of improving the overall work of the Local and Area Levels and means of facilitating programs and activities of the Local Level; and

b. Report to and keep the Conference Director informed of the activities, finances, recommendations and needs of the Area.

Section 2. Area Membership.

Area membership shall consist of members as defined by the Conference Bylaws, provided such persons are members of a Local organization within the designated boundaries of such Area.

Section 3. Area Meetings.

Meetings of the Area shall be held quarterly per year, or at such other times as agreed upon by its members, for the purpose of mission education work and/or other projects under the supervision of the Area President. Local Directors may assist in the planning and holding of such meetings.

Section 4. Area Officers.

An Area may have the same, or fewer, elected officers as the Connectional, Episcopal and Conference. If an Area decides to have less elected officers, the Area may combine the duties of two or more closely related offices. Any changes to achieve fewer elected officers shall be provided in writing to the Conference Director and the Conference President.

Section 5. Finances.

All monies collected by an Area shall be reported and provided to the Conference.

Article XIII - Application of Provisions

Unless otherwise provided herein, the Connectional Bylaws of the Young People's and Children's Division shall be applicable.

Young People's and Children's Division

Women's Missionary Society
African Methodist Episcopal Church

Local Bylaws

Article I - Name

There shall be an organization named the Young People's and Children's Division, in every local church where there is a Women's Missionary Society.

Article II - Purpose

The purpose of this organization shall be to implement mission programs and activities in local communities to fulfill the purpose of the organization, by providing a training ground for later Christian service to the Women's Missionary Society and the African Methodist Episcopal Church. To accomplish the purpose, the Young People's and Children's Division commits to:

a. Come together to study the Bible, the African Methodist Episcopal Church and the Constitution and Bylaws of the Women's Missionary Society and Bylaws of the Young People's and Children's Division;

b. Perform service projects in the community;

c. Conduct and participate in workshops on Christian Social Relations and Family Life dealing with such topics as drugs and alcohol abuse, personal development, juvenile delinquency, teenage sexuality, communication, social morals, etc;

d. Pursue experiences for leadership development in the church and community; and

e. Build a community of children, youth and young adults that strengthen the organization and church.

Article III - Operational and Structural Framework

Section 1. Organizational Relationships.

A Young People's and Children's Division established under these provisions shall be amenable to the Local Women's Missionary Society.

Section 2. Intercongregational Local.

A Local Women's Missionary Society organized as an intercongregational organization, in accordance with the Constitution and Bylaws of the Women's Missionary Society, shall establish an intercongregational Young People's and Children's Division. When an intercongregational Young People's and Children's Division is formed, the Local Women's Missionary Society shall provide such information through the
Conference Level to the Episcopal organization. The Episcopal organization shall transmit such information to the Connectional organization.

Section 3. Reports.

The organization shall provide yearly to the Conference Level a list of its members, the Local Director and Local Advisors.

Article IV - Local Director And Advisors

Section 1. Election of Local Director.

The Local Director of the Young People's and Children's Division shall be elected by the Local Women's Missionary Society. The Local Director shall be an active member of the Local Women's Missionary Society.

The local Pastor shall certify that a background check has been completed within the last 2 years as required by the Doctrine and Discipline of the African Methodist Episcopal Church under the Sexual Misconduct Section (page 274 of the 2012 Discipline). Local Pastor shall be the custodian of record.

Section 2. Selection of Local Advisors.

The Sunbeams, Allen Stars and Youth and Young Adult Auxiliary shall have youth or young adult Advisors. The Advisors shall be selected by the Local Director and approved by the Local Women's Missionary Society.

Advisors must be members of the Local Women's Missionary Society, Youth and Young Adult Auxiliary or Young Women, ages 18 -40 years, of the Local Women's Missionary Society. The local Pastor shall certify that a background check has been completed within the last 2 years as required by the Doctrine and Discipline of the African Methodist Episcopal Church under the Sexual Misconduct Section (page 274 of the 2012 Discipline). Local Pastor shall be the custodian of record.

Article V - Members; Voting Privileges; Dues

Section 1. Member.

Members and classification of members shall be as provided in the Bylaws of the Connectional Young People's and Children's Division.

Section 2. Eligibility to Vote and Hold Office.

Any member who is at least 13 to 25 years of age is eligible to vote and hold office.

Section 3. Membership Dues. The payment of dues and the time for such payment shall be determined by the organization.
Article VI - Delegates

Section 1. Number of Delegates.
Each Local Society is entitled to one (1) delegate for every fifteen (15) members or a fraction thereof to the Annual Conference Meeting.

Article VII - Officers; Duties; Committees

Section 1. Officers.
Officers and their duties may be the same as for the Connectional, Episcopal, and Conference officers of the Young People’s and Children’s Division. Officers shall be elected annually.

The organization may limit its number of elected and appointed officers, due to its size or other reasons, or use a team leadership approach permitting leadership to be shared and decisions to generally be made by consensus.

Section 2. Committees.
Standing Committees and their duties may be the same as the Connectional, Episcopal and Conference Levels, or they may be combined or limited as appropriate. In making a decision regarding Standing Committees, the organization is encouraged to determine the committees and programs most appropriate and workable in their church community.

Article VIII - Meetings
Local meetings shall be held once a month, or at such time as determined by the members of the organization.

Article IX - Self-Denial Week

Section 1. Sponsorship.
The organization shall sponsor Self-Denial programs during the week of May 7-14 for the purpose of encouraging commitment to Christ and assisting in the financial support of the Connectional Christian Social Outreach.

Section 2. Funds.
All monies raised during Self-Denial Week shall be sent through the Area and/or Conference Levels to the Episcopal Director who shall forward such monies to the Connectional Director.

Section 3. Essay Contest Emphasis.
Members of the organization should be encouraged to participate in the Essay Contest which is part of the Self-Denial program.

Article X - Offering

The organization may ask for and receive the Missionary Offering of its church on each fourth Sunday. This money is to be used for mission activities and programs.

Article XI - Funds; Reports

The organization may, with the assistance of the Local Women’s Missionary Society, raise their own funds and disburse the same. They shall submit, on a regular basis, such reports as required to the Local Women’s Missionary Society.

Article XII - Annual Day

The organization shall sponsor an Annual Young People’s and Children’s Day. The program shall be educational, with the purpose of stimulating the work and increasing the membership of the organization.

Article XIII - Application of Provision

Unless otherwise provided herein, the Connectional Bylaws of the Young People’s and Children’s Division shall be applicable.

APPENDIX A

AFRICAN METHODIST EPISCOPAL CHURCH

ORDER OF THE YOUNG PEOPLE’S & CHILDREN’S DIVISION

(The inductees should be dressed in black skirts, white tops, black stockings, black socks and black shoes (Females) and black pants, white shirts, black ties and black shoes (Males)).

ROBING CEREMONY

THE PROCEDENTIAL

Persons to be inducted, program participants, Episcopal, and Conference Officers

THE DOXOLOGY

THE CALL TO WORSHIP THE OPENING HYMN THE PRAYER

THE SELECTION THE SCRIPTURE

THE ADDRESS (On Being a Good Missionary) THE HYMN
THE EXAMINATION OF INDUCTEES
(The persons to be inducted shall be brought forward to the
designated place, facing those persons who will perform the ceremony during the singing of the last verse of
the hymn.) Then shall the following be said:

SPEAKER #1: It is fit and proper that we address these questions to you who desire membership in this
Society. It was established in the United States of America by our illustrious founder and in this country by a
group of noble Christian women.

QUESTIONER #1: Do you believe in your heart that the step you are about to take will be pleasing in the sight
of God?

ANSWER: I do so believe, the Lord being my helper.

QUESTIONER #2: Do you entertain friendly feelings towards the members of the Women's Missionary
Society?

ANSWER: Yes, I do, the Lord being my helper.

QUESTIONER #3: Are you prepared to abide by the Constitution and Bylaws of the African Methodist
Episcopal Church, as well as those which govern the Women's Missionary Society?

ANSWER: Yes, I am prepared, the Lord being my helper.

QUESTIONER #1: The uniform we wear is not for outward show; each part of it has a special meaning in our
society. We will ask you two more questions after the explanation of the uniform is explained to you.

EXPLAINER #2: The Robe—black in color, it is a symbol of the strength of our African heritage of
mourning for those who persist in their rebellion against God, and who commit acts displeasing in the sight of
God. (The first verse of suitable hymn is sung while a robe is displayed to the inductees.)

EXPLAINER #2: The Collar—in its whiteness symbolizes purity in life and conversation, and the whiteness of
the light that shineth more and more unto the perfect day. The "V" shape of the collar represent victory over
sin and confusion. The Badge—which joins them together—is an emblem of the tie which binds together the
determination in the leopard, a common grief for those who offend God (The second verse of same hymn is
sung while the collar and badge is displayed to the inductees.)

EXPLAINER #3: The Cap—made of the skin of a leopard and/or leopard skin design material remarkable for
its grace, quickness, and endurance—is for us a symbol of determination to fight sin and to defend
righteousness. (The third verse of same hymn is sung while the cap is displayed to the inductees.)
QUESTIONER #1: Do you faithfully promise to wear this uniform with honor and integrity to the Glory of God of His church, as well as for the promotion of the cause of mission? ANSWER: This I faithfully promise, the Lord being my helper.

QUESTIONER #2: Do you promise that you will give with a willing heart and hand to the financial and spiritual welfare of the Society?

ANSWER: This I faithfully promise, the Lord being my helper.

SPEAKER #1: If you are determined by God's help to fulfill these promises which you have undertaken to observe, we shall robe you now. (Here the robe, collar, badge, and cap shall be placed on the inductees. Each shall be robed together, then comes the collar to each, then the badge to each, finally, the cap to each. These items should be presented/placed on each by their Local or Area or Conference or Episcopal heads or a combination of the same.)

THE OFFERING FOR MISSIONS

(During the offering for missions the inductees shall be placed in a suitable area so that those giving in the offering may congratulate them as they pass the offering table.)

THE CLOSING HYMN: (Audience forms a circle and joins hands)

THE DOXOLOGY - MISSIONARY BENEDICTION:

"In the Name of the Triune God
May the Spirit of Christian Missions
Enter Every Heart
This We Ask in Jesus' Name"  Amen

NOTE: The missionary uniform should be worn at all regular meetings of the Society, on special days, i.e., Good Friday and Easter; at the funeral of a member of the Society and other official occasions or when so directed by responsible officers of the Society.

APPENDIX B

Y.P.D. Colors and Uniforms

I. The colors of the Young People's and Children's Division shall be:

a. Forest Green and White
II. The Uniforms of the Young People's and Children's Division shall be:

A. Forest Green and White

1. Young Ladies
   a. Forest Green Skirt
   b. Forest Green/White Blazer
   c. White Skirt
   d. Y.P.D. Badge/Pin

2. Young Men
   a. Forest Green Trousers
   b. Forest Green/White Coat
   c. White shirt
   d. Forest Green Tie
   e. Y.P.D. Badge/Pin

B. Black and White

1. Young Ladies
   a. Black Skirt
   b. White Blouse/Blazer
   c. Black "V" Shaped Collar
   d. Black Cap with 3 Leopard and/or leopard skin design material Triangular Shaped Patches Attached
   e. Y.P.D. Badge/Pin

2. Young Men
   a. Black Pants
   b. Black/White coat
   c. White shirt with "V" shaped Leopard and/or leopard skin design material Triangular Patches Attached
   d. Black Tie
   e. Y.P.D. Badge/Pin

III. Uniform and Color Symbolism
Forest Green—is symbolic of growth and Christian vitality.

White—is symbolic of purity of life and conversation; light that shineth more and more, and faith

Black—is symbolic of mourning for those who persist in their rebellion against God and who commit acts displeasing in His sight.

Collar's "V" Shape—symbolic of victory over sin and confusion.

Leopard and/or leopard skin design material Patch—symbolic of grace, quickness, determination and endurance to fight sin and to defend righteousness (Triangular in shape, symbolic of the Trinity and strength).

Badge—symbolic of the tie which binds together the determination to endure till the end.

IV. Uniform Combinations

The outfits are only worn as uniforms in the combinations as listed in II. They are not to be mixed up.

"Suggest that the home districts wear one leopard patch, triangular in shape representing the Holy Trinity, symbolic of the beginning of the African Methodist Episcopal Church and the Women’s Missionary Society in America.
**Bill Number**
GGB5

**Title**
Connectional Presiding Elders Council

**Submitted by**
Ralph L. Wilson, 11th Episcopal District

**Contact**
vmitchell4@comcast.net

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**Page Reference in Current AME Discipline**
Section VII, Page 442, Article 4 VI-Membership

**Intent**
To codify what is already being practiced

**Rationale**
By practice Retired Presiding Elders are members of the Presiding Elders Council.

1. **Current Text**
   Section VII, Page 442, Article 4 VI-Membership

2. **Amended Text**
   Add:
   
   and all Presiding Elders Retired by their Annual Conference shall be eligible for membership in the Presiding Elders Council.

3. **FUNDING**
   There is no cost associated with this proposed legislation

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Rt. Reverend Reginald T. Jackson  
Presiding Officer

Rev. Dr. Jeffery B. Cooper,  
General Secretary/Chief Information Officer

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Rev. Dr. Raymond Bryant  
Secretary, Revisions Committee
Intent
To provide a more definitive description of the CONVO process and purpose.

Rationale
Due to the increasing cost of the General Conference, approximately $8,000.00 per hour; verses the cost to convene a CONVO, approximately $8,000.00 for the entire gathering, the CONVOs should be the process where proposed legislation is presented, discussed and debated. Thus reducing lengthy deliberations on the floor of the General Conference regarding proposed legislation. Following each CONVO General Board and Commission members, as well as other clergy and laity who attended would be able to be intentional during discussions in their respective Episcopal Districts regarding preparation for voting on legislation to be presented during the General Conference.

Current Text

Amended Text

New Text: Part VII. Section III, Sub-Section E. 1. u.

Upon the call by the Council of Bishops, the General Secretary/Chief Information Officer (CIO) shall notify the General Board and global Church that the purpose of the two CONVOs prior to the General Conference shall be to introduce and vet (examine, scrutinize, assess, and/or evaluate) proposed legislation. The said CONVOs shall be held at the sites of the third and fourth Bishops Council and General Board meetings; and shall be 1 days prior to or 1 days after the said meetings. CONVO attendees shall engage in intentional robust discussion regarding proposed legislation. Upon the CONVO attendees' return to their Episcopal Districts, attendees are expected to present and discuss said legislation with clergy and laity in their Episcopal Districts.

Rt. Reverend Reginald T. Jackson  
Presiding Officer

Rev. Dr. Jeffery B. Cooper,  
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant  
Secretary, Revisions Committee
Page Reference in Current AME Discipline
N/A. This new item will extend requests of the Commission on Health and fit with a required Annual Report from each charge as referenced on pages 178 and 721, respectively in The Doctrine and Discipline of the African Methodist Episcopal (AME) Church, (2012).

**Intent**
To institutionalize across the global AME Church expectation that every charge/church shall engage purposefully in halting the advance of HIV/AIDS that is disproportionately affecting African, African Americans, and others served by the global AME Church.

**Rationale**
Presence of the new question in the Annual Report uniformly encourages action and emphasizes priority of sustained efforts to address HIV/AIDS by each church. As a global network we have access, unique resources and a responsibility to assist in ending the HIV/AIDS pandemic and reducing its impacts. There are substantial benefits that align with the AME mission of documenting such effort on the Annual Report. The question will be included in a revised electronic Pastors report form. There are no additional financial costs of the legislation.

**Current Text**

1. N/A

**Amended Text**

3 We propose adding the following question to be answered on the required Annual Report form submitted by the pastor and steward board of each charge/church to their Annual Conference:

4 Q. Health Ministry

6 a. Does your charge/church have an active Health Ministry? Yes___ No___ In progress___

8 b. Did your charge/church engage in ministry or awareness events towards eliminating or addressing congregation or community needs associated with the HIV/AIDS pandemic?

10 Yes ___ No___
Page Reference in Current AME Discipline
N/A (New item)

Intent
This new legislation intends (1) to assure that AME Church leadership is equipped, knowledgeable and confident to engage accurately about HIV/AIDS and, (2) to institutionalize policy so that leaders and the people we serve can be highly effective in avoiding HIV/AIDS impacts and helping to eliminate HIV/AIDS.

Rationale
Although needed, many people would not make the time or consider it a priority to receive understanding of current impacts and effective ways to reduce HIV/AIDS. At Payne Theological Seminary (PTS), we find that once adequately informed, leaders embrace the urgency to develop and sustain effective ministry action to reduce HIV/AIDS. Mandatory training of clergy and officer leaders to understand HIV/AIDS will be similar to mandatory sexual harassment training organized by leadership in each Episcopal District or Annual Conference to occur at any Episcopal, Annual Conference or Presiding Elder meeting event. It will extend throughout the entire AME Church network.

There are no increased finances required. Content material and expert facilitators shall be obtained at no charge from the Center for Disease Control and Prevention (CDC) and by using resources or expertise of local Health Departments and not-for profit agencies. If desired, specific facilitators of choice to conduct the required training may be secured by Episcopal Districts using honorariums built into Episcopal budget for presenters.

Current Text

N/A As new legislation, the required training can be related to, but does not have to be part of, activities in a charge/church of the Social Action Committee as referenced on page 179-paragraph-5 in The Doctrine and Discipline of the African Methodist Episcopal Church, (2012).

Amended Text

We propose that: "Clergy, at all levels, and appointed or elected officers shall be required to obtain a basic scientific foundation to understand HIV/AIDS. This can be summarized as 'What effective religious leaders should know about HIV/AIDS' (see content below). Mandatory training shall be provided annually throughout each Episcopal District, at ongoing or special planned sessions as directed by the Presiding Bishop and Presiding Elders. Each clergy person or officer is required to be certified and/or updated at least once every four years through this offering.
The annual training should provide at least three or more contact hours about HIV/AIDS. Content should provide understanding of: (1) current prevalence and impacts of the HIV/AIDS pandemic in local communities and globally, (2) the biology of the virus and its disease, (3) community resources available, and (4) practical ways religious leaders can help to eliminate HIV infection, AIDS and death from AIDS-related causes."

**Respectfully submitted for,

Members of Payne Theological Seminary CM-243 class, March 2016.

Rt. Reverend David R. Daniels
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
<table>
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<tr>
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<tr>
<td>Title</td>
<td>Revised Commission on Health Departmental Statement</td>
</tr>
<tr>
<td>Submitted by</td>
<td>Rev. Dr. Miriam Burnett</td>
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<tr>
<td>Contact</td>
<td><a href="mailto:chcamec@gmail.com">chcamec@gmail.com</a></td>
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Page Reference in Current AME Discipline
Page 178

**Intent**
To clarify and expand the departmental statement to consistent with the revised Constitution and ByLaws

**Rationale**
Consistent language
There is no budgetary impact

1. **Current Text**
Section III. Connectional Commissions and Headquarters
A. Commission on Health
The Health Commission is to promote the health concerns of members of the AME Church. It shall advocate health care as a right and not a privilege. It shall also challenge and work to reform the unjust structure that is prevalent in health delivery systems. It shall encourage each organization in our church to include a health component in its life and work.

2. **Amended Text**
Section III. Connectional Commissions and Headquarters
A. Commission on Health
The Health Commission is to serves, among other tasks, to help the denomination understand health as an integral part of the faith of the Christian Church, to seek to make our denomination a healing faith community, and to promote the health concerns of members of the AME Church and surrounding communities. It shall advocate health care as a right and not a privilege. It shall also challenge and work to reform the unjust
structure that is prevalent in health delivery systems. It shall encourage each organization in our church to include a health component in its life and work.

Rt. Reverend Reginald T. Jackson
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Bill Number: GGB17
Title: The Bishop Sarah Frances Davis Covenant Keepers and Intercessors
Submitted by: Rev. Dorisalene Hughes
Contact: Dorisalene@aol.com

Page Reference in Current AME Discipline
1 Part VII, Section II, Connectional Departments, C., Department of Church Growth and Development, Paragraph 1.
2 Division of Worship and Evangelism, page 160.

Intent
1 To change the Ad Hoc Committee known as the Jubilee Prayer Team 2016, to be legislated and officially hereafter known as The Bishop Sarah Frances Davis Covenant Keepers and Intercessors.

Rationale
1 This group of volunteer covenant keepers and intercessors have been waging war and interceding for over twelve years as a well-trained and disciplined team. The passing of this legislation would become an extremely viable enhancement to our Book of Discipline, as well as officially validate this organism of our Zion.

Current Text
1 C-1-f. The Secret Chamber, the Division of Worship and Evangelism’s daily devotional guide, is herein recognized as an aid to worship; it is also an official periodical of the Church and is listed in The Doctrine and Discipline of the African Methodist Episcopal Church in the annual report of the pastor on periodicals.

Amended Text
1 C-1-g. The Bishop Sarah Frances Davis Covenant Keepers and Intercessors.
2 The mission of this outreach ministry is to conduct spiritual mapping, domestic and international intercession regarding our various bishops, councils, general and connectional officers, events and issues of our Zion. This would include all local, conference, 5 and district concerns and matters. The covenant keepers and intercessors would be responsible for the 6 Connectional Day of Prayer with the approval of the Bishop Chairperson, and the General Conference Prayer.
7 Chapels and early Morning Prayer Labs.
**Page Reference in Current AME Discipline**
page 145, Section 1, part A

**Intent**
To clarify membership on the general Board

**Rationale**
To codify the current practice of having at-large members

**Current Text**

1 The composition of the Board shall be the active bishops of the Church, executive directors of the various
general departments, including the Treasurer/Chief Financial Officer and General Secretary/CIO of the
Church. The heads of all departments and institutions receiving funds from the general budget shall be ex-officio members of the General Board. They shall sit with the Board in its meeting. They shall have the right
of the floor without the privilege of making motions or voting. The General Board shall also be composed of
five (5) representatives from each episcopal district. Even numbered districts shall be represented by (2)
ministers and three (3) lay. Odd numbered districts shall be represented by three (3) ministers, and two (2)
lay during the quadrennium of 2012 - 2016. At least one member of every episcopal district delegation shall be
a young adult between the ages of 18-30. The clergy / laity order district representation is to rotate
quadrennially.

**Amended Text**

Replace with:

1 The composition of the General Board shall be the active bishops of the Church, executive directors of the
various general departments, including the Treasurer/Chief Financial Officer and General Secretary/CIO of
the Church. The General Board shall also be composed of five (5) representatives from each Episcopal
District. Even numbered districts shall be represented by three (3) ministers and two (2) lay. Odd numbered
districts shall be represented by two (2) ministers and three (3) lay during the quadrennium 2016 - 2020. At
least one member of every Episcopal District shall be a young adult between the ages of 18-35.
clergy/laity order of district representation is to rotate quadrennially. The Council of Bishops shall nominate ten (10) persons to serve as At-Large members of the Board, at least one of whom shall be a young adult between the ages of 18-35. The heads of departments and institutions receiving funds from the General Budget shall be ex-officio members of the General Board. They shall sit with the Board in its meeting. They shall have the right of the floor without the privilege of making motions or voting.

Rt. Reverend John F. White
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
**Page Reference in Current AME Discipline**
The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Section II. AUTHORITY OF ACTIVE BISHOPS, Page 116

**Intent**
Update text

**Rationale**
Update text

1 **Current Text**

2 The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Section II. AUTHORITY OF ACTIVE BISHOPS, Page 116

3 **Amended Text**

4 A. Active Bishops

5 4. They must register their credentials with the General Secretary/CIO of the church at least 180 days prior to the opening of the General Conference. Candidates must possess an earned Master of Divinity from an Association of Theological Schools (ATS) accredited seminary or, if outside of the United States, that a minimum of 72 credit hours at the Masters Degree level be earned from an accredited seminary or University with a theology faculty as determined by the country in which he or she is educated.
**Intent**
To specify the Qualifications for the Chief Financial Officer (CFO).

**Rationale**
Add a new section (a).
The CFO (treasurer) of the AME Church is responsible for directing the budget, overseeing investments of funds, managing and limiting risks, and supervising cash management. The person serving in this position must be equipped with proper educational qualification and professional expertise.

**Current Text**
CURRENT TEXT: None

**Amended Text**
AMENDED TEXT: Add new paragraph 2.a. Qualifications. (pg. 131)

Any candidate seeking the office of Chief Financial Officer of the AME Church shall have the following credentials:

1. Be a Certified Public Accountant (CPA) and/or (ACCA) with a current license or be a Series 65 (IAR) Investment Advisor Representative with a current license or have a Masters in Business Administration (MBA) degree from an institution accredited by the Association to Advance Collegiate Schools of Business (AACSB);

2. Have a proven track record of applicable work experience and professional expertise

3. Be a Lay Person in good and regular standing

This legislation shall take effect in 2020.

FUNDING: There is no cost associated with this proposed legislation

______________________________  ________________________________
Rt. Reverend John F. White         Rev. Dr. Jeffery B. Cooper,
Presiding Officer                General Secretary/Chief Information Officer

______________________________
Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Intent
To clarify that the Connectional President of Women in Ministry is one of the officers whose successor is chosen in accordance with the Constitution and Bylaws of the respective organization and not, as is the case of General Officers, by the Council of Bishops nomination to the General Board for acceptance or rejection.

Rationale
The President of Women in Ministry is a Connectional Officer elected by A.M.E. Women in Ministry (AME/WIM). In the event of vacancy or resignation, the Bylaws of AME/WIM provide for the office to be filled by the vote of a majority of the Executive Board members elected by AME/WIM. Removal for cause shall be by a majority vote of the entire Board; or without cause, by vote of the general membership. [Part XII. Connectional Societies and Organizations. Section VIII. African Methodist Episcopal Women In Ministry. Article VI. Connectional Executive Board. Section 7. Newly Created Offices and Vacancies, Section 8. Resignations, Section 9. Removal, pages 448-449]

Current Text
This does not apply to the following officers: President of Womens Missionary Society, President of Lay Organization, and President of Connectional Council. These vacancies shall be filled according to the Constitution and Bylaws of said organizations.

Amended Text
This does not apply to the following officers: President of Womens Missionary Society, President of Lay Organization, President of Connectional Council, and President of Women In Ministry. These vacancies shall be filled according to the Constitution and Bylaws of said organizations.

Rt. Reverend Samuel L. Green  Rev. Dr. Jeffery B. Cooper,
Presiding Officer  General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
**Bill Number**  GGDA12

**Title**  Guiding principles to consider when transferring a minister and creation of uniform assessment procedures

**Submitted by**  Douglass Selby

**Contact**  dselby@hunton.com

**Page Reference in Current AME Discipline**
The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Pages 274-75 Part XI, Section XIV(C) and Page 119, Part VI, Section I(D).

**Intent**
Establish a uniform system for authorizing the transfer of a minister that includes appropriate background checks and assessments so that the receiving bishop has information regarding the transferring ministers background and character.

**Rationale**
While background checks are already required for transferring ministers, the Discipline currently only provides limited guidance on what actions are required if information obtained from such assessments raise red flags and current background checks are typically limited to criminal information. The AME Church may also wish to consider whether the transferring minister has been charged with or accused of multiple violations of AME Church doctrine, which would not be included in a criminal background report. The full disclosure of alleged violations of AME Church doctrine will ensure that the institutional knowledge is communicated to persons responsible for the divisions of the AME Church against to whom negligence claims may be brought for failure to make note of red flags or consider patterns that present risks and potential enterprise-wide liability to the AME Church. A failure to communicate such information can expose the church to legal liability for negligence or failure to properly supervise employees.

The proposed legislation addresses this issue by requiring the transferring minister to disclose any allegations of misconduct prior to receiving a Certificate of Transfer. It also provides guidance on how to address candidates who present red flags or reveal patterns of behavior that raise risks for the church. Consistent with the principles promulgated by the Equal Employment Opportunity Commission, the proposed legislation does not forbid the transfer or employment of all candidates with an imperfect background, but considers each candidate on a case-by-case basis.

**Current Text**

**Amended Text**

SECTION XIV. SEXUAL MISCONDUCT

C. RESPONSIBILITIES AND ROLES OF THE AME CHURCH IN POLICY IMPLEMENTATION

Education and Training

All clergy and candidates for ministerial orders, employees, appointed or elected officials, and volunteers of the AME Church shall be required to attend a seminar by experts on the issues of sexual misconduct. The training content and trainer shall be selected and approved by the bishop of the episcopal district. Each
participant will be required to sign a statement certifying that he or she has read, understood and been
trained in the policy, or sign a statement of refusal to comply with this requirement.

All candidates for itinerant or local orders shall be furnished with a copy of the AME Churchs Sexual
Misconduct Policy (Section XIV) (Policy) by the Board of Examiners prior to admission on trial to the Annual
Conference. The candidates for admission will be required to sign statement certifying to have read,
understood, and agreed to comply with the Policy.

Failure to sign a compliance statement will result in referral to the Ministerial Efficiency Committee, or, in
case of non-clergy, to the Steward Board for disciplinary action.

Background Checks and Due Diligence

After a conditional offer or appointment has been made, but prior to the issuance of a Certificate of Transfer
per Part VI, Section II(D)(17), all candidates applying to the Board of Examiners for itinerant or local orders
and pastors receiving a first pastoral assignment or who move to a different pastoral assignment shall (1)
undergo a mandatory background check and (2) complete a transfer assessment.

The background check will include a National Criminal History Background Check and a clearance check
through the state, and its equivalent agencies in other countries around the world, child protective service
agency.

The transfer assessment shall include a questionnaire that the transferring candidate completes. The transfer
assessment shall be signed by both the transferring candidate and transferring bishop. An explanation must
be provided if any question is answered with a yes answer. The questionnaire shall include the following:

1. Whether the transferring candidate at any point has been charged (regardless of outcome) under Part XI,
   Section II for disobedience, immorality, illegal handling of funds, habitual neglect of duties,
   maladministration, exacting or receiving money for appointments or simony, levying unauthorized
   assessments, conviction of a crime, sowing dissention, or sexual misconduct.

2. Whether the transferring candidate at any point has been subject to a review of the Preliminary Inquiry
   Committee under Part XI, Section IV (regardless of outcome).

3. Whether the transferring candidate at any point has accused of or charged with sexual misconduct or
   sexual abuse pursuant to Part XI, Section IV (regardless of whether it resulted in a formal charge or
   indictment).
4. Whether there is any additional information that the transferring candidate believes the receiving bishop should know related to the moral character of the transferring candidate.

The Ministerial Efficiency Committee shall review on a case-by-case basis all situations where the transferring candidate has a background check or transfer assessment which yields any potentially negative information. In doing so, the Ministerial Efficiency Committee should consider the following factors:

- The nature and gravity of the offense or conduct.
- The time that has passed since the offense or conduct.
- Whether the transferring candidate has taken any actions to repent, including completing a sentence.

Although all cases shall be considered on a case-by-case basis, generally the following principles apply:

A. If the transferring candidate has been convicted of a felony of any nature or a misdemeanor of moral turpitude in the previous ten (10) years under any state or federal law or has been tried and convicted under Part XI, Section VII for any reason, the transferring candidate shall be appointed only if there substantial evidence supporting the appointment.

B. If the transferring candidate has been charged with any offense listed in Part XI, Section II (regardless of outcome), then the transferring candidate’s appointment shall be withheld pending resolution of the charge or the Ministerial Efficiency Committee’s recommendation based on review of his or her character.

C. If the transferring candidate has had two or more complaints from any member filed against him or her (regardless of the outcome), then the Ministerial Efficiency Committee shall decide at its sole discretion whether to withhold the appointment.

In addition, all persons (clergy and non-clergy) assigned, appointed and/or employed to positions within the African Methodist Episcopal AME Church involving the care and supervision of children must undergo a mandatory background check.

Liability and Insurance

The AME Church and all of its individual congregations shall ensure that their liability insurance policies cover sexual misconduct liability for its programs and activities. The Quarterly Conference shall be responsible for verifying that each local church has liability insurance covering sexual misconduct.

Record Keeping

The AME Church and all of its individual connectional conferences will include in every
employee's personnel file, including clergy, the application for employment, any employment questionnaires, the transfer assessment, reference responses, and other documents related to this Policy, including a copy of the documents referenced in Part IV.A herein.

SECTION II. AUTHORITY OF ACTIVE BISHOPS

D. Duties of an Active Bishop

15. The receiving bishop shall not accept a transferred preacher whose background check or transfer assessment required pursuant to Part XI, Section XIV(C) contains negative information, against whom there is a charge until the Ministerial Efficiency Committee of the Annual Conference shall have full time to examine his or her character and make recommendation upon the same. Any bishop who shall knowingly violate these prohibitions shall be proceeded against by the Annual Conference as per The Doctrine and Discipline of the African Methodist Episcopal Church.

16. The bishop shall not admit to the Annual Conference, transfer, or appoint to the pastorate, presiding eldership, missionary work, or agency, nor allow to officiate in any pulpit or at the altar of any AME Church, any minister under suspension, expulsion, or with charge of immoral conduct against him or her in our church, or from another church. A bishop shall not transfer a minister until the background check and transfer assessment have been completed pursuant to Part XI, Section XIV(C).

17. Whenever a bishop transfers a member of an annual conference, the Certificate of Transfer shall be given. A Certificate of Transfer shall be given only after the transferring candidate completes the background check and transfer assessment required pursuant to Part XI, Section XIV(C).

Rt. Reverend Reginald T. Jackson
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Page Reference in Current AME Discipline
The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Page 255
Section VIII. The H.B. Senate AME Church Centre Johannesburg, South Africa.

**Intent**
To provide administrative structure for precise operation of the H.B. Senate AME Church Centre.

**Rationale**
The current text does not clearly describe the operational structure of the H.B. Senate AME Church Centre.

1 **Current Text**

2 The affairs of H.B. Senate AME Church Centre, Johannesburg, South Africa shall be managed by a Board of

3 trustees dully elected by the Nineteenth Episcopal District.

4 **Amended Text**

5 NAME

6 The name of the structure shall be The HB Senate AME Church Centre (hereinafter referred)

7 PURPOSES

8 The centre shall have a fourfold purpose:

9 1) As the headquarters of the Nineteenth Episcopal District of the African Methodist Episcopal Church.

10 2) As an income-generating project for the 19th episcopal District of the African Methodist Episcopal Church.

11 3) As a centre for community service for the African Methodist Episcopal Church, and

12 4) As a sanctuary, known as the Anna Senate Chapel.

13 ADMINISTRATION

14 The administration and policy making responsibility of the centre shall be vested in the Board of Trustees

15 (hereinafter referred to as the Trustees)

16 MEMBERS OF THE TRUSTEE BOARD

17 Trustee Board shall consist of the following:
1) Presiding Bishop of the 19th Episcopal District,
2) The Episcopal Supervisor of the Womens Missionary Society,
3) One Presiding Elder from each Annual Conference,
4) Episcopal President of the 19th Episcopal District Lay Organisation,
5) Episcopal President of the Womens Missionary Society,
6) Pastor of Anna Senate AME Church at 18 Phillip Street,
7) Episcopal president of RAYAC,
8) Episcopal President of Sons of Allen
9) One lay person from each Annual Conference trustees elected by the conference

QUORUM

Five members shall constitute a quorum. In the case of a declared emergency, the Chairperson and two appointed trustees shall meet and transact the business of the Trustee Board.

OFFICERS OF THE TRUSTEE BOARD

The bishop shall be the chairperson. The bishop shall nominate from among the members of the board the vice chairperson, secretary, assistant secretary, and treasurer.

MEETINGS

The board shall meet once every three months and at the call of the bishop.

FINANCIAL YEAR

The financial year of the Centre shall end on September 30th.

FINANCIAL BOOKS AND AUDITING OF FINANCIAL STATEMENTS

The Trustee Board shall keep proper financial books, which must be audited annually, and the audit report is to be submitted at the bishops plenary meeting.

FUNCTIONS OF THE TRUSTEE BOARD

To raise and to supervise the raising of funds with which to eliminate the mortgage bond/lease with the Christian Development Trustee or any other creditor of the board.

To encourage the use of the centre by welfare organisations that provide service to the community and;

To satisfy the obligatory accounts of the Centre, after which an investment program will be implemented to assist with church development.
Board members shall be elected at the plenary meeting of the presiding bishop at the beginning of the quadrennial.
**Intent**
To provide clarity as to the ownership of church properties.

**Rationale**
The Annual Conference is the only legal entity in the AME Church. Property is entrusted to the Annual Conference. Some churches are putting properties in the name of the church, which is incorrect, and could cause the AME Church to lose the property in a legal situation.

**Current Text**

2 CURRENT TEXT: B. Local Church Property Transfer of Property

3 2 The Board of Trustees, duly elected by the local church as provided by The Doctrine and

4 3 Discipline of the African Methodist Episcopal Church, may take such steps to purchase,

5 4 mortgage, sell, transfer and convey real and personal property, PROVIDED that such transfer has

6 5 been duly approved by the resolution in Quarterly Conference of the said church, and also by the

7 6 trustees of the Annual Conference in which the property is located, and of which the presiding

8 7 bishop is president.

9 8 The Board of Trustees and members of the local church hold property of whatever kind IN

10 9 TRUST for the General Church and not in their individual capacities.

11 10 When the local church shall be incorporated, all property-real, personal, or mixed-shall be deeded

12 11 to it in its corporate name, IN TRUST for the African Methodist Episcopal Church, Inc. Failure

13 12 of the local church to deed said property to the local church corporation shall not eliminate the

14 13 Connectional, IN TRUST character of the property or change the authority and duty of the local

15 14 trustees and members to administer the property as directed by The Doctrine and Disciplines of

16 15 the African Methodist Episcopal Church.
16 AMENDED/NEW TEXT: B. Local Church Property Transfer of Property

The Board of Trustees, duly elected by the local church as provided by The Doctrine and Discipline of the African Methodist Episcopal Church, may take such steps to purchase, mortgage, sell, transfer and convey real and personal property, PROVIDED that such transfer has been duly approved by the resolution in Quarterly Conference of the said church, and also by the trustees of the Annual Conference in which the property is located, and of which the presiding bishop is president.

The Board of Trustees and members of the local church hold property of whatever kind IN TRUST for the Annual Conference of the General Church and not in their individual capacities.

When the local church shall be incorporated under the African Methodist Episcopal Church, all property - real, personal, or mixed - shall be deeded to it in its corporate name, IN TRUST for the African Methodist Episcopal Church, Inc. Failure of the local church to deed said property to the local church corporation shall not eliminate the Connectional, IN TRUST character of the property or change the authority and duty of the local trustees and members to administer the property as directed by The Doctrine and Disciplines of the African Methodist Episcopal Church.

Rt. Reverend Reginald T. Jackson
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Page Reference in Current AME Discipline
Pages 258 Part XI Judicial Administration, Section II. Charges, B.

Intent
To clarify the process for the filing of charges during the preliminary inquiry process.

Rationale
Once submission and response to charges process has begun in the preliminary inquiry phase of judicial administration, the amendment of charges creates a condition inconsistent with the proper administration of the process.

Current Text
Pages 258 Part XI Judicial Administration, Section II. Charges, B.
A bill of charges may be amended at any time prior to the opening of the trial on the charges, provided the amendment does not change the nature of the charges or introduce new charges.

Amended Text
Pages 258 Part XI Judicial Administration, Section II. Charges, B.
A bill of charges may be amended at any time prior to the opening of the trial on the charges, provided the amendment does not change the nature of the charges or introduce new charges except when charges are sent to the Preliminary Inquiry Committee. Such charges may not be amended once submitted to the General Secretary unless or until the charges are referred to the Trial Committee for further action.

Rt. Reverend Reginald T. Jackson
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Page Reference in Current AME Discipline
290

Intent
Increase the pool of talent of people eligible to seek office on the Judicial Council by eliminating unnecessary requirements for eligibility.

Rationale
It is important to have a wide pool of legal talent from which the church may elect persons to serve on the Judicial Council. There are legally trained persons, such as law professors or persons in government service, who are in good standing with their bar associations or other licensing bodies, but who may not be "practicing attorneys."

Current Text
1. provided said lawyers are practicing attorneys in good standing in the state or territory where they hold a valid license, and said judges are those who regularly hold court above that of committing magistrate.

Amended Text
2. provided said lawyers have a valid license to practice law and are in good standing in the state or territory where they hold a valid license and said judges are in good and regular standing with their state/territory bar or licensing organization.

Rt. Reverend Samuel L. Green
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
Page Reference in Current AME Discipline
The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Page 271, Part XI, Section XIV(B).

**Intent**
Clarify that the duty to respond to and report child sexual abuse and rape or sexual assault to civil authorities and designated church administrators shall apply regardless of whether the person reporting is a member or a non-member; provided, however, that only AME Church members may participate in internal church proceedings specified under Part XI Judicial Administration and provided further that, except for child sexual abuse and rape or sexual assault, all reports of sexual misconduct under Part XI, Section XIV(D) must be reported based on personal knowledge or upon information and belief sworn under penalty of perjury of the law.

**Rationale**
Sexual misconduct within the Church, or by representatives of the Church, is a betrayal of sacred trust and a sinful abuse of power. Part XI, Section XIV(D) of The Doctrine and Discipline of the African Methodist Episcopal Church contains robust reporting procedures and policies to report alleged misconduct. In particular, any claim of child sexual abuse or rape or sexual assault are to be reported to adjudicated by civil authorities. The reporting of any such claim is encouraged by any person whether they be a member or non-member of the AME Church. However, a false allegation of sexual misconduct that is motivated by something other than the truth can seriously damage the reputation of those within the Church and provide confidential information that impedes the ability of the church to defend itself from claims motivated by something other than the truth. As such, robust reporting procedures must be tempered with practical measures. Further, except for child sexual abuse or rape and sexual assault (which are already immediately reportable to civil authorities), access to internal church documents, participation in meetings and closed church proceedings specified in Part XI Judicial Administration shall be limited to members of the AME Church in good and regular standing.

This legislation clarifies that only AME Church members in good and regular standing may utilize the reporting procedures in Part XI, Section XIV(D) relating to sexual misconduct other than child sexual abuse or rape and sexual assault. A member is not limited to reporting only information he or she knows personally. A member may also report an allegation that he or she believes in good faith to be truthful or concerning based upon information and belief.

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1. **Current Text**

2. **SECTION XIV. SEXUAL MISCONDUCT**

3. **B. DEFINITIONS**

4. Accuser: The accuser is (are) the person(s) making the allegations against the accused. The accuser is also referred to herein as the complainant.

5. **Amended Text**

6. **AMENDED TEXT:**
SECTION XIV. SEXUAL MISCONDUCT

B. DEFINITIONS

Accuser: The accuser is (are) the person(s) making the allegations against the accused. The accuser is also referred to herein as the complainant. While the accuser may report allegations or concerns that are known only upon information and belief rather than personal knowledge, the accuser must be a member of the AME Church in good and regular standing; provided, however that the church has a duty to respond to a report by any person, member or non-member of a claim of child sexual abuse and rape or sexual assault.
Bill Number       MN4
Title             Background Checks Revealing Criminal History
Submitted by      Tenth Episcopal District
Contact           10thdistrictoffice@10thdistrictame.org

*Page Reference in Current AME Discipline*
Part V, Sections II and III (Pages 84-85); Part XI, Section XIV.C (Pages 274-275).

**Intent**
To establish procedures for background checks revealing criminal offenses that may present a threat, limited threat, or no threat to the general public, or to the church community. Identify criminal offenses that constitute an absolute bar to the A.M.E. ministry.

**Rationale**
Our Christian community relies upon biblical tenets of the faith and the Articles of Religion to demonstrate Christian membership and eligibility of service. We believe in salvation with confession and repentance; forgiveness with remorse and penance; and the sincere desire to convert (turn) from wicked ways and healing and redemption through Jesus Christ. The A.M.E. Church commends those who are rehabilitated through the offices of the civil government and have turned their lives around as a testimony of God’s grace and mercy.

In light of God’s grace and mercy, we are keenly aware of the broken world in which we live and how that brokenness impacts the church. Therefore, criminal background checks are necessary for every ministerial candidate and clergy person presently serving or who intends to serve in the pulpit.

1. **Current Text**
   None

2. **Amended Text**
   4 Sec. 1. Mandatory Criminal Background Check. All candidates for ministerial orders shall submit to a criminal background check, as approved by the Presiding Prelate in which they seek ordination, no more than three months before the Annual Conference in which they are seeking admission. Every ordained minister shall submit to a criminal background check through the agency approved by the Presiding Prelate in the Episcopal District in which the minister is a member not less than (30) thirty days before the start of the Annual Conference in which they are seeking an appointment. Each candidate for ministerial orders and ordained minister shall submit to a criminal background check every two years. The cost for such criminal background check shall be borne by the candidate or ordained minister.

12 Sec. 2. Mandatory Disqualification from Admission/Pastoral Appointment. No person shall be eligible to be admitted to the Board of Examiners, or to receive a pastoral appointment if the person has been convicted for any of the following criminal offenses:
a. murder;
b. aggravated assault;
c. human trafficking;
d. sexual abuse;
e. sexual assault (rape);
f. injury to a child;
g. incest;
h. indecency with a child;
i. inducing sexual conduct or sexual performance with a child;
j. possession or promotion of child pornography;
k. the sale, distribution of prohibited substances; or
l. abandonment or endangerment of a child.

Sec. 3. All other convictions and/or entries of deferred adjudication for criminal offenses not listed in Sec. 2 above shall be reviewed and considered as follows:

a. In the case of a ministerial candidate, the matter shall be referred to the Board of Examiners. In the case of an ordained minister seeking to pastor, the matter shall be referred to the Ministerial Efficiency Committee.
b. The following issues shall be reviewed by the appropriate body to determine the eligibility of the individual to be admitted to the Board of Examiners or for a pastoral appointment:
   (1) age of the individual at the time of the offense;
   (2) the length of time that has expired since the offense was adjudicated;
   (3) whether the offense involved physical, emotional, and/or psychological injury or harm to a person; or financial injury to a person or entity and
   (4) the acceptance of culpability by the individual for the offense.
c. Should the review of the individuals background reveal criminal offenses that no longer pose a threat to the general public, or to the church community due to the passage of time, the youthful age of the individual at the time of the offense, and the individuals acceptance of culpability in this matter, then a finding shall be made that there are no grounds for a denial of admission into the Board of Examiners or grounds for disqualification from receipt of a pastoral appointment.
d. However should a review of a persons criminal background reveal the existence of one or more of the following then a finding shall be made of ineligibility for admission by the Board of Examiners in the case of a ministerial candidate, or disqualification from receipt of a pastoral appointment by the Ministerial Efficiency Committee:

(1) a misdemeanor conviction punishable by confinement, occurring within the last 10 years, where the individual fails to accept culpability and arising out of the following:
   a. physical, emotional and/or psychological injury to another person or entity; or
   b. financial harm to another person or entity.

(2) a felony conviction occurring, within the last 15 years, where the individual fails to accept culpability for the offense and arising out of the following:
   a. physical, emotional and/or psychological injury to another person.
   b. financial harm to another person or entity.

e. Except for an individual determined to be disqualified under Sec. 2 above, any individual determined to be ineligible to be admitted to the Board of Examiners, or to serve as a pastor by the Ministerial Efficiency Committee under this provision, shall be entitled to re-apply after the passage of two full Annual Conferences, and the submission of an additional approved criminal background check which reveals no further criminal convictions during the previous two years. If each of the above conditions is satisfied, a finding shall be made that there are no grounds for denial of admission into the Board of Examiners by a candidate for ordination, or disqualification from pastoral service by the Ministerial Efficiency Committee. Each finding shall be submitted to the Annual Conference for final action on this matter.

Rt. Reverend Reginald T. Jackson
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee
<table>
<thead>
<tr>
<th>Bill Number</th>
<th>MN6</th>
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<tbody>
<tr>
<td>Title</td>
<td>Change in terminology from Handicap to Differently Challenged in the Preachers Admitted on Trial</td>
</tr>
<tr>
<td>Submitted by</td>
<td>Rev. Dr. Miriam Burnett</td>
</tr>
<tr>
<td>Contact</td>
<td><a href="mailto:chcamec@gmail.com">chcamec@gmail.com</a></td>
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*Page Reference in Current AME Discipline*
page 84 Part V. Section IIA. Preachers

**Intent**
To be aligned with the new internationally generally accepted terminology

**Rationale**
To be aligned with the new internationally generally accepted terminology
There is no budgetary impact

1. **Current Text**

2. Candidates for admission to itinerant ministerial orders...Handicapping conditions are not to be construed as

3. unfavorable health factors when such a person is capable of meeting the professional standards and is

4. physically capable of rendering effective service as an itinerant minister.

5. **Amended Text**

6. Candidates for admission to itinerant ministerial orders...Conditions that cause a person to be differently

7. *abled* are not to be construed as unfavorable health factors when such a person is capable of meeting the

8. professional standards and is physically capable of rendering effective service as an itinerant minister.

Rt. Reverend David R. Daniels, Presiding Officer
Rev. Dr. Jeffery B. Cooper, General Secretary/Chief Information Officer

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee