


PASSED LEGISLATION

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32. JA12
33. MN4
34. MN6

Bill Number	INTRO	
Title	Proposal to Remember the Emanuel Martyrs & Survivors	
Submitted by	Joseph Cohen	
Contact	jcohen1900@yahoo.com	

Page Reference in Current AME Discipline

This is a new item. There is no page reference.

Intent

Create a means by which the tragic event of June 17, 2015 at Emanuel A.M.E., Charleston, S.C., will become part of the knowledge of future generations of A.M.E. Church members.

Rationale

1. Annually remember and honor those brutally murdered during Bible study at Emanuel A.M.E. Church, Charleston S.C., June 17, 2015.
2. Future members of the A.M.E. Church should know the details of this tragedy as well as they will know of the events that fostered the founding of the A.M.E. Church.
3. Remind future generations of the need for eternal vigilance against violence and hatred at all times, even during worship within the sanctuary.

Current Text

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.


Amended Text

This is the original proposed text.

Rt. Reverend Wilfred J. Messiah
Presiding Officer

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

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee

Bill Number	CC8	
Title	Effective Date of Adopted Legislation	
Submitted by	Daryl Ingram	
Contact	dingram@ameced.com	

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.

1 Current Text

2 No current text.

3 Amended Text

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

5 All adopted legislation shall become effective immediately at the close of the general conference in which it is

6 passed unless otherwise specified in the legislation. The General Secretary in coordination with the Revisions

7 Committee shall post all adopted legislation on the Official African Methodist Episcopal Church website

8 (www.AME-Church.com) within 24 hours of the close of the general conference.


1

1

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	CC14	
Title	Maintain accurate records of churches with Societies	
Submitted by	Shirley Cason Reed	
Contact	wmsamec@aol.com	

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.

1 Current Text

2 None - New text to be inserted after number 24.

3 Amended Text

4 Insert new text as listed below:

5 25. Does this station, circuit or mission have a Women's Missionary Society?

6 a. If so, how many members does the Women's Missionary Society have?

7 The rest of the questions of the Quarterly Conference Report shall follow in sequence.

8 (This proposed legislation is submitted by the Women's Missionary Society of the African Methodist


9 Episcopal Church and it does not carry any financial burden in the General Budget.)

10

Rt. Reverend Samuel L. Green
Presiding Officer

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

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee

Bill Number	CC16	
Title	Quarterly Conference	
Submitted by	M. Charmaine Ragin	
Contact	Mcragin1@hotmail.com	

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

Bill Number	CC22	
Title	Youth Ages 13-17 as Preparatory Members	
Submitted by	Rev. Dr. M. Charmaine Ragin	
Contact	Mcragin1@hotmail.com	

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.

1 Current Text

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

3 Amended Text

4 19. Number of preparatory members? (Youth through age 17)

5

6

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8

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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	CC24	
Title	Young Adult Age Redefinition	
Submitted by	The Connectional Lay Organization	
Contact	drwcg@sbcglobal.net	

Page Reference in Current AME Discipline

The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Part VIII, and glossary; pgs. 213,216, and 680

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.

1 Current Text

2 CURRENT TEXT:

3 Part VII, Section 1.A.; Page 145

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

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

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

12 3. Executive Committee

13 There shall be an Executive Committee of the General Board consisting of the officers of the Board and one
14 representative from each Episcopal district. At the rise of the 2000-2004 quadrennial, even numbered

15 districts shall furnish the ministerial representatives and odd numbered districts shall furnish the lay
16 representatives on the Executive Committee. At least one member of the Executive Committee (Episcopal
17 District or at large) shall be a young adult ages 18-30.

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

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

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

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

27 3. Lay Electoral College

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

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

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

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

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

39 The General Conference Commission shall consist of four (4) bishops nominated by the Council of Bishops
40 and elected by the General Conference; two (2) representatives (one lay and one ministerial) from each
41 Episcopal district, to be nominated by ballot by the district delegation and elected by the General Conference;
42 six (6) at-large representatives three (3) lay and (3) ministerial to be nominated by ballot at the General

43 Conference of whom at least one must be a young adult ages 18-30; the General Secretary and the Chief
44 Financial Officer of the Church.

45 Part VIII, Section II. A; Page 205

46 1. The Annual Conference shall be composed of .. and at least one elected lay person between the ages of 18-
47 30, when possible, from each charge within its bounds. ..

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

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

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

55 Glossary; Page 710

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

63 Amended Text

64 AMENDED TEXT:

65 Part VII, Section 1.A.; Page 145

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

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

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

74 3. Executive Committee

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

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

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

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

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

89 Lay Electoral College

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

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

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

98 Composition: The Episcopal Committee shall be composed of two ministerial delegates, two lay delegates, one
99 of whom must be a youth between the ages of 18 and 35, from each Episcopal district.

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

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

107 Part VIII, Section II.A.: Page 205

108 1. The Annual Conference shall be composed of .. and at least one elected lay person between the ages of 18-
109 35, when possible, from each charge within its bounds. ..

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

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

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

117 Glossary; Page 710


118 Young Adult - Generally when The Doctrine and Discipline of the African Methodist Episcopal Church refers to
119 Young Adultse.g., election of delegates to the General Conferencethe age level is 18 to 35 years. With regards
120 to specific auxiliaries, the Richard Allen Youth Adult Council ranges from 21 to 39 years of age; the
121 Connectional Young Peoples and Childrens Division of the Connectional Womens Missionary Society Young
122 Adult Division is 18 to 26 years of age; the Young Womens Initiative of the Womens Missionary Society
123 encompasses ages 18 to 40; the Young Adult age for the Connectional Lay Organization is 18 to 35 years of
124 age.

125 FUNDING: There is no cost associated with this proposed legislation

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	CM4	
Title	Membership	
Submitted by	M. Charmaine Ragin	
Contact	Mcragin1@hotmail.com	

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. 129

1 Current Text

2 E. Preparation for Membership

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

5 Amended Text

6 E. Preparation for Membership

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

9

10


11

12

Rt. Reverend John F. White
Presiding Officer

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

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee

Bill Number	CM13	
Title	The Steward Board Clarified	
Submitted by	The Connectional Lay Organization	
Contact	drwcg@sbcglobal.net	

Page Reference in Current AME Discipline

The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Part IV, Section II. Subsection A.,1., a.; pgs. 61 - 63

Intent

To delineate and clearly state the unique responsibilities of the stewards by amending paragraphs a), b), c) d) of Subsection A.1.a.2) and reordering entire Subsection A.1.a for better readability.

Rationale

The stewards have traditionally been recognized as the body that assists the pastor with the spiritual and administrative needs of the local church, as in the capacity of a cabinet. Essentially they are expected to have a full understanding of the operations of the church and be able to conduct certain affairs on the pastors behalf in her/his absence. This role needs to be expressly stated and fluently laid out in the Doctrine and Discipline of the AME Church.

1 Current Text

2 CURRENT TEXT: Section II A.1. a.1.); Page 61

3 a.) The pastor appointed by the presiding bishop shall (a thru g inclusive, of current text)

4 CURRENT TEXT: Section II A.1. a.2.), Page 62

5 a) They shall make an exact account of all money or other provisions collected for the support of the pastor of
6 the mission, circuit, or station.

7 b) The salary of a full time minister shall be negotiated by the pastor and the steward board. The negotiated
8 salary and benefit package shall be commensurate with the cost of living in the given geographical area and
9 the ability of the local congregation. The following benefits apply to those ministers who are full-time
10 servants of the church. They shall be adhered to per the Doctrine and Discipline of the African Methodist
11 Episcopal Church and open to negotiation in all cases. The benefits include, but are not limited to: pension or
12 retirement insurance(s): health, disability, professional liability, key person life insurance*; self employment
13 tax; parsonage or housing allowance; continuing education; travel: connectional, episcopal district,
14 conference, inner parish and all other related to official duties. If a housing allowance is given, it is the
15 stewards duty to negotiate a reasonable housing allowance with the pastor.

16 c) They shall seek the needy and distressed in order to relieve and comfort them

17 d) They shall make accurate reports of every expenditure of money, whether to the pastor, church, sick or
18 poor.

19 e) They shall attend the Quarterly Conference of their circuit or station to give advice, if asked, in planning for
20 the circuit or station. They shall attend committee meetings for the disbursing of money to churches and give
21 counsel in matters of arbitration.

22 Amended Text

23 AMENDED TEXT

24 Section II A. 1. a. 1) Purpose

25 a) They shall make an exact account of all money or other provisions collected for the support of the pastor of
26 the mission, circuit, or station.

27 b) The stewards shall assist as the pastors cabinet in encouraging, fostering, and improving the general
28 interest of the church. They shall give an account, when requested, in matters of the fitness of the
29 membership, give advice in reference to overall program planning, and give counsel in matters of arbitration
30 as outlined under Section XI of Judicial Administration.

31 Section II A. 1.a.2.) Composition [Same as current Section II A.1.a.1.)]

32 a) The pastor appointed by the presiding bishop to the local church shall be the chairperson of the Board of
33 Stewards. The pastor may appoint a chairperson pro tem to act in his or her absence. All business conducted
34 in his or her absence shall be subject to veto by the pastor.

35 b) The number of stewards for each church shall be not fewer than (3) nor more than nineteen (19).

36 c) The pastor in charge shall nominate the number of stewards needed for the mission, circuit, or station and
37 shall submit them to the Quarterly Conference, which shall confirm them or, if it sees fit, reject them.

38 d) The stewards so nominated and confirmed shall serve for a term of one year. The same person(s) may be
39 nominated annually.

40 e) To be qualified for this office, one must be of solid piety, know and love the Word of God, and the African
41 Methodist Episcopal Church. He or she must be fruitful and of good natural or acquired ability to transact the
42 spiritual and temporal business of the church. Each person shall have been a member of the African
43 Methodist Episcopal Church for at least two (2) years, except in case of the establishment of a new
44 congregation.

45 f) There shall be appointed a Junior Board of Steward that shall function under the direction of the pastor and
46 Senior Board of Stewards.

47 g) There shall be a training course for prospective stewards under the supervision of the pastor and senior
48 stewards.

49 Section II A. 1.a.3.) The Duties and Responsibilities of the Stewards

50 a) They shall seek the needy, infirmed and distressed in order to relieve and comfort them. They shall see or
51 devise a ministry(s)/system(s) to actively address these concerns on behalf of the local church.

52 b) They shall provide the implements and elements for the Holy Communion.

53 c) The stewards and the pastor, on behalf of the local church, shall negotiate said pastors salary and benefit
54 package. The stewards shall submit the approved negotiated salary and benefit package to the Stewardship
55 and Finance Commission for inclusion in the proposed local church annual budget. The proposed budget
56 shall then be presented to the Church Conference for its action and approval.

57 The negotiated salary and benefit package shall be commensurate with the cost of living in the given
58 geographical area and the ability of the local congregation. The following benefits apply to those ministers
59 who are full-time servants of the church. They shall be adhered to per the Doctrine and Discipline of the
60 African Methodist Episcopal Church and open to negotiation in all cases. The benefits include, but are not
61 limited to: pension or retirement insurance(s): health, disability, professional liability, key person life
62 insurance*; self-employment tax; parsonage or housing allowance; continuing education; travel: connectional,
63 episcopal district, conference, inner parish and all other related to official duties. If a housing allowance is
64 given, it is the stewards duty to negotiate a reasonable housing allowance with the pastor.

65 d) They shall register all baptisms, marriages and deaths within the congregation

66 e) The Steward Board shall have an appropriately labeled church record book which shall contain the
67 registration of all baptisms, marriages, births, deaths, new members and full members.

68 f.) The stewards shall write circular letters to societies of a circuit when occasion requires, to let them know
69 the state of the temporal concern at the last quarterly meeting and to urge them to be more liberal in their
70 contributions.

71 g) The Steward Board of each local church in the third quarter of each conference year shall conduct a survey
72 of the membership of the church with the purpose of determining to what extent each member of the church

73 financially, attended the regular means of grace, and supported the various benevolent enterprises of the
74 church. The survey shall contain date, name and address, dates of birth, active, inactive, new member,
75 student, left with certificate, left without certificate, deceases and class number.

76 h) The Steward Board shall investigate all members of the church roll and submit its findings to the Official
77 Board for approval. The Certified Membership Roll shall be forwarded to the fourth quarterly conference for
78 submittal to the annual conference. Each Annual Conference shall forward all Certified Membership Rolls to
79 the General Church Secretary.

80 i) They shall see to the proper maintenance of all records/documentations of church activities and
81 transactions and shall oversee an archive of this information.

82 j) The minister in charge of the circuit or station shall see that all these provisions are enforced.

83 k) The Steward Board shall be subject to the bishops, elders, deacons, and traveling ministers of their circuit
84 or station.

85 Section 11,A 1.a.4 Amenability of the Stewards

86 a) The stewards shall be accountable to the Quarterly Conference of their circuit or station, which shall have
87 the power to remove them when they fail or refuse to do their duties.

88 b) In the interim of the Quarterly Conference, the minister in charge shall have power to suspend a steward
89 who refuses, neglects or fails to discharge his or her duty, and to fill the vacancy until the next meeting of the
90 Quarterly Conference, which shall dispose of the case.


91 FUNDING: There is no cost associated with this proposed legislation

92

Rt. Reverend Samuel L. Green
Presiding Officer

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

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee

Bill Number	CS01	
Title	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.

1 Current Text

2 (Bylaws as printed in the Doctrine and Discipline of the AME Church, 2012)

3 Bylaws shall be entirely replaced with the Amended Bylaws.

4 Amended Text

5 SECTION VIII. AFRICAN METHODIST EPISCOPAL WOMEN IN MINISTRY BYLAWS

6 Article I - Name

7 This organization shall be known as the African Methodist Episcopal Women in Ministry (AME/WIM).

8 Article II Mission and Objectives

9 Section 1. Mission. The mission of the AME/WIM is to define, enhance, support and expand the presence of
10 women in ministry in leadership in the African Methodist Episcopal (AME) Church.

11 Section 2. Objectives. The purpose of AME/WIM is to meet and further the following objectives:

12 a. To recognize and support women in ministry as an essential part of the leadership of the AME Church.

13 b. To raise the consciousness of the AME Church on issues important to women.

14 c. To address and eradicate sexism in the AME Church.

15 d. To work to expand leadership opportunities for women in ministry in leadership in the AME Church.

16 e. To support women in the pastoral ministry.

17 f. To support women in specialized ministries including but not limited to: chaplaincy, writing, teaching,

18 counseling, research, prison, youth, geriatric, singles, street, health care, family/life relations, music,

19 homeless, HIV/AIDS and religious education ministries.

- 20 g. To encourage academic training for the ministry.
- 21 h. To sponsor a Connectional conference at least once during each Quadrennium.
- 22 i. To support and provide assistance and outreach to women in ministry in the Fourteenth through Twentieth
- 23 Episcopal Districts.
- 24 j. To compile a complete an accurate record of all women in ministry in the AME church.
- 25 k. To foster and develop relationships with people and entities that will assist in furthering the objectives
- 26 described herein.

27 Article III Members

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

- 29 a. Full Membership: for women ordained to the itinerant ministry. They shall be eligible to vote and to hold
- 30 most offices. [See eligibility chart]
- 31 b. Local Membership: for women ordained to the local ministry, licensed evangelists, and licensed exhorters.
- 32 They shall be eligible to vote and to hold some offices. [See eligibility chart]
- 33 c. Advisory Membership: for superannuates who have retired from active service in the itinerant or local
- 34 ministry. They shall be eligible to vote but not to hold office.
- 35 d. Student/Licentiate Membership: for women enrolled in an institution of higher education on a full time
- 36 basis and/or women licensed to preach and preparing for ordination. Licentiates are not entitled to vote or
- 37 hold office unless within a Campus Ministry. [See Election Eligibility Chart]. Ordained Clergy are eligible to
- 38 vote.
- 39 e. Associate Membership: for male clergy and laity who are supportive of AME/WIM. They shall not be eligible
- 40 to vote or to hold office.
- 41 f. All persons seeking membership must be in good and regular standing in their local churches and Annual
- 42 Conferences as defined by The Doctrine and Discipline of the AME Church. Good and regular standing for
- 43 women in ministry shall include the payment of dues on the Connectional, District and Annual Conference
- 44 levels
- 45 Section 2. Dues. Connectional dues for Districts One through Thirteen shall be:
- 46 1. Full Membership = \$25.00
- 47 2. Local Membership = \$15.00

48 3. Advisory Membership = \$10.00

49 4. Student/Licentiate Membership = \$10.00

50 5. Associate Membership = \$20.00

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

53 AME/WIM in Districts Fourteen through Twenty shall establish a comparable and affordable amount for the
54 five membership categories. Full records of dues received and membership shall be reported to the

55 Connectional President, Third Vice President, and Secretary, but the dues shall be made payable to and
56 retained by the AME/WIM District collecting the same and used for operational expenses of AME/WIM.

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

59 Connectional dues must be received by the Treasurer no later than May 31st. Each Episcopal District shall
60 select an annual date on which dues are paid on the Connectional and the Episcopal District level. The time

61 for payment of dues to the Annual Conference and the Presiding Elder Districts shall be determined by the
62 respective conferences. Upon payment of dues, each member will receive a membership card. Payment of

63 dues will entitle members to the Connectional newsletter.

64 The amount of annual membership dues at the Episcopal District, Annual Conference, Presiding Elder District,
65 and Campus Ministry levels shall be determined by the respective Executive Boards and the general

66 membership but in no case shall the amount exceed the connectional level.

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

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

71 Episcopal Church.

72 Section 5. Eligibility for Office. Any AME/WIM in good standing as defined by the Bylaws of AME/WIM and
73 the Doctrine and Discipline of the African Methodist Episcopal Church is eligible to hold office except as

74 specifically stated herein.

75 She is to be familiar with AME discipline and polity and shall abide by the same. The AME/WIM Election
76 Eligibility Chart attached hereto details the eligibility criteria for each office, and is incorporated by reference
77 herein.

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

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

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

87 Article IV Organization

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

90 Article V Elections Committee

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

94 The elections committee will be responsible for:

95 A. Presiding over the election process;

96 B. Overseeing the execution of the election process;

97 C. Preparing an official election ballot;

98 D. Maintaining sole responsibility for the safekeeping of the ballot box, ballots and voter registry

99 E. Certifying and announcing the official election results;

100 F. Accepting, reviewing, and deciding any contest to the election process or results.

101 Article VI - Connectional Executive Board

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

107 Section 2. Election and Term of Office for Connectional Officers. At the seat of the General Conference,
108 AME/WIM shall meet to elect the officers of the Connectional Executive Board. No member shall be
109 nominated or elected at the Connectional level unless she has been a full member in good and regular
110 standing for at least two (2) years immediately preceding the General Conference.

111 The term of office shall be one Quadrennium and no officer shall serve in the same office for more than two
112 (2) consecutive Quadrenniums. Each officer of the Executive Board shall hold office until the expiration of the
113 term for which she is elected or until her death, superannuation, resignation or removal.

114 Officers elected to the Executive Board shall not hold any other office in AME/WIM. She shall surrender any
115 other offices held in AME/WIM no later than September 15th following her election at the General
116 Conference. Accepting a position on the Episcopal District, Annual Conference or Presiding Elder District
117 Board shall result in an immediate surrender of their office on the Executive Board. Said surrender of office
118 must take place no later than the seat of the next Bishops Council meeting following said election to office.

119 Section 3. Membership Committee. A membership committee under the direction of the Third Vice President,
120 General Secretary and Financial Secretary, shall compose a list of members eligible to vote to elect the
121 Executive Board.

122 To be eligible to vote, members shall have paid dues for at least one (1) year immediately preceding the
123 General Conference and the dues must be received no later than May 31st the year of the General Conference.

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

127 Section 5. Transfer of Records. The transfer of records, minutes etc. shall be completed by the 30th day of
128 September following the General Conference.

129 Section 6. Installation. Installation of Executive Board members shall take place as part of the annual worship
130 service of AME/WIM at the site of the annual Bishops Council and General Board meeting in June of the year
131 following the General Conference. Installation is a ceremonial act.

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

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

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

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

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

154 No person shall be entitled to more than one (1) vote on an issue or matter in AME/WIM, and must be
155 personally present to exercise such privilege. No proxy or absentee voting shall be permitted. The Executive
156 Board shall have two thirds of its members/officers present to constitute a quorum for voting. A quorum for

157 the election of officers to the Connectional Executive Board at the seat of the General Conference shall consist
158 of a majority of the eligible voters present at the time of elections of the Executive Board.

159 Section 12. Nominations: The nomination of officers shall be governed by the ad hoc Nominating Committee
160 appointed by the Executive Board. The Nominating Committee shall be appointed no later than the seat of the
161 Bishops Council one year prior to the General Conference.

162 The Nominating Committee shall consist of three to five persons. At least two persons shall be the Consultants
163 to the Executive Board. The other persons shall be full members of AME/WIM in good and regular standing.
164 Members of the nominating committee shall be ineligible for nomination by the committee for any position to
165 be filled on the Executive Board.

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

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

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

177 Section 14. First Vice President: Powers and Duties. The First Vice President shall preside in the absence of
178 the President and shall assist the President in all of her duties. She shall chair the Programs Committee
179 responsible for all programming for Connectional AME/WIM.

180 She will serve as a programming resource and guide for the Episcopal District Presidents. She must report
181 quarterly to the President and Executive Board on the status of each Episcopal District and overall
182 programming for AME/WIM.

183 Section 15. Second Vice President: Powers and Duties. The Second Vice President shall preside in the absence
184 of the President and the First Vice President and shall assist them both in their duties. She shall be

185 responsible for Bylaws, legislation, and parliamentary procedure. She shall chair the Bylaws and Legislation
186 Committee. She will serve as a Bylaws and Legislation resource to the Episcopal District Presidents and
187 report quarterly to the President and Executive Board.

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

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

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

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

210 Section 20. Treasurer: Powers and Duties. The Treasurer shall be entrusted with the custody of all AME/WIM
211 funds. She shall be bonded for a sum sufficient to protect the society from loss. She shall receive and deposit
212 all dues, donations, sales, proceeds from events, and any other miscellaneous income of AME/WIM. She shall

213 co-sign all checks with the President and/or General Secretary. She shall work with the President and
214 Financial Secretary to prepare a budget to be passed by the full Executive Board. She shall ensure compliance
215 with our written financial policies. The Treasurer shall chair the Budget and Finance Committee.

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

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

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

236 Article VII ADVISORS AND CONSULTANTS

237 Section 1. Powers. The President with the consensus of the Executive Board and Commission on Women in
238 Ministry Chairperson, from time to time shall appoint consultants and/or advisors to AME/WIM. Each such
239 consultant or advisor shall hold office at the pleasure of the Board, and shall have such authority and

240 obligations as the Board may from time to time determine. No advisor or consultant shall be given voting
241 power on the Executive Board.

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

245 ARTICLE VIII COMMITTEES

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

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

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

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

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

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

257 Section 2. Committees of AME/WIM. The Board or the members may create committees of AME/WIM.

258 Committees created by the Board shall be appointed by the President with the consent of the Board.

259 Committees created by the members shall be elected by the members, unless the members authorize the
260 President to appoint said committees with the consent of the Board.

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

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

264 b. The Membership Committee shall suggest strategies for identifying the needs of women in ministry,
265 enhancing services to the membership and increasing participation in AME/WIM, and prior to the
266 quadrennial election meeting shall assist with preparation of a list to establish the credentials of members for
267 voting and nomination for office.

268 c. The Program Committee shall work with planning Connectional services, meetings, conferences and other
269 events.

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

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

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

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

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

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

283 ARTICLE IX ACCOUNTS AND INVESTMENTS

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

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

291 Section 3. Expenditures. No officer of the Executive Board can authorize expenditures over one thousand
292 (\$1,000.00) dollars without the approval of the majority of the Executive Board.

293 ARTICLE X - OFFICE AND BOOKS

294 Section 1. Office. The office of AME/WIM shall be located at such place as the Executive Board may from time
295 to time determine.

296 Section 2. Books. There shall be kept at the office of AME/WIM correct books of amount of the activities and
297 transactions of AME/WIM including a minute book, which shall contain a copy of the current bylaws, a copy
298 of any resolutions passed by the Board or general membership, and all minutes of meetings of the Executive
299 Board.

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

304 ARTICLE XI - FISCAL YEAR

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

306 ARTICLE XII AMENDMENTS

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

312 ARTICLE XIII - EPISCOPAL DISTRICT

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

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

321 To be eligible for office, nominees must be itinerant elders who have been members of AME/WIM in good
322 standing for at least two years prior to nomination. Written notice of the date, time and place of the election
323 must be provided to all women in ministry within the Episcopal District at least 60 days in advance of the

324 election. When possible, the election should be held at the site of an Episcopal District meeting to allow for as
325 much participation as possible.

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

328 Section 2. Episcopal District President. The Episcopal District President shall work to achieve the mission and
329 goals of AME/WIM and to carry out the vision of the Connectional President and Executive Board of

330 AME/WIM. Her duties include but are not limited to:

331 becoming familiar with AME discipline and polity, parliamentary procedure, and AME/WIM objectives and
332 bylaws;

333 coordinating the membership in all Annual Conferences to assure organization by supervising the Annual
334 Conference Coordinators and encouraging all licensed evangelists, exhorters, preachers and clergy to become
335 members of AME/WIM

336 submitting biannual reports to the Connectional President, Third Vice President and General Secretary;

337 ensuring that Connectional dues and names of members are timely submitted to the Connectional Financial
338 Secretary;

339 presiding over Episcopal District board meetings.

340 keeping accurate records including but not limited to: a minute book, which shall contain a copy of these

341 Bylaws, the minutes of all Episcopal District Executive Board meetings and elections, and copies of all meeting
342 notices; and an accurate record of all dues paying members

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

344 Section 3. First Vice President. The First Vice President of the Episcopal District shall preside in the absence of
345 the President. She shall work closely with the President to plan programming for the district. She shall help

346 the President in identifying all women who are ministers within the Episcopal District and assist the

347 President in all her duties. She shall be familiar with AME discipline and polity, parliamentary procedure, and
348 AME/WIM objectives and by-laws.

349 Section 4. Second Vice President. The Second Vice President shall preside in the absence of the President and

350 First Vice President. She shall work with the Annual Conference Coordinators to monitor financial issues and

351 Treasurer's reports. She shall supervise public relations and dissemination of information concerning
352 applicable dates and events. She shall act as parliamentarian.

353 Section 5. Secretary. The Secretary shall keep minutes of the Executive Board and Episcopal District meetings,
354 and send correspondence to Board members. She shall maintain a minute book containing minutes from all
355 meetings of the District Executive Board and General Membership meetings, Bylaws, copies of all meeting
356 notices; and an accurate record of all dues paying members.

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

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

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

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

375 Section 10. Newly Created Offices and Vacancies. Newly created offices of the Board and vacancies among the
376 Board for any reason may be filled by vote of a majority of the Board members then in office, and the Board
377 members so elected shall serve until the next general meeting of AME/WIM.

378 Section 11. Resignations. Any Board member may resign from office at any time by delivering a resignation in
379 writing to the President, and the acceptance of such resignation, unless required by the terms thereof, shall
380 not be necessary to make such resignation effective.

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

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

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

392 Section 14. Committees of AME/WIM. The Board or the members may create committees of AME/WIM.

393 Committees created by the Board shall be appointed by the President with the consent of the Board.

394 Committees created by the members shall be elected by the members, unless the members authorize the
395 President to appoint said committees with the consent of the Board.

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

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

401 Notice Requirement. Notice must be provided to the membership of the District at least 60 days prior to the
402 election. The notice must be in writing and must include the date, time and location for the election. Failure to
403 comply with the notice requirement will automatically nullify the results of any election held in violation
404 thereof.

405 Nominations: The nomination of officers at a District Meeting shall be governed by an ad hoc nominating
406 committee appointed by the President and Executive Board. The nominating committee shall consist of three
407 to five persons. The five persons on the nominating committee shall be from each of the Annual Conferences
408 in the Episcopal District. Recommendations and nominations for office to the Executive Board must be
409 submitted no later than 45 days prior to the District Meeting. Recommendations and nominations will not be
410 accepted at the seat of the District Meeting. Persons nominated to run for Executive Board office must be
411 present at the time and place of the election meeting in order to remain on the ballot.

412 ARTICLE XIV - ANNUAL CONFERENCE LEVEL

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

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

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

423 Section 2. Conference Coordinator. The Conference Coordinator shall answer to her Episcopal District
424 President. She shall be an itinerant elder in good and regular standing within the A.M.E. church. She shall
425 coordinate the membership in all presiding elder districts, (where applicable) and assure organization by
426 serving as the Chair at all Annual Conference Executive Board meetings. She shall work to plan activities on
427 the Annual Conference level. She shall encourage all persons to become active members of AME/WIM. She
428 shall coordinate the membership in all Presiding Elder Districts and supervise the elections, finances (where
429 applicable), and work being done therein. She shall work with the membership of the Conference, the
430 Executive Boards on all levels, and the Bishop to achieve the mission and objectives of AME/WIM

431 She shall keep correct books of the activities and transactions of AME/WIM on the Annual Conference level
432 including a minute book, which shall contain a copy of these bylaws and all minutes of the meetings of the
433 members and of the Annual Conference Board.

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

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

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

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

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

454 Section 8. Herstorlographer. The Herstorlographer will collect information on AME/WIM in the Annual
455 Conference level and compile a data bank of events during her time in office. She shall be a resource for the
456 Annual Conference. The Herstorlographer shall coordinate with Herstorlographers on all levels and provide a
457 comprehensive library on women in ministry and the status and role of women in ministry in her Annual

458 Conference. The Herstorlographer should make a presentation to the Women in Ministry of her Conference at
459 the Annual Conference at least once a quadrennial on her findings.

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

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

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

473 ARTICLE XV PRESIDING ELDER DISTRICT LEVEL

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

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

483 Section 2. District Coordinator. The District Coordinator shall answer to her Conference Coordinator. She
484 shall coordinate the membership in the PE District and assure organization. She shall serve as Chair of the PE
485 District Executive Board meetings. She shall work with the Annual Conference Coordinator to assess the

486 needs of the PE District WIM and to plan for appropriate programming. She shall report to the Annual
487 Conference Executive Board all meeting minutes, funds collected and disbursed, and programming. She shall
488 encourage all people to become members of AME/WIM. She shall maintain the record of all meetings held in
489 the PE District.

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

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

495 Article XVI. CAMPUS MINISTRIES

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

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

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

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

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

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


512 Maintain an accurate record of all meeting minutes and financial transactions, and provide an accurate report
513 the same to the Executive Boards.

514 Become familiar with the objectives and Bylaws of AME/WIM
515 Assess and report the needs and visions of the campus membership
516 Work with the Executive Boards to create responsive programming
517 Section 4(b) Secretary. The Secretary shall keep the minutes of the Campus Ministry Executive Board
518 meetings, send correspondence, disseminate minutes and other relevant information, and send copies of the
519 same to the Presiding Elder District Coordinator (where applicable).
520 Section 4(c). Treasurer. The Treasurer shall keep a record of all membership dues and forward said dues to
521 the District Coordinator at the Annual Conference. She shall open an account for the Campus Ministry Board
522 and be responsible to work out a budget for Board approval. The budget shall reflect the source and amounts
523 of anticipated incomes and expenses. The treasurer shall keep a detailed record of income and expenses.
524 ARTICLE XVI DEFINITIONS
525 WHERE THE BYLAWS OF AME/WIM ARE SILENT, THE MOST RECENT EDITION OF ROBERTS RULES OF
526 ORDER SHALL CONTROL WHEN NOT IN CONFLICT WITH THE OVERALL INTENT OF THE AME/WIM
527 BYLAWS.
528

Rt. Reverend John F. White
Presiding Officer

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

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee

Bill Number	CS05	
Title	Conn-M-SWAWO Plus PKs C&B Revision - Structure	
Submitted by	Lula Shaw Cleckley, Connectional President	
Contact	connmswawopk4@gmail.com	

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.

1 Current Text

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

4 Amended Text


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

9
10
11
12

Rt. Reverend John F. White
Presiding Officer

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

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee

Bill Number	CS07	
Title	MCAM CONSTITUTION AND BYLAWS 2016-2020	
Submitted by	MYRON HILL	
Contact	mhill@embarqmail.com	

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.

1 Current Text

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

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

10 Amended Text


11 The elected officers of the MCAM shall be the Connectional Director, who shall be recognized as a
12 Connectional Officer of the AME Church, Connectional Associate Director, Director of Dance, Director of
13 Drama, Director of Multi-Media, Director of Children/Youth and Young Adults, Director of Choirs/Vocals,
14 Director of Instruments (keyboards, strings, woodwinds, brasses, percussion) Recording Secretary,
15 Corresponding Secretary, Treasurer, Worship Director, Parliamentarian, and Historiographer.

- 16 b. He/She must have been registered in attendance to at least two Annual meetings of MCAM (either the
17 MCE Spring meeting of the MCAM or the Fall Executive Board meeting or MCAM Institute) during the
18 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

Bill Number	CS08	
Title	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

- 1 Current Text
- 2 Section 2 The MCAI
- 3 b. He/She must have been registered in attendance to at least one Annual meeting
- 4 of MCAM and MCAI during the Quadrennium prior to running for office.
- 5 Section 2 - Elections and Terms of Office
- 6 b. Persons running for office need to be present in order to run. Extenuating
- 7 circumstances (death or hospitalization of immediate family member: parent,
- 8 spouse, or child) may be considered on an individual basis by the MCAM Executive
- 9 Board.
- 10 c. Connectional Associate Director of Drama
- 11 d. Connectional Associate Director of Dance
- 12 e. Connectional Associate Director of Multi-Media
- 13 f. Connectional Associate Director of Youth and Young Adults
- 14 g. Connectional Assistant Directors of Choirs/Vocals, Keyboards, Instrumental
- 15 The Associate & Assistant Directors shall promote the continued improvement in
- 16 the quality of music presented for worship and activities at conferences, meetings, or
- 17 special programs through their performance genre.
- 18 f. Financial Secretary/Treasurer

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

20 There shall be no expenditure of MCAM or MCAI monies without the approval of the Connectional Director

21 and the

22 Financial Secretary/Treasurer. The Financial Secretary/Treasurer shall...

23 The Dean of CICA, an appointed position, shall have at least a master degree in music or higher from an

24 accredited institution, at least three (3) years of music leadership experience and two years of active

25 membership with MCAM

26 d. The Membership Committee shall recruit members, compile a directory/roster of the membership by

27 Episcopal District including name, address, music position or office, and year of first membership in MCAM

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

29 MCAM

30 Section 2. Workshops shall be presented for the strengthening of the Episcopal District Music, Dance, Drama,

31 Multi Media and Youth and Young Adult program.

32 Article 1 - Structure and Membership Section 1. The Annual Conference Music and Christian Arts Ministry

33 shall consist of a

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

35 Amended Text

36 Section 2. The MCAI

37 b. He/She must have been registered in attendance to at least two Annual meetings of MCAM (either the MCE

38 Spring meeting of the MCAM or the Fall Executive Board meeting or MCAM Institute) during the

39 Quadrennium prior to running for office.

40 Section 2. Elections and Terms of Office

41 b. Persons running for office need to be present in order to run. Extenuating circumstances (death or

42 hospitalization of immediate family member: parent, spouse, or child) may be considered on an individual

43 basis by the MCAM Executive Board. Communication of the same should be made to the Connectional MCAM

44 Director and submitted in writing to the Recording Secretary.

45 c. Connectional Director of Drama


46 d. Connectional Director of Dance

47 e. Connectional Director of Multi-Media
48 f. Connectional Director of Children/Youth and Young Adults
49 g. Connectional Director of Choirs/Vocals
50 h. Connectional Director of Instruments (keyboards, strings, woodwinds, brasses, percussion)
51 The Associate Director & Directors of the various art disciplines shall promote the continued improvement in
52 the quality of music presented for worship and activities at conferences, meetings, or special programs
53 through their performance genre.
54 f. Treasurer
55 The Treasurer shall keep an accurate record of all monies...
56 There shall be no expenditure of MCAM or MCAI monies without the approval of the Connectional Director
57 and the Treasurer. The Treasurer shall...
58 The Dean of CICA, an appointed position, shall have at least a master degree in music or higher from an
59 accredited institution, at least three (3) years of music leadership experience and two years of active
60 membership with MCAM.
61 d. The Membership Committee shall recruit members, compile a directory/roster of the membership by
62 Episcopal District including name, address, music position or office, and year of first membership in MCAM.
63 The committee may return to the writer any materials found to be in conflict with the objectives of the
64 MCAM.
65 Section 2. Workshops shall be presented for the strengthening of the Episcopal District Music, Dance, Drama,
66 Multi Media and Children/Youth and Young Adult program.
67 Article I - Structure and Membership Section 1. The Annual Conference Music and Christian Arts Ministry
68 shall consist of a:
69 d. Anyone who registers as a member of the District Choir/Dance group, musician or choreographer; 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

Bill Number	CS09	
Title	Presiding Elder District RAYAC	
Submitted by	M. Charmaine Ragin	
Contact	Mcragin1@hotmail.com	

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.

1 Current Text

2 N/A

3 Amended Text

4 Presiding Elder District RAYAC

5 ARTICLE I - PURPOSE

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

9 ARTICLE II - MEMBERSHIP


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

13 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

Bill Number	CS010	
Title	Revised Constitution and Bylaws of the International Health Commission	
Submitted by	Rev. Dr. Miriam Burnett	
Contact	chcamec@gmail.com	

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.

1 Current Text

2 Section IX. Connectional Health Commission

3 ARTICLE I - NAME OF ORGANIZATION

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

6 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
9 not a privilege by forming celebrative relationships with, International, National, State, County or City health
10 programs as well as Health Associations and Community Agencies.

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

12 To provide Health Education and identify health resources.

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

14 To Collaborate with Ecumenical Health Projects.

15 Section 2. Objectives.

16 a. Establish Health Commission Directors on all levels, episcopal districts, Annual conferences and local
17 church.

- 18 b. Inclusion of one health presentation at each Episcopal District , Annual Conference, Presiding Elder District
19 meeting and Education Congress.
- 20 c. Observe International and National Health Observances at all levels when possible, using a spectrum of
21 information distribution.
- 22 d. Institute and establish partnerships with other health agencies or programs at all levels.
- 23 e. Expand and develop relationships with colleges and universities, medical, nursing, dental and schools of
24 public health.
- 25 f. Expand Health Ministries at all levels to include all components of healthcare to promote total wellness
26 (physical, spiritual and emotional).
- 27 g. Encourage connectional organizations to develop health programs and given them support as needed.
- 28 h. Build relationships with corporate, government and institutional programs and projects expanding
29 preventive and curative resources.
- 30 i. Health Conferences every year targeting The World Health Organization Health for All campaign, identifying
31 focus areas as it relates to Africans, Caribbeans, South Americans and those of the African Diaspora.
- 32 j. Expand connectional and regional training seminars.

33 ARTICLE III - ORGANIZATION

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

36 ARTICLE IV - MEMBERSHIP

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

41 ARTICLE V - COLORS

42 The colors are royal blue with a touch of red.

43 ARTICLE VI MOTTO

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

45 ARTICLE VII OFFICERS

- 46 Section 1. The Elected Officers shall be:
- 47 Executive Director (connectional level only)
- 48 Medical Director
- 49 Assistant Medical Director
- 50 Overseas Coordinators
- 51 Recording Secretary
- 52 Assistant Recording Secretary
- 53 Corresponding Secretary
- 54 Treasurer
- 55 Chaplain
- 56 Historian
- 57 Parliamentarian
- 58 Director of Public Relations
- 59 Overseas Coordinators 2 (connectional level only)

60 Section 2. Elected Officers on other levels.

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

63 Section 3. Election of Officers. Connectional Health Commission Officers and Episcopal District Officers and
64 Overseas Coordinators shall be elected every four (4) years. Annual Conference, Parish, and Presiding Elder
65 District Officers shall be elected every two (2) years. Local Church Directors shall be elected every year.
66 Officers on all levels can serve for eight (8) years in the same position.

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

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

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

73 ARTICLE VIII - DUTIES OF OFFICERS

74 Section 1. Executive Director.

75 The Executive Director is a voting member of the General Conference and member of the General Conference

76 Commission and shall:

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

78 Collaborate with international, national and city health programs and projects.

79 Represent the Commission at National Health Meetings, Seminars and Workshops

80 Participate in Ecumenical Health Programs and Projects

81 Assist with the development of curriculum, programs, ministries, projects, policy and procedures in

82 collaboration with the Medical Director.

83 Revise forms and updates handbook as needed in collaboration with the Medical Director

84 Communicate with the Chairman of the Commission on Health on connectional health activities

85 Assist Medical Director as needed

86 Develop a Quadrennial budget for the Commission with the Medical Director and Treasurer

87 Consult with and assist connectional organizations with the setting up of First Aid Stations

88 Assist the host Episcopal District Health Directors and Conference Health Directors in setting up First Aid

89 Stations for Connectional Meetings

90 Maintain an inventory of First Aid Supplies and equipment

91 Compile reports from the Episcopal District Health Directors and Overseas Coordinators along with the

92 Medical Director and report the same to the Commission on Health at the meeting of the General Board

93 Maintain a directory of Health Directors on all levels

94 Visit Districts and Annual Conference when requested to present workshops and seminars, and assist with

95 organization Health Commissions

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

97 Ecumenical Officer as needed.

98 Section 2. Medical Director

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

100 Assist with the operational program of the Commission

101 Seek funding sources for programs, projects and ministries

102 Collaborate with international, national and city health programs and projects.

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

104 Represent the Commission at National Health Meetings, Seminars and Workshops

105 Communicate with the Overseas Coordinators, and Episcopal District Directors

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

107 Visit Episcopal Districts when requested

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

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

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

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

114 Assist the Executive Director and Treasurer in developing a Quadrennial budget

115 Communicate with the coordinators of grant programs

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

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

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

120 Section 3. Overseas Coordinators.

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

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

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

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

129 Develop a Quadrennial budget. Seek international funding for health programs and projects

130 Communicate with the Chairman of the Commission on Health, Executive Director and Medical Director of the
131 Connectional Health Commission

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

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

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

138 Section 4. Episcopal District Health Directors.

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

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

143 Disseminate Connectional Health Programs.

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

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

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

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

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

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

152 Member of the Episcopal District Executive Board

153 Assist with organizing Local Church Commissions

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

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

157 Meet at least once a year for training and reports

158 Collect and compile quarterly reports and send a copy to the Episcopal District Health Director.

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

161 Disseminate information to the local churches about Connectional Health Programs.

162 Section 6. Local Church Director

163 Member of the Annual Conference Executive Board

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

165 Carry out connectional health projects and programs

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

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

168 Meet as often as needed

169 Report activities quarterly to the Conference Health Director

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

171 Section 8. Recording Secretary

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

174 Make available to the members, minutes of all proceedings.

175 Section 10. Corresponding Secretary

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

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

180 Section 11. Treasurer

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

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

183 Shall perform annual audits of books

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

185 Shall chair the Budget and Finance Committee

186 ARTICLE IX STANDING COMMITTEES

187 Standing Committees of the Commission shall be:

188 Section 1. Programs and New Initiatives.

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

191 Section 2. Grants.

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

194 Section 3. Virtual Communications.

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

196 Section 4. Constitution and Bylaws.

197 Study and review all proposed changes to the Constitution and Bylaws and the Handbook.

198 Amend Constitution and Bylaws and Handbook as needed.

199 ARTICLE X MINISTRIES

200 The Commission Ministries are:

201 Section 1. HIV/ AIDS.

202 Provide information for people living with HIV/ AIDS. Encourage screening throughout the connection.

203 Provide health education through seminars and workshops. Advocate healthcare for people living with HIV/
204 AIDS.

205 Section 2. Family Care Givers.

206 Provide information to assist the care givers to access resources available in the community.

207 Develop support groups for care givers.

208 Section 3. Spiritual Health.

209 Provide spiritual support and counseling to members of the congregation as requested.

210 Provide moments for meditation during meetings. Establish a quiet place.

211 Members of the Spiritual Health Committee must be certified counselors, psychologists, social workers, or
212 human service workers clergy or lay.

213 Section 4. Body and Soul for Churches.

214 A nutrition program developed for the African American Church.

215 ARTICLE XI MEETINGS

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

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

223 ARTICLE XII THE EXECUTIVE BOARD

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

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

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

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

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

235 ARTICLE XIII GOVERNANCE

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

239 The Overseas Health Consortium. Episcopal districts, Annual Conferences, and local churches may write a
240 Constitution and Bylaws as long as it is not in conflict with the Connectional Health Commissions Constitution
241 and Bylaws and The Doctrine and Discipline of the African Methodist Episcopal Church.

242 ARTICLE XIV AMENDMENTS

243 This Constitution and Bylaws may be amended by two-thirds of the members present at a duly constituted
244 business meeting of the Commission, provided said amendment has been in writing 90 days prior to the
245 meeting.

246 *Amended Text*

247 Section IX. International Health Commission

248 ARTICLE I - NAME OF ORGANIZATION

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

251 ARTICLE II - MISSION STATEMENT AND OBJECTIVES

252 Section 1. Mission.

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

256 To empower our congregations to advocate for improved access to affordable and quality health care

257 To provide Health Education and identify health resources.

258 To assist with first aid for services and meetings at all levels: International, Annual Conference, District and
259 Local

260 To collaborate with Ecumenical and Interfaith Health Projects while promoting health as a part of our faith
261 and to care for our congregations by advocating health as a right not a privilege, by forming collaborative
262 relationships with International, National, Regional and Local ecumenical and interfaith health programs or
263 projects as well as Health Associations and Community Agencies.

264 Section 2. Objectives.

265 a. Establish Health Commissions on all levels, episcopal districts, Annual Conferences and local church

266 b. Inclusion of one health presentation at each Annual Conference, District Conference, and Christian
267 Education Congress

268 c. Observe International, National and Local Health Observances at all levels using a broad variety of
269 information for dissemination

- 270 d. Institute and establish partnerships with other health agencies or programs at all levels.
- 271 e. Expand and develop relationships with colleges and universities, medical, nursing, dental and schools of
272 public health.
- 273 f. Expand Health Ministries at all levels to include all components of healthcare to promote total wellness
274 (physical, spiritual and emotional).
- 275 g. Encourage connectional organizations to develop health programs and given them support as needed.
- 276 h. Build relationships with corporate, Government, and institutional agencies allowing for programs and
277 projects to expand preventive and curative resources
- 278 i. Encourage health conferences every year targeting initiatives of The World Health Organization with focus
279 areas as it relates to Africa, the Caribbean, India, South America, and those of the African Diaspora located in
280 other parts of the world
- 281 j. Expand International and regional training seminars.

282 ARTICLE III - ORGANIZATION

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

285 ARTICLE IV - MEMBERSHIP

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

291 Section 2. Dues.

292 Annual International dues for Districts One through Thirteen shall be:

293 Full membership: \$25

294 Students: \$10

295 The amount of annual membership dues at the Episcopal District, Annual Conference, Presiding Elder District
296 and Local church shall be determined by the respective Executive Board and the respective general
297 membership.

298 Global Health Coordinators in Districts Fourteen through Twenty shall establish a comparable and affordable
299 amount for the two categories. The funds are reported to the International Treasurer and Secretary but shall
300 be retained by the district collecting the same and be used for operational expenses of the District Health
301 Commission.

302 ARTICLE V - COLORS

303 The colors are royal blue with a red accent.

304 ARTICLE VI MOTTO

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

306 ARTICLE VII OFFICERS

307 Section 1. The Elected Officers shall be:

308 Executive Director

309 Medical Director

310 Recording Secretary

311 Corresponding Secretary

312 Treasurer

313 Global Health Coordinators (2)

314 Section 2. Elected Officers on other levels.

315 Health Director (Health Coordinator at local level)

316 Recording Secretary

317 Treasurer

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

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

326 ARTICLE VIII - DUTIES OF OFFICERS

327 Section 1. Executive Director.

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

330 Respond to requests for information on health programs and resources.

331 Collaborate with International, National, Regional and Local ecumenical and interfaith health programs or
332 projects as well as Health Associations and Community Agencies.

333 Seek funding sources for programs, projects and ministries.

334 Represent the Commission on International and National Health Meetings, Workshops and Seminars.

335 Participate in Ecumenical and Interfaith Health Programs and Projects.

336 Assist with the development and expansion of curriculum, programs, ministries, projects, website content,
337 policies and procedures in collaboration with the Medical Director.

338 Revise forms and updates handbook as needed in collaboration with the Medical Director.

339 Communicate with the Chairman of the Commission on Health on International health activities.

340 Develop a Quadrennial budget for the Commission in collaboration with the Medical Director and Treasurer.

341 Consult with and assist Connectional organizations with the setting up of First Aid Stations for Connectional
342 Meetings.

343 Assist the host Episcopal District and Conference Health Directors with setting up First Aid Stations for
344 Connectional Meetings.

345 Maintain an inventory of First Aid supplies and equipment.

346 Compile reports from Episcopal District Health Directors and Overseas Coordinators along with the Medical
347 Director and report the same to the Commission on Health at the meeting of the General Board.

348 Maintain a directory of Health Directors and Health Coordinators (as provided by the Health Directors).

349 Visit Districts and Annual Conference when requested to present workshops and seminars, and assist
350 with/provide consultation for the development and organization of Health Commissions.

351 Communicate with the Senior Bishop, President of the Bishops Council, President of the General Board, and
352 Ecumenical Officer as needed.

353 Section 2. Medical Director.

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

382 Shall maintain a directory of Health Directors on all levels and communicate with them to assist them with
383 developing health projects and programs for their locations.

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

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

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

389 Seek international and national funding for health programs and projects.

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

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

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

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

398 Section 4. Episcopal District Health Directors.

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

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

403 Disseminate International Health Programs.

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

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

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

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

409 Develop an Episcopal District Constitution and Bylaws reflecting the International Constitution and Bylaws
410 and forward a copy to the Connection.

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

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

414 Assist with organizing Local Church Commissions

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

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

418 Meet at least once a year for training and reports

419 Collect and compile quarterly reports and send a copy to the Episcopal District Health Director.

420 Develop a Constitution and Bylaws reflecting the International and Episcopal District Constitution and By
421 Laws

422 Disseminate information to the local churches about International Health Programs.

423 Section 6. Local Church Health Coordinator.

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

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

426 Carry out Connectional, Episcopal District and Annual Conference health projects and programs.

427 Develop a budget and submit to the Presiding Elder District Health Coordinator.

428 Seek funding sources or grants for health programs and projects.

429 Review regional and local health programs that can be incorporated into the local church health program.

430 Meet as often as needed.

431 Report activities quarterly to the Conference Health Director.

432 Develop a Constitution and Bylaws reflective of the International Constitution and Bylaws.

433 Section 8. Recording Secretary.

434 Shall keep accurate records of proceedings under the directions of either the Executive Director or Medical
435 Director (International), Health Director (Episcopal District or Annual Conference) or Health Coordinator
436 (Presiding Elder or Local)

437 Perform other duties common to the office.

438 Make available to the members, minutes of all proceedings.

439 Section 10. Corresponding Secretary.

440 Shall review all correspondence received, send information to members when directed by the Executive

441 Director or Medical Director (International), Health Director (Episcopal District or Annual Conference) or

442 Health Coordinator (Presiding Elder or Local)

443 Shall maintain a directory of officers, health directors, consultants, project directors, ministry coordinators

444 and program directors for the appropriate levels.

445 Section 11. Treasurer.

446 International level: In cooperation with the Treasurer of the AME Church shall keep a record of all funds

447 allocated by the church. Shall keep a record of all funds collected and raised by other funding sources. Shall

448 keep a record of all funds dispersed. Shall have annual fiscal audits performed. Shall assist the Executive

449 Director and Medical Director in developing the quadrennial budget. Shall provide reports to the Budget and

450 Finance Committee of the Commission on Health. Shall receive fiscal reports from the Episcopal District

451 Health Commission Treasurer.

452 Episcopal District level: In cooperation with the Health Commission International Treasurer shall keep a

453 record of all funds allocated by the district. Shall keep a record of all funds collected and raised by other

454 funding sources. Shall keep a record of all funds dispersed. Shall assist the Health Director in developing the

455 quadrennial budget. Shall provide reports to the International Treasurer. Shall receive fiscal reports from the

456 Annual Conference Health Commission Treasurer.

457 Annual Conference and Presiding Elder level: In cooperation with the Health Commission Episcopal District

458 Treasurer shall keep a record of all funds allocated by the conference or district. Shall keep a record of all

459 funds collected and raised by other funding sources. Shall keep a record of all funds dispersed. Shall assist the

460 Health Director in developing the biennial budget. Shall provide reports to the Episcopal District Treasurer.

461 Shall receive fiscal reports from the Local Health Commission Treasurers.

462 Local level: In cooperation with the Health Commission Presiding Elder District Treasurer shall keep a record

463 of all funds allocated by the local church. Shall keep a record of all funds collected and raised by other funding

464 sources. Shall keep a record of all funds dispersed. Shall assist the Health Coordinator in developing the
465 annual budget. Shall provide reports to the Health Commission Presiding Elder District Treasurer.

466 Section 12. Qualifications for Executive and Medical Director (International positions)

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

473 Section 13. Qualifications for Global Health Coordinators (International Level) Health Director (Episcopal
474 District and Annual Conference levels) and Health Coordinators (Presiding Elder and Local levels)

475 The Global Health Coordinators and Health Director must be experienced health professionals with
476 administrative skills. The Health Coordinator must have an interest in the well-being of their fellow
477 congregants and communities. The Global Health Coordinators and Health Director should be in good
478 standing with their appropriate licensing body (active or retired).

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

481 Section 14. Qualifications for Recording Secretary and Corresponding Secretary

482 The secretaries must be able to utilize word processing software (e.g. Microsoft Word, etc.), social media (e.g.
483 Facebook, Twitter, etc.) and email merge.

484 Section 15. Qualifications for Treasurer

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

488 ARTICLE IX STANDING COMMITTEES

489 Section 1. Programs and New Initiatives.

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

493 Section 2. Grants.

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

496 Section 3. Virtual Communications.

497 Work with Webmaster. Develop information for web pages and a variety of social media.

498 Section 4. Constitution and Bylaws and Handbook.

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

501 Amend Constitution and Bylaws and Handbook as needed.

502 ARTICLE X MINISTRIES

503 In general the Ministries shall :

504 provide information and connect churches, Pastors, Presiding Elders and Episcopal Districts with health
505 resources available to the faith based community.

506 provide support and referral resources on AMEHealth.org website and on the Health Calendar.

507 The Commission Ministries shall include but not be limited to:

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

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

515 Section 3. Spiritual Health. Provide spiritual support and referrals for counseling to members of the
516 congregation as requested. Provide moments for meditation during meetings. Establish a quiet place.

517 Members of the Spiritual Health Committee must be certified counselors, psychologists, social workers, or
518 human service workers clergy or lay.

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

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

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

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

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

541 Section 9: Chronic Diseases. Recommend and encourage all churches to provide and support a smoking free
542 environment. Provide a variety of wellness pamphlets and brochures at church and workshops at major
543 meetings, invite health professionals to speak at district meetings and Episcopal meetings. Promote annual
544 physicals prevention and treatment options in order to equip and empower the church to make important

545 health decisions. Encourage all Episcopal Districts and Connection components to use utilize the Health
546 Calendar and resources available on AMEChealth.org.
547 Section 10: Collaboration with other Connectional Agendas. Partner and support with other Connectional
548 organizations that of mutual interest and concern in order to expand the outreach or scope of the agenda.
549 Section 11: Death, Dying and Hospice. Provide information and resources on programs. Encourage Clergy and
550 Lay to become trained support members or teams. Recommend churches provide free resources pamphlet
551 form.
552 Section 12: Disaster Preparedness and Response. Recommend and encourage all Episcopal Districts and
553 Churches to participate in the Annual September Disaster Preparedness Month fire drills and evacuation
554 drills. Provide information on preparedness, First Aid and CPR training, Earthquake and other Natural
555 disaster responses. Provide information on partnerships with the Red Cross, SADA and Medical Corps.
556 Section 13: Substance Abuse, Addictions and Recovery. Provide information and resources on substance
557 abuse, workshops, Clergy and Lay certification programs.

558 ARTICLE XI MEETINGS

559 Business meetings of the International Health Commission will be held every four years. Officers will be
560 elected at the meeting preceding or during the General Conference. The site will be at the invitation of the
561 Episcopal District or chosen by the Executive Board. There shall be quadrennial Leadership Training
562 Workshop usually preceding the General Board.
563 Meetings of the Global Consortium shall be at the call of the Global Health Coordinators (a minimum of
564 annually).
565 Episcopal district, Annual Conference, and Presiding Elder District meetings shall be at the call of the
566 Directors on those levels (a minimum of bi-annually).
567 Local church commissions shall be at the call of the Coordinator (a minimum of quarterly).

568 ARTICLE XII THE EXECUTIVE BOARD

569 The Executive Board of the International Health Commission shall consist of elected officers, Episcopal
570 District health directors, Global Health Coordinators. Ex-officio members shall include consultants, ministry
571 coordinators, project directors, advisors, chairman of standing committees, and Annual Conference Health
572 Directors.

573 The Executive Board shall meet at the call of the Executive Director of Medical Director, either by conference
574 calls, webinars, or at a designated location. The Executive Board shall work closely with the Executive
575 Director, Medical Director and the Global Coordinators for the planning, promoting, and implementing
576 programs of the Commission.

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

581 ARTICLE XIII GOVERNANCE

582 This organization shall be governed on all levels by: The Constitution and Bylaws of the International Health
583 Commission, The Doctrine and Discipline of the African Methodist Episcopal Church, Roberts Rules of Order,
584 International Health Commission Handbook and The Global Health Consortium.

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

588 ARTICLE XIV AMENDMENTS

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

594 ARTICLE XV ACCOUNTS AND INVESTMENTS

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

599 Section 2. Investments. The funds of the International Health Commission may be retained in whole or in part
600 in cash or be invested and reinvested from time to time in such property, real, personal or otherwise,
601 including stocks, bonds or other securities, as the Executive Board may deem desirable.

602 Section 3. Expenditures. No officer of the Executive Board can authorize expenditures over five thousand
603 (\$5,000.00) dollars without the approval of the majority of the Executive Board.


604 ARTICLE XVI - FISCAL YEAR

605 The fiscal year of the Health Commission shall be June 1 to May 31.

Rt. Reverend John F. White
Presiding Officer

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

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee

Bill Number	CSO11	
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

1 Current Text

2 2012 Connectional Lay Organization Constitution and By-Laws completely revised.

3 Amended Text

4 ARTICLE I – NAME

5 *Section 1.* The name of this organization shall be the Connectional Lay Organization of the African Methodist
6 Episcopal Church.

7 ARTICLE II – MISSION STATEMENT, PURPOSE AND OBJECTIVES

8 *Section 1.* Mission Statement. The Lay Organization of the African Methodist Episcopal Church is
9 commissioned to teach, train, and empower its members for lay ministry, global leadership and service
10 following the tenets of Jesus Christ.

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

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

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

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

- 19 c. To advocate respect and loyalty at all times to constituted authority and leadership.
- 20 d. To encourage the laity to support the total program of the church in the local congregation, in the
21 community, and throughout the Connection.
- 22 e. To foster a systematic and regular study of *The Doctrine and Discipline of the African Methodist*
23 *Episcopal Church* and parliamentary procedure, to the end that greater knowledge and information
24 may be disseminated among the laity, and with the further purpose of encouraging lay members to
25 participate more largely in the general functioning and supervision of the African Methodist
26 Episcopal Church.
- 27 f. To foster, influence, and support all constructive and progressive legislation for the church that
28 promotes the teachings of Jesus Christ.
- 29 g. To encourage development, recognition, and utilization of the most appropriate operational practices
30 and modern technology in conducting the activities of the African Methodist Episcopal Church.
- 31 h. To promote the spread of personal evangelism through activities designed to prepare lay members
32 for appropriately conveying God's Word.
- 33 i. To provide training in Christian stewardship, which causes lay members to recognize that the
34 connotation of stewardship addresses more than giving money.
- 35 j. To increase the circulation of church periodicals.
- 36 k. To provide for the orderly and systematic training of lay persons, especially officers, in order that
37 they might more effectively perform their service responsibilities.
- 38 l. To promote activities which will result in harmonious fellowship for lay persons throughout the
39 Connection.
- 40 m. To help in the support of the AME educational institutions.
- 41 n. To give financial assistance to the Connectional Lay Economic Development Corporation (CLEDC) in
42 support of Connectional programs.

43 ARTICLE III – DIVISIONS

44 *Section 1.* The Connectional Lay Organization shall be comprised of the Episcopal District, Conference Lay,
45 District of the Annual Conference Lay Organizations, where organized, and Organizations of a Station or
46 Circuit. The divisions shall mirror the responsibilities of the Connectional Organization.

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

54 ARTICLE IV – MEMBERSHIP

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

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

- 62 a. all elected officers of the Connectional Lay Organization.
- 63 b. all persons holding the designation &/or office of President Emeritus.
- 64 c. all Episcopal District Lay Organization Presidents, Directors of Lay Activities and Young Adult
65 Representatives (YAR).
- 66 d. six (6) elected delegates from each Episcopal District Lay Organization, of whom at least one (1)
67 shall be a young adult, ages 18-35.
- 68 e. all Conference Lay Organization Presidents.
- 69 f. six (6) elected delegates from each Conference Lay Organization, of whom at least one (1) shall be
70 a young adult, ages 18-35.
- 71 g. Each president or an elected representative of each duly organized District Lay Organization of an
72 Annual Conference. A duly organized District Lay Organization of the Annual Conference shall be an
73 organization reporting to the Conference Lay Organization's Annual Meeting or which is recognized by
74 the Conference as an organization.

75 h. Each president or an elected representative of each organized Station or Circuit Organization.

76 ARTICLE V – OFFICERS, DUTIES AND RESPONSIBILITIES

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

- 78 a. President
- 79 b. First Vice President
- 80 c. Second Vice President*
- 81 d. Third Vice President*
- 82 e. Recording Secretary
- 83 f. Assistant Recording Secretary*
- 84 g. Corresponding Secretary*
- 85 h. Treasurer
- 86 i. Financial Secretary*
- 87 j. Chaplain
- 88 k. Historiographer*
- 89 l. Parliamentarian*
- 90 m. Director of Lay Activities
- 91 n. Director of Public Relations*
- 92 o. Young Adult Representative

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

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

- 95 1. Lead with vision and integrity. This includes serving as a spokesperson for laity in the church, a
96 representative for lay ministry in ecumenical and interfaith gatherings, an advocate in public policy
97 arenas.
- 98 2. Preside over its Biennial Sessions during regular, special, or emergency meetings, the Executive
99 Board, and all other official meetings of this organization.
- 100 3. Be the active head of said organization, and shall be responsible for seeing that the Constitution and
101 Bylaws of this organization, as well as the orders and policies of the Executive Board, are fully carried
102 out.

- 103 4. Be responsible for expanding and developing lay work throughout the Connection through channels
104 of the Episcopal District Lay Organizations.
- 105 5. Be responsible for such other duties as may be usual and customary to the position, and which may
106 be assigned from time to time by the Executive Board, and the directives approved by the Biennial
107 Session.
- 108 6. Appoint chairpersons of all Standing, Convention, and Ad Hoc Committees.
- 109 7. Serve as a member of the General Conference of the African Methodist Episcopal Church by virtue of
110 his/her office and
- 111 8. The Connectional President or his/her designee shall preside over all the election of officers on the
112 Episcopal District level.

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

- 114 1. Be responsible for Membership Recruitment, Retention/and Coordinate such duties as assigned by
115 the President and
- 116 2. Assume the complete duties of the President during an absence or when it has been determined by
117 the Executive Board that the President can no longer perform the duties.

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

- 119 1. The Second Vice President shall be responsible for Organizational Effectiveness and
120 Evaluation/coordinate such duties as are assigned by the President and the Executive Board.
- 121 2. Serves in the absence of the President and First Vice President, shall preside at all the meetings and
122 assume all duties of the office of President.

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

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

127 *E. Duties and Responsibilities. The Recording Secretary shall:*

- 128 1. Serve as Secretary of the Biennial Session and the Connectional Executive Board.
- 129 2. Be responsible for recording attendance, accurate minutes of all business transacted during
130 meetings, and for reading and distributing minutes of any previous meetings when called upon to do

131 so by the President.

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

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

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

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

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

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

140 *G. Duties and Responsibilities.* The Corresponding Secretary shall:

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

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

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

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

149 *H. Duties and Responsibilities.* The Treasurer shall:

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

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

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

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

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

158 *I. Duties and Responsibilities.* The Financial Secretary shall:

- 159 1. Maintain an independent set of records of all financial transactions and assist with the work in
160 concert with the Treasurer.
- 161 2. Serve as member of the Budget and Finance Committee.
- 162 3. Receive and record all funds. All funds shall be turned over to the treasurer within a period not to
163 exceed ten (10) days.
- 164 4. Write vouchers countersigned by the President that authorize expenditures, pursuant to the budget
165 passed by the biennial, which are to be paid by the Treasurer.
- 166 5. Be bonded and said bond shall held by the Recording Secretary

167 *J. Duties and Responsibilities.* The Chaplain shall:

- 168 1. Make adequate preparation for each Bible Study and Devotional Service, utilizing creative styles that
169 motivates and draws participants into the worship experience.
- 170 2. Provide spiritual leadership to this organization.
- 171 3. Maintain effective communication with the Chaplains on the Episcopal District level.

172 *K. Duties and Responsibilities.* The Historiographer shall:

- 173 1. Be responsible for gathering, assembling, and maintaining a written and pictorial record of the
174 activities and achievements of this organization;
- 175 2. Act as custodian for all photographs, citations, awards, trophies, and other mementos of the
176 Connectional Lay Organization;
- 177 3. Compile a written Biennial history of this organization and submit it as a report to each Biennial
178 Session, place a copy in the archives to be kept in the headquarters of the AME Church.
- 179 4. Archives, find place to keep historical records.

180 *L. Duties and Responsibilities.* The Parliamentarian shall:

- 181 1. Advise the President or presiding officer concerning questions of parliamentary procedure.
- 182 2. Be seated next to the President at all meetings.
- 183 3. Follow The Constitution and Bylaws of this organization, the Doctrine and Discipline of the African
184 Methodist Episcopal Church and Robert's Rules of Order Newly Revised, latest edition, at all meetings.
- 185 4. Serve as Consultant to the Constitution and Bylaws, Rules, and other committees as needed.

186 *M. Duties and Responsibilities.* The Director of Lay Activities shall:

- 187 1. Maintain a close working relationship with the President and the Young Adult Representative in the
188 planning, developing and implementing of the complete programmatic thrust of this organization.
- 189 2. Plan, design, and direct all educational/training programs & other activities of this organization at
190 the Biennial Session, including but not limited to Training Institute, Banquets, Luncheons,
191 Scholarships, Awards and Speakers in consultation with the President and approval of the Executive
192 Board.
- 193 3. Maintain a working relationship with Episcopal District Lay Directors.
- 194 4. Be responsible for planning and implementing a training program and course of study in accordance
195 with the mission, purposes and objectives of the Lay Organization. The proposed training program
196 and course of study, inclusive of proposed theme and outline for the study guide, shall be presented
197 to the Executive Board for approval at the Executive Board Meeting immediately preceding the next
198 Biennial Session.
- 199 5. The proposed theme and program will be presented at the Fall Executive Board preceding the
200 Biennial Session for approval. Upon approval, the theme and Study Guide will be available for
201 distribution at the Biennial Session and shall be forwarded from the Connectional Director of Lay
202 Activities to the Episcopal District Directors of Lay Activities within a period not to exceed thirty (30)
203 calendar days after the closing of the Biennial session. Upon receipt, the Episcopal District Directors
204 will immediately forward the course of study to the Conference Directors of Lay Activities.
- 205 6. Conference Directors of Lay Activities shall forward the course of study to the District of the District
206 of the Annual Conference, and Station or Circuit Directors of Lay Activities. The training program and
207 course of study shall reach the Directors of Lay Activities within fourteen (14) days after the
208 Connectional Director of Lay Activities has forwarded same.
- 209 7. A full report of progress made in the implementation of the course of study and the work of the
210 Director shall be given at each Biennial Session and Executive Board Meeting as outlined in this
211 constitution.
- 212 8. Prepare an annual and biennial line item budget to reflect the work of this office for submission to
213 the Budget Committee.

214 N. Duties and Responsibilities. The Director of Public Relation shall:

- 215 1. Oversee the production of the official magazine of the organization, editing, and publishing a monthly
216 periodical containing news of general interest to the laity and news regarding the organization.
- 217 2. Solicit and edit articles for the publication on topics that will appeal to, inspire and motivate
218 subscribers;
- 219 3. Oversee the entire publication process, including seeking bids from publishers;
- 220 4. Provide for promotion, circulation, subscription fulfillment, and advertising solicitation;
- 221 5. Prepare an annual &/ or biennial line item budget for the magazine's publication for submission to
222 the Budget Committee.
- 223 6. Seek to bring about harmony of understanding between the church and public through the
224 channeling of information to various media.
- 225 7. Be responsible for all press releases and public relations for and during any Lay Organization
226 meeting.
- 227 8. Disseminate news items of interest received from the Episcopal districts through Newsletter and/or
228 multi-media processes.
- 229 9. Oversee the CLO website and any internal or external documents, including all social media
230 networking.
- 231 O. Duties and Responsibilities. The Young Adult Representative shall:
- 232 1. Be responsible for implementing teaching and training opportunities for Young Adults in conjunction
233 with the Director of Lay Activities, and establishing working relationships with other relevant Young
234 Adult Auxiliaries and Ministries within, and outside the AME Church.
- 235 2. Prepare an annual and biennial line item budget to reflect the work of this office for submission to
236 the Budget Committee.
- 237 3. Advocate for Young Adults concerns to the Connectional Executive Board and beyond.
- 238 4. Facilitate Lay Organization Young Adults events with approval of the Executive Board.
- 239 5. Voice the concerns and visions of a new generation of laity, and serve as a Christian mentor to a
240 younger generation of African Methodists.
- 241 Section 2. The Annual Audit shall include the records of all officers handling finances of the Connectional Lay
242 Organization and shall be conducted by an external licensed, bonded, and insured Certified Public Accounting

243 firm, which shall report its findings, annually, to the Executive Board for review and approval. This Audit
244 Report shall serve as the basis for the Annual Report of the Connectional Lay Organization as required by the
245 General Board. Upon approval of the Executive Board, the Audit is then presented to the Biennial session
246 which will include an annual programmatic report from each office with an operational budget.

247 ARTICLE VI – NOMINATION AND ELECTION PROCEDURES

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

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

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

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

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

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

268 *Section 7.* The Nominating Committee shall consist of seven (7) persons appointed by the President with
269 nominees to be confirmed by the Executive Board. The President in selecting committee members shall
270 follow these guidelines:

- 271 a. There shall be no more than one person appointed from an Episcopal District; and
272 b. Appointments shall be globally inclusive and sensitive to age diversity, at least one (1) person
273 between the ages of 18 - 35, one (1) person from Districts 14 - 20, and all persons must have
274 demonstrated experience with the nominating process as outlined in Article VI, section . Selection
275 of committee members must respect the guidelines that govern the committee’s duties and reporting
276 timelines.

277 Section 8. Duties of the Committee

- 278 a. At least nine (9) months prior to the Biennial Session the committee shall call for nominations
279 through a notice submitted for publication in every official periodical of the African Methodist
280 Episcopal Church, inclusive of but not limited to, the Christian Recorder,(printed and online
281 versions); the Connectional Lay Organization’s “We Speak, the Connectional Lay Organization
282 website, and any other appropriate printed or online communication. Such Notice shall inform
283 members when, how and where nomination forms can be obtained. Nomination forms shall also be
284 sent to Executive Board members and Episcopal District Presidents for distribution to interested
285 persons. The nomination form shall request biographical data and other pertinent information
286 which will aid in the qualifying of candidates. Such forms shall be returned to the chair of the
287 nominating committee by prospective nominees, bearing the signature of the Episcopal District Lay
288 President, no later than January 15th prior to the convening of the Biennial Session.
- 289 b. The committee shall thoroughly examine any and all necessary information regarding nominees for
290 elected offices being sought. Each nominee must be notified of his/her eligibility which signals
291 authorization to campaign for the designated office. From those persons found qualified for the
292 offices being sought, the committee shall prepare a slate of nominees, listing the qualifications of the
293 nominees for offices to be elected at the Biennial Session. On or before January 15th or six (6) months
294 prior to the convening of the Biennial Session, (or whichever comes first), the slate will be
295 distributed to the Executive Board of the Connectional Lay Organization for approval prior to being
296 provided to each Episcopal District.
- 297 c. No political campaigning, for office shall take place before candidates are qualified as nominees by
298 the Nominating Committee. Campaigning is defined as placing ads in Souvenir Journals or any AME

299 Church Publication at any level as a candidate, distributing campaign literature/paraphernalia or
300 visits to formal functions of the Connectional Lay Organization or its subordinate bodies with the
301 expressed purpose of campaigning. Participation in unapproved campaign activities will result in
302 valid disqualification for that candidate if confirmed by the Nominating Committee and the Executive
303 Board.

304 ARTICLE VII – ELECTION OF OFFICERS

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

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

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

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

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

325 *Section 6. Vacancy in Office of President and/or Vice Presidents.* If a vacancy occurs in the office of President
326 due to death, resignation, disability or temporary inability or other cause, the First Vice President shall

327 immediately assume the office of President, for the unexpired term of office; the second vice-president shall
328 ascend to the office of first vice-president, and the third vice-president becomes second vice-president,
329 leaving the vacancy to be filled in the office of the lowest ranking vice-president. The president shall, with the
330 confirmation of the Executive Board appoint an active member, possessing qualifications for the office of the
331 third vice president, to fill the vacancy if the remainder of the term is less than two (2) years. A majority vote
332 by the Executive Board shall determine the result. If the remainder of the term of office is greater than two
333 (2) years, a special election shall be held by the Executive Board within forty-five (45) days, of the vacancy
334 date, to fill this position. The Letter of Intent shall be sent to the person who last served as Chairperson of the
335 Nominating Committee by each person who wishes to be a candidate for the office of third vice president. All
336 voting shall be by secret ballot (electronic or paper). Any person appointed &/or elected to fill an unexpired
337 term of President shall subsequently be eligible to be elected to two (2) full four (4) year terms in accordance
338 with this constitution and bylaws.

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

350 *Section 8. Removal of Elected Officer.* The Organizational and Officers Effectiveness Committee shall give its
351 findings annually. Any elected officer, not performing his/her duties, as outlined in this Constitution and
352 Bylaw, shall be notified in writing by the President, of his/her failure to perform designated duties, with a
353 copy forwarded to the Chairman of the General Board Commission on Lay Organization, and the Executive
354 Board. If failure to perform his/her duties continue for a period of ninety (90) days after notification, the

355 matter will be referred to the Executive Board for action. If the President is not performing his/her duties as
356 outlined in this Constitution and By-Laws, he/she shall be notified in writing by the Executive Board through
357 the Corresponding Secretary of his/her failure to perform designated duties. The Executive Board, may, in
358 the interim of the Biennial Session remove the elected officer from office for failure to execute his/her duties
359 and responsibilities. The final decision to suspend, expel, or remove from office shall rest exclusively with the
360 Connectional Lay Organization in its Biennial Session. The Organizational and Officers Effectiveness
361 Committee will give guidelines, implementation and corrective actions when deemed necessary.

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

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

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

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

366 ARTICLE VIII – QUALIFICATIONS

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

369 Section 1. The President.

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

372 1. Prior management experience, preferably in non – profit organization.

373 2. Prior service as either an elected officer of the Annual Conference or local church
374 Organization.

375 3. Five (5) years of administrative, supervisory, or fiscal management experience.

376 Section 2. First Vice President.

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

379 Section 3. Second Vice President.

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

382 Section 4. Third Vice President.

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

385 Section 5. Recording Secretary

- 386 a. Qualifications. All candidates seeking the office of Recording Secretary must possess:
- 387 1. Proficiency in writing and composition of the English language, basic reading competency,
388 editing and record keeping skills.
 - 389 2. Experience in word processing or other technology (electronic media) available for
390 recording, storing, and retrieving information.
 - 391 3. Prior secretarial experience or training.
 - 392 4. Ability to prepare and present minutes and reports.

393 Section 6. Assistant Recording Secretary.

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

396 Section 7. Corresponding Secretary

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

400 Section 8. Treasurer

- 401 a. Qualifications. Any candidate seeking the office of Treasurer must demonstrate:
- 402 1. Experience in financial management, including but not limited to, the areas of accounting,
403 bookkeeping, and finance, preferably in non-profit organizations.
 - 404 2. Five (5) years' experience working with non-profit accounting, finance, and budgeting.
 - 405 3. Ability to be bonded.
 - 406 4. Experience and knowledge with computerized financial or accounting software and financial
407 accounting/reporting.

408 Section 9. Financial Secretary

409 a. Qualifications. Any candidate seeking the office of Financial Secretary must possess the same
410 qualifications as those of the Treasurer.

411 Section 10. Chaplain

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

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

418 Section 11. Historiographer

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

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

426 Section 12. Parliamentarian

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

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

434 Section 13. Director of Lay Activities

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

- 436 1. Extensive experience in research, speech, writing and proficiency in the English language,
437 program planning, development, designing, implementation, teaching, training, adult

438 learning, and/or administration, and technology (electronic media, including video, photos,
439 and other graphics) for data gathering, organizing, record keeping and writing.

440 Section 14. Director of Public Relations

- 441 a. Qualifications. Any candidate seeking the office of Director of Public Relations must demonstrate:
- 442 1. A working knowledge of media relations, marketing, sales, prior experience in preparing and
443 distributing press releases.
 - 444 2. Strong communication skills and extensive experience in English, speech, and journalism.

445 Section 15. Young Adult Representative

- 446 a. Qualifications. Any candidate seeking the office of Young Adult Representative shall:
- 447 1. Be between the ages of 18 – 35 at the time of election. Completion of high school and
448 pursuing a post-secondary degree (at the optimum) is required.
 - 449 2. Demonstrate visionary leadership skills through work experience or volunteer
450 opportunities, especially with Youth and Young Adults within the church or other
451 organizations and;
 - 452 3. Possess strong abilities to provide training and demonstrate effective communication skills.

453 ARTICLE IX – EXECUTIVE BOARD

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

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

459 Section 3. Teleconference Meetings may be held to address specific matters of concern . Notice of the call
460 with a proposed agenda must be issued by the Corresponding Secretary to members of the Executive Board
461 no later than three (3) days prior to the call. Vacancies of officers may not be filled via teleconference call..
462 (Article VII, section 1)

463 *Section 4.* The President of the Connectional Lay Organization shall preside over the meetings of the
464 Executive Board, and the Recording Secretary shall serve as secretary of the Executive Board.

465 *Section 5.* The Executive Board shall have the authority to carry on the work of the Connectional Lay
466 Organization during the interim of the Biennial Sessions.

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

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

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

478 ARTICLE X – MEETINGS

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

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

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

489 *Section 4.* All delegates to the Biennial Session must be elected at a regular or properly convened meeting.
490 The names and addresses of all delegates must be submitted to the Connectional Financial Secretary on or
491 before April 1 of the Biennial year. These names shall be forwarded to the Connectional Director of Lay

492 Activities by the Financial Secretary on or before May 1 of the Biennial year for the expressed purpose of
493 expediting pre-registration for Educational sessions.

494 ARTICLE XI – VOTING PRIVILEGES

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

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

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

501 ARTICLE XII – POWERS AND JURISDICTIONS

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

505 ARTICLE XIII – RESERVED AND IMPLIED POWERS

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

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

517 *Section 3.* Each Episcopal District, Conference, District of the Annual Conference, and each Station or Circuit
518 Lay Organization shall have the following inserted in its Constitution and By-laws: “This Organization shall

519 be subject to and governed by the Constitution and By-laws of the Connectional Lay Organization of the
520 African Methodist Episcopal Church.”

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

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

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

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

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

541 *Section 4.* Committees of the Biennial Session. The Committees of the Biennial session shall be Rules,
542 Elections Commission, Registration, Credentials, Health, Budget and Finance, Memoriam, Time and Place,
543 Review of the Discipline, Evaluation, Resolution, Review of Job Analysis, CLEDC?, Issues facing the Church and
544 Nation, Social Actions, Proposed Legislation, Young Adult, Executive Summary, Kit, Global Ministry, Higher
545 Education Support, Constitution and Bylaw, AME V – Alert, Marshall/Staffers, Nominating and Strategic
546 Planning.

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

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

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

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

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

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

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

568 ARTICLE XV – SUBORDINATE BODIES

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

- 571 a. all elected officers;
- 572 b. all Presidents and Directors of Lay Activities of Conference Organizations;
- 573 c. six (6) elected delegates from each Conference Lay Organization, at least one of whom shall be a
574 young adult, ages 18-35;

- 575 d. each President or a duly elected representative of each organized District Lay Organization of the
576 Annual Conference;
- 577 e. each President and six (6) elected delegates, at least one of whom shall be a young adult, ages 18-
578 35 —of each organized Station or Circuit Lay Organization where there is a duly organized
579 District Lay Organization of an Annual Conference;
- 580 f. any elected officers of the Connectional Lay Organization who are members of an organized
581 Station or Circuit Lay Organization in the Episcopal District
- 582 g. each President and six (6) elected delegates, at least one of whom shall be a young adult, ages 18
583 - 35, from each Station or Circuit.

584 *Section 2. Conference Lay Organization – The Conference Lay Organization shall be composed of:*

- 585 a. all elected officers;
- 586 b. each President and Director of Lay Activities of duly organized District Lay Organization of the
587 Annual Conference;
- 588 c. six (6) elected delegates, at least one of whom shall be a young adult, ages 18-35, from each duly
589 organized District Lay Organization of the Annual Conference; and
- 590 d. each President and six (6) elected delegates at least one of whom one shall be a young adult, ages
591 18-35, from each Station or Circuit.
- 592 e. any elected officers of the Connectional Lay Organization or Episcopal District organization who
593 are members of an organized Station or Circuit Lay Organization in the Annual Conference

594 *Section 3. District Lay Organization of the Annual Conference – The District Lay Organization of the Annual*
595 *Conference shall be composed of:*

- 596 a. all elected officers; and
- 597 b. the President and six (6) elected delegates, at least one of whom shall be a young adult, ages 18 –
598 35, from each Station or Circuit where there is a duly organized Lay Organization.
- 599 c. any elected officers of the Connectional, Episcopal District or Annual Conference Lay
600 Organizations who are members of an organized Station or Circuit Lay Organization in the
601 District of the Annual Conference

602 a. This organization is amenable to the Conference Lay Organization and must report to the
603 Conference Lay Organization at least annually

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

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

614 ARTICLE XVI – AMENDMENTS

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

624

625 **By-Laws of the Connectional Lay Organization**

626 The following shall constitute the By Laws of this organization.

627 *Section 1.* The Order of Business shall be:

628 a. Devotion

- 629 b. Bible Study
- 630 c. Roll Call of Officers
- 631 d. Report of Credentials Committee
- 632 e. Registration of Delegates
- 633 f. Reading of Minutes of the Executive Board
- 634 g. Reading of Communications
- 635 h. Reading of Committees Report
- 636 i. President's Message
- 637 j. Reports of Officers
- 638 k. Reports of Episcopal District Presidents
- 639 l. Unfinished Business
- 640 m. New Business
- 641 n. Report of Committees
- 642 o. Memorial Service
- 643 p. Installation of Officers
- 644 q. Adjournment

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

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

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

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

655 *Section 6.* Any officer failing to perform his or her official duties shall be accountable to the Executive Board.

656 *Section 7.* No officer, nor standing or special committee, shall incur any obligation, which shall be binding,
657 unless such action was authorized in its inception, or subsequently ratified and approved by the organization.

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

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

667 **COLORS**

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

669 **THE LAY HYMN**

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

676
677 We are banded one in union, To
678 fulfill Thy just command.
679 May we be Thy true disciples,
680 Holding to Thy mighty hand;
681 Give us blessings from the fountain of Thy love Give us
682 blessings from the fountain of Thy love.

683

684

As we walk this Christian journey, Let us

685

keep our armour bright.

686

Let our works be pure and holy

687

That we stand within Thy sight; Laymen

688

soldiers, strong in unity and love

689

Laymen soldiers, strong in unity and love.

690

691

May we stand before Thine altar, Pledging

692

Lord to work for Thee.

693

In the vineyard, in the pastures

694

Let us Lord Thy pilgrims be;

695

Let us lift the cross forever to the skies, Let us

696

lift the cross forever to the skies.

697

698

Tune: "Guide Me O Thou Great Jehovah"

699

written by Frances A. Walston

700

701

THE LAY BENEDICTION

702

"May God bless us with the true spirit of Christianity. That we may live together, not as man over man, but as

703

lay persons working with God. Amen"

704

705

CONNECTION LAY ECONOMIC DEVELOPMENT CORPORATION (CLEDC)

706

707

Connectional Lay Economic Development Corporation (CLEDC)

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

714

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

720

721

CONSTITUTION AND BY LAWS

722

OF THE

723

(___) DISTRICT LAY ORGANIZATION

724

AFRICAN METHODIST EPISCOPAL CHURCH

725

ARTICLE I – NAME

727 *Section 1.* The name of this organization shall be the (___) District Lay Organization of the African
728 Methodist Episcopal Church

ARTICLE II – MISSION STATEMENT, PURPOSE AND OBJECTIVES

730 *Section 1.* Mission Statement. The Lay Organization of the (___) District shall teach, train, and empower its
731 members for leadership (refer to article II, Connectional Constitution, to complete this section on mission
732 statement, purpose and objectives).

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

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

- 736 a. To instill in the membership of the church a love for and an appreciation of the history,
737 traditions, principles and development of African Methodism by encouraging, motivating, and
738 educating all lay persons.
- 739 b. To keep forever alive the sacred memory of Richard Allen, our illustrious founder.
- 740 c. To advocate respect and loyalty at all times to constituted authority and leadership.
- 741 d. To encourage the laity to support the total program of the church in the local congregation, in the
742 community, and throughout the District.
- 743 e. To foster a systematic and regular study of *The Doctrine and Discipline of the African Methodist*
744 *Episcopal Church* and of parliamentary procedure, to the end that greater knowledge and
745 information may be disseminated among the laity, and with the further purpose of encouraging
746 lay members to participate more largely in the general functioning and supervision of the African
747 Methodist Episcopal Church.
- 748 f. To foster, influence, and support all constructive and progressive legislation for the church that
749 promotes the teachings of Jesus Christ.
- 750 g. To encourage development, recognition, and utilization of the most appropriate operational
751 practices and modern technology in conducting the activities of the African Methodist Episcopal
752 Church.
- 753 h. To promote the spread of personal evangelism through activities designed to prepare lay
754 members for appropriately conveying God's Word.
- 755 i. To provide training in Christian stewardship, which causes lay members to recognize that the
756 connotation of stewardship addresses more than giving money.
- 757 j. To increase the circulation of church periodicals.
- 758 k. To provide for the orderly and systematic training of lay persons, especially officers, in order
759 that they might more effectively perform their service assignments.
- 760 l. To promote activities which will result in harmonious fellowship for lay persons throughout the
761 Connection.

762 m. To help in the support of the AME educational institutions. bb. To give financial assistance to the
763 Connectional Lay Economic Development Corporation (CLEDC) in support of Connectional
764 programs.

765 **ARTICLE III – DIVISIONS**

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

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

775 **ARTICLE IV – MEMBERSHIP**

776 *Section 1.* Membership in this organization is open to all un-ordained members of the African
777 Methodist Episcopal Church, in good and regular standing, in their local, and Conference Lay
778 Organizations. **Good and regular standing means every member is governed by the Constitution of the**
779 **organization and pays required dues as set by his/her local lay organization, attends fifty percent**
780 **(50%) of the local lay organization meetings, and participates at the District of the Annual Conference,**
781 **and the Annual Conference Lay Organization levels.**

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

- 783 a. all elected officers of the Episcopal District Lay Organization.
- 784 b. all Presidents, Directors of Lay Activities and Young Adult Representatives from each Conference
785 organization.
- 786 c. six (6) elected delegates from each Conference Lay Organization, of whom at least one (1) shall
787 be a young adult, ages 18-30.

- 788 d. each President, Director of Lay Activities and Young Adult Representative from each duly
789 organized District Lay Organization of an Annual Conference.
- 790 e. Each president or duly elected representative of each organized Station or Circuit Organization.
791 A duly organized Lay Organization of the Districts of the Annual Conference shall be an
792 organization reporting to the Conference Lay Organization's Annual Meeting or which is
793 recognized by the Conference as an organization.

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

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

- 796 a. President
- 797 b. First Vice President
- 798 c. Second Vice President*
- 799 d. Third Vice President*
- 800 e. Recording Secretary
- 801 f. Assistant Recording Secretary*
- 802 g. Corresponding Secretary*
- 803 h. Treasurer
- 804 i. Financial Secretary*
- 805 j. Chaplain
- 806 k. Historiographer*
- 807 l. Parliamentarian*
- 808 m. Director of Lay Activities
- 809 n. Director of Public Relations*
- 810 o. Young Adult Representative

811 (*Elected at discretion of Divisions)

812 *Duties and responsibilities of officers shall be listed here beginning with the office of President (refer to*
813 *Connectional Constitution Article V, section 1 to complete this section).*

814 *Section 2.* The records of all officers handling finances of the (___) Episcopal District Lay Organization shall
815 be audited by an internal audit committee, which shall report its findings to the Annual General Meeting
816 (AGM) of the District Lay Organization.

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

819 **ARTICLE VII – ELECTION OF OFFICERS**

820 **ARTICLE VIII – QUALIFICATIONS**

821 **ARTICLE IX – EXECUTIVE BOARD**

822 **ARTICLE X – MEETINGS**

823 **ARTICLE XI – VOTING PRIVILEGES**

824 **ARTICLE XII – POWERS AND JURISDICTIONS**

825 **ARTICLE XIII – RESERVED AND IMPLIED POWERS**

826 **ARTICLE XIV – COMMITTEES**


827 **ARTICLE XV – SUBORDINATE BODIES**

828 **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

Bill Number	CS012	
Title	WMS Constitution and Bylaws - Amended	
Submitted by	Dr. Shirley Cason-Reed, WMS President	
Contact	reedcason1@yahoo.com	

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

1 Current Text

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

4 Amended Text

5 Constitution and Bylaws

6

7 Women's Missionary Society

8 African Methodist Episcopal Church

9

10 Constitution

11 Article I - Name

12 Section 1. Name.

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

15 Section 2. Designations.

16 For the purposes of this constitution and accompanying bylaws, the African Methodist Episcopal Church is
17 designated as "A.M.E. Church" or the "church"; Women's Missionary Society as the "Connectional,"

18 "Connectional organization", or "Connectional Society"; Episcopal Women's Missionary Society as the
19 "Episcopal District, Episcopal organization or Episcopal Level"; Conference Women's Missionary Society as
20 the "Conference organization or Conference Level"; Area Women's Missionary Society as the "Area Level,"
21 and Local Women's Missionary Society as the "Local Society, Local organization or Local Level."

22 Article II - Mission Statement and Purpose

23 Section 1. Mission Statement.

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

26 Section 2. Purpose.

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

- 31 a. Coordinate and unify the work of our mission structure, by establishing and supporting organizations and
32 units to carry out God's mission in the church, the society and the world.
- 33 b. Build an intergenerational community of caring women among all levels of the WMS and other women's
34 organizations that can work collaboratively, ecumenically, and globally on peace, justice, and human rights
35 issues.
- 36 c. Provide training and education that develop and inspire responsible and visionary leadership that is
37 motivated to witness or advocate for the global mission community; and advocate for peace, justice, and
38 human rights for women, children, elderly, and families.
- 39 d. Provide for flexible structures, so that groups may determine the structure and programs most
40 appropriate and workable in their church.
- 41 e. Develop and distribute written, printed, and electronic resources and periodicals and maintain an archival
42 database and repository of information for the organization.
- 43 f. Develop networks for communication within the organization and among women ecumenically
44 and globally.

45 g. Develop and maintain a comprehensive financial support system for the organization and administration
46 of financial resources necessary for the fulfillment of the responsibilities and mission of the organization.

47 Article III - Authority

48 Section 1. Policies.

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

51 Section 2. Responsibilities.

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

55 Article IV - Structure and Operational Framework

56 Section 1. Organizational structure.

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

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

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

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

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

72 Section 2. Quadrennial Convention.

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

75 Section 3. Executive Board.

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

- 80 a. The actions of the Executive Board do not conflict with the actions of and policies established by the
- 81 Quadrennial Convention; and
- 82 b. The Quadrennial Convention is not precluded by constitutional provisions from taking action on the
- 83 matter.

84 Section 4. Decision-making Bodies.

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

87 Section 5. Commissions; Committees.

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

92 Section 6. Connectional Treasury; Management of Funds.

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

95 Article V - Membership

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

99 Article VI - Quadrennial Convention

100 Section 1. Convention Authority.

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

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

105 Section 2. Quadrennial and Special Conventions.

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

110 Section 3. Voting Members of the Quadrennial Convention.

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

115 Section 4. Committees of the Quadrennial Convention.

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

121 Article VII - Officers

122 Section 1. Elected Officers.

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

128 The connectional officers shall be elected by the Quadrennial Convention, as provided by the bylaws.

129 Section 2. Terms; Qualifications; Limitation.

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

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

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

133 Article IX - Employment of Staff

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

136 Article X - Foundation of Women's Missionary Society

137 Section 1. Authorized.

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

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

145 b. Membership dues in the amount of \$5 (Districts 1-13) and \$1 (Districts 14-20) shall be paid by December
146 31 each year.

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

148 Section 2. Responsibilities.

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

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

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

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

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

155 and

156 e. manage entrusted funds effectively and in socially responsible manner.

157 Section 3. Board of Trustees.

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

160 1. President of the organization;

161 2. Treasurer of the organization;

162 3. Three (3) Episcopal Supervisors, with at least one (1) of the Supervisors representing the 14th -20th
163 Episcopal Districts;

164 4. Members from the corporate or business community;

165 5. Members with accounting backgrounds in non-profit corporations;

166 6. Members with legal backgrounds in non-profit corporations;

167 7. Members with investment expertise;

168 8. Members with a public relations background;

169 9. A representative of the Young Women, ages 18 -40 years; and

170 10. Members-At-Large, consisting of an organizational member from each District, who has an interest and
171 demonstrated abilities with foundations, grants, etc.

172 b. Election of Trustees; Terms.

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

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

181 Each member shall serve for a term of four (4) years, but no more than eight years. Upon the confirmation or
182 election of the first members to the Board of Trustees, the Executive Board of the Women's Missionary
183 Society shall stagger the terms of such members.

184 c. Trustees Costs and Expenses. The meeting expenses and costs of the Trustees shall be paid by the
185 Women's Missionary Society.

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

188 Section 4. Reports; Audits.

189 An audit of the financial records of the Foundation shall be made biennially by a certified public accounting
190 firm. The Foundation shall provide an annual financial report and report of its work and activities to the
191 Executive Board.

192 Article XI – Sojourner Global Ministry Board

193 Section 1. Authorized.

194 The organization may establish a Sojourner Global Ministry Board of Directors to provide overall policy and
195 direction of the SG Ministry Program and to create means of financial support to enhance the program.

196 Section 2. Responsibilities.

197 The duties of the Board of Directors of the Sojourner Global Ministry Program shall include, but not be
198 limited to, the following:

199 a. Set the overall policy and direction of the ministry

200 b. Initiate efforts to work through the WMS in collaboration with other non-profits, philanthropic
201 organizations, and the public sector;

202 c. Seek grant funds and donations for the Sojourner Global Ministry Program d. Manage entrusted funds

203 effectively and in socially responsible manner. Section 3. Reports; Audits. An audit of the financial records of

204 the SGM Board shall be made biennially by a certified public accounting firm. The Board shall provide an
205 annual financial report and report of its work and activities to the Executive Board.

206 Article XII – Operative Laws

207 The organization shall be governed by the Constitution and Bylaws of the Women's Missionary Society, The
208 Discipline of the A.M.E. Church and Robert's Rules of Order Newly Revised, the latest Edition.

209 Article XIII - Amendments and Bylaws

210 Section 1. Amendments to Constitution.

211 The constitution of this organization may be amended through either of the following procedures:

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

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

219 Section 2. Amendment of Bylaws.

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

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

227 Section 3. Effective Date of Amendments.

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

230 Section 4. Proposed Amendments.

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

233 Article XIV – Correction of Scrivener's Errors

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

237

238 Women's Missionary Society

239 African Methodist Episcopal

240 Church Connectional Bylaws

241

242 Article I - Name

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

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

246 Section 1. Membership Status. T

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

249 Section 2. WMS Representatives.

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

254 Section 3. Alternate/Youth Representatives.

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

258 Section 4. Terms of Appointment.

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

261 Section 5. Liaisons.

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

267 Section 6. Responsibilities.

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

276 Section 7. Episcopal District NGO Liaisons.

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

282 Section 8. Annual NGO Conference.

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

287 Section 9. Funds.

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

291 Section 10. Office Maintenance.

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

294 Article III - Membership

295 Section 1. Regular.

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

300 Section 2. Associate.

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

304 Section 3. Life.

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

307 Article IV - Quadrennial Convention; Delegates; Special Convention

308 Section 1. Quadrennial Convention.

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

- 311 a. elect the officers as provided in the constitution and bylaws.
- 312 b. review the work of Connectional officers and commissions and for this purpose require and receive
313 reports from them;
- 314 c. fulfill other functions as required by this constitution and bylaws;
- 315 d. conduct such other business as necessary to further the mission, purpose and functions of the
316 organization; and
- 317 e. have the sole authority to amend the constitution and bylaws.

318 Section 2. Convention Delegates.

319 There shall be five (5) elected delegates from a Conference with a voting membership of three hundred fifty
320 (350) or more; four (4) elected delegates from a Conference with a voting membership of two hundred fifty
321 (250) to three hundred forty-nine (349); three (3) elected delegates from a Conference with a voting
322 membership of one hundred fifty (150) to two hundred forty-nine (249); and two (2) elected delegates from
323 a Conference with a voting membership of seventy-five (75) to one hundred forty-nine (149); and one (1)

324 elected delegate from a Conference with a voting membership of less than seventy-five (75). Each Conference
325 shall have at least one (1) elected delegate.

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

330 Section 3. Submission of Delegates.

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

339 Section 4. Expenses of Delegates.

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

346 Section 5. Committees of the Quadrennial Convention.

347 Committees of the Quadrennial Convention shall be the Rules Committee, Credentials Committee,
348 Constitution and Bylaws Committee, Memorial Committee, Nominating Committee and Program Committee.
349 Members of these committees shall be appointed by the President:

350 a. Rules Committee. The Rules Committee shall review the rules of the previous Quadrennial
351 Convention and prepare proposed rules for the governance of the present Quadrennial Convention. On the
352 opening day, the committee shall present such rules to the delegates of the Quadrennial Convention.

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

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

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

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

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

366 Section 6. Special Quadrennial Convention.

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

371 Section 7. Registered Participants.

372 Registered participants may attend the convention at no additional expense to the organization. They may
373 participate in the programs and attend the sessions of the convention. They shall have no voice and no vote.

374 Article V - Executive Board

375 Section 1. Composition; Quorum.

376 The Executive Board shall be comprised of the elected Connectional officers, past and present Episcopal
377 Supervisors, past Connectional Presidents, Episcopal Presidents, and the Connectional Director and

378 Episcopal Directors of the Young People's and Children's Division. The Chairperson and Secretary of the
379 Commission on Global Witness and Ministry and the Bishops shall be ex-officio members. Each Episcopal
380 District shall be represented on the Executive Board. A majority of the members of the Executive Board shall
381 constitute a quorum to transact business and make decisions.

382 Section 2. Purpose; Duties.

383 In accordance with the constitution, the Executive Board shall act during the interim of the Quadrennial
384 Convention. The duties of the Executive Board shall be to:

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

398 Section 3. Meetings; Expenses.

399 The Executive Board shall meet annually, except in the year of the Quadrennial Convention. The Connectional
400 organization shall be responsible for the expenses, reasonable costs for travel and housing, for elected
401 Connectional officers.

402 Section 4. Special Meetings.

403 Special meetings of the Executive Board may be called by the president or, in the event of the president's
404 death, resignation or incapacity, by the Commission on Administration. The notice of the special meeting
405 shall state the purpose of the meeting.

406 Article VI - Elected Officers

407 Section 1. Election of Officers.

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

412 Section 2. Elected Officers.

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

417 Section 3. Prerequisites for Holding Office.

418 Any person seeking an elected office must:

- 419 a. be a member in good and regular standing in the organization; "good and regular standing" in this
420 organization means that the member regularly attends the meetings of the organization; is supportive of
421 mission projects of the organization; participates in its activities and events; is current in payment of dues
422 and other financial obligations;
- 423 b. demonstrate a Christian commitment;
- 424 c. demonstrate a high level of spiritual maturity;
- 425 d. possess good interpersonal and communication skills;
- 426 e. demonstrate a collaborative work style;
- 427 f. be sensitive to the tradition and culture of the A.M.E. Church; and
- 428 g. possess the qualifications required for the office as provided in these bylaws.

429 Section 4. Term; Limitation.

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

434 This provision shall operate for persons appointed to positions by the Connectional President.

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

437 Section 5. Transitional Period.

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

442 Section 6. Vacancy in Office of the President.

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

449 Section 7.

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

458 Section 8. Removal of Elected Officers.

459 Any elected officer, not performing her duties shall be notified in writing by the president, with a copy to the
460 Chairman of the Commission on Global Witness and Ministry and the Executive Board. If such failure to
461 perform continues for a period of ninety (90) days after notification, the matter shall be referred to the

462 Executive Board for action. The Executive Board may remove the elected officer from office for failure to
463 execute her duties and responsibilities as provided in these constitution and bylaws.

464 Section 9. Salary of President.

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

467 Article VII - Nominations and Election Process

468 Section 1. Procedures.

469 The organization shall elect such officers as required by the constitution and bylaws.

470 Section 2. General Requirements and Considerations.

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

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

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

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

479 e. All elections shall be by electronic or paper ballot, except when there is only one candidate for an office.
480 When there is only one candidate for an office, voting may be by voice or hand vote.

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

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

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

488 Section 3. The Nominating Committee.

489 a. Committee appointments. The Nominating Committee shall consist of nine (9) persons appointed by the
490 president. The president in selecting committee members shall follow these guidelines:
491 a. No more than one person shall be appointed from an Episcopal District; and
492 b. Consideration shall be given to geographic location, variety of ages, and diversity of experiences.
493 b. Duties of the Committee. The committee shall:
494 1. At least nine (9) months prior to the Quadrennial Convention call for nominations through a notice
495 published in an official periodical of the Women's Missionary Society (and any other appropriate publication).
496 Such notice shall also indicate how a nomination form may be obtained. Nomination forms shall be sent to
497 Executive Board members and Episcopal Supervisors for distribution to interested persons. The nomination
498 form shall request individuals to give biographical data and other information, which will aid in the selection
499 of candidates. Such credential forms shall be returned by prospective nominees, bearing the signature of the
500 Episcopal President and Supervisor, no later than 180 days prior to the Quadrennial Convention; and
501 2. Give considerations to the names submitted or recommended as nominees for offices, examining any and
502 all necessary information regarding the persons to determine if the persons meet the prerequisites and
503 qualifications for the offices being sought. For those persons found to meet the prerequisites and
504 qualifications of the office being sought, the committee shall prepare a slate of nominees, listing the
505 qualifications of the nominees for office to be elected at the Quadrennial Convention. The slate shall be
506 provided to each Episcopal Nominating Committee Chairperson no later than ninety
507 (90) days before the Quadrennial Convention.

508 Article VIII - Life Memberships

509 Section 1. Life Member.

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

- 512 a. be actively serving in the Local, Area (if applicable) Conference and Episcopal organizations at the time of
513 submitting the application;
- 514 b. exemplify continuous meritorious service
- 515 c. be recommended by the Local Women's Missionary Society; and
- 516 d. remain active at these levels of service as long as life and health permits.

517 Section 2. Continuous Meritorious Service

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

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

521 1. Demonstrated continuous service at the Local level;

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

524 3. Recruited and encouraged new members;

525 4. Developed or initiated programs to promote missionary education;

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

528 Section 3. General Information.

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

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

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

542 Section 4. The Process.

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

545 Episcopal Supervisor and copied to the Episcopal President, Episcopal 3rd Vice President and
546 Conference President.

547 The following steps should be adhered to:

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

552 b. Once completed by the Life Member applicant, a fee of Two Hundred Fifty dollars (\$250.00) for
553 Districts 1-13 and One Hundred dollars (\$100.00) for Districts 14-20 shall be attached to the application.

554 c. The application shall be signed by the Local President, the Pastor, the Conference President, the
555 Episcopal President, the Episcopal Supervisor, and the Bishop and the application is sent to the
556 Connectional President with the fee attached.

557 Section 5. Recognition.

558 Upon becoming a Life Member, the person shall receive the following:

559 a. a Life Membership card;

560 b. a Life Membership pin; and

561 c. a Life Membership stole.

562 Section 6. Use of Application Funds.

563 Funds received for Life Memberships shall be used for the printing and production costs associated with the
564 Life Membership cards, pin and stoles, the Hughes-Smith Life Membership Booklet, as well as other
565 Connectional contingencies.

566 Section 7. Other.

567 The Commission on Membership and Recruitment shall create and publish a Life Membership booklet, after
568 review and input from the Connectional President and Commission on Administration, which booklet shall
569 contain the following: suggested Life Membership ceremony(ies); suggested activities for each level of the
570 organization; information on the Connectional Women's Endowment Fund, legacy bequests and gifts; and an
571 annual report form for the Local, Conference, Episcopal organizations.

572 Article IX - Duties and Qualifications of Officers

573 Section 1. President.

574 a. Qualifications. Any candidate seeking the position of President must have:

575 1. at least a Bachelor's degree from an accredited institution or the equivalent in education and

576 experience. A Master's or higher degree is preferred;

577 2. demonstrated prior service as an elected officer of the Connectional, Episcopal or Conference

578 organization;

579 3. at least five (5) years of administrative, supervisory or managerial experience; and

580 4. an inspiring, encouraging and unifying leadership style.

581 b. Duties and Responsibilities. The duties and responsibilities of the President shall be to:

582 1. Preside at the Quadrennial Convention, Executive Board, the Commission on Administration and

583 other official meetings of the organization;

584 2. Have general supervision and direction over the work and activities of the organization;

585 3. Appoint members to all Commissions and committees for which election or appointment

586 procedures are not provided and make other appointments as necessary. In making appointments to the

587 commissions, the President shall appoint young women ages 40 years and younger to at least 10% of the

588 available positions on each commission and shall stagger the appointment of persons to the commissions

589 from two to four years;

590 4. Chair the Commission on Administration and serve as an ex-officio member of all commissions and

591 committees as may be necessary to the conduct and development of the organization;

592 5. Working with the Commission on Administration, actively seek to advance all phases of the work of the

593 organization;

594 6. Propose policy for review and action by the Commission on Administration and provide for the

595 implementation, within such policies, of the financial, accounting, insurance, property management,

596 investment and money management systems and related services for the organization;

597 7. Submit a report to each Quadrennial Convention and Executive Board concerning her work, with

598 observations and recommendations affecting the organization as she may deem important;

599 8. Represent the organization at ecumenical associations, councils and organizations in which the

600 organization participates;

- 601 9. Serve as a member of the General Conference by virtue of her office;
- 602 10. Ensure that the constitution and bylaws are duly observed and that the actions thereof are carried into
- 603 effect; and
- 604 11. Sign all official and legal papers and vouchers or orders on the treasury.

605 Section 2. First Vice President.

- 606 a. Qualifications. Any candidate seeking the position of First Vice President must possess the same
- 607 qualifications as provided for the President.
- 608 b. Duties and Responsibilities. The First Vice President shall:
- 609 1. Serve in the absence, disability or resignation of the President;
- 610 2. Serve as Coordinator of the Commission on Christian Social Action and its liaison to the Commission on
- 611 Administration; and
- 612 3. Facilitate the Commission on Christian Social Action's interaction and work with the Episcopal,
- 613 Conference and Local Commissions on Christian Social Action.

614 Section 3. Second Vice President.

- 615 a. Qualifications. Any candidate seeking the office of Second Vice President must possess the same
- 616 qualifications as the President.
- 617 b. Duties and Responsibilities. The Second Vice President shall:
- 618 1. Serve in the absence, disability or resignation of the President and First Vice President;
- 619 2. Serve as Coordinator of the Commission on Mission Education and Interpretation, and facilitate
- 620 interaction and work with the Episcopal, Conference and Local Commissions on Mission Education and
- 621 Interpretation; and
- 622 3. Serve as the Commission on Mission Education and Interpretation's liaison to the Commission on
- 623 Administration.

624 Section 4. Third Vice President.

- 625 a. Qualifications. Any candidate for the position of Third Vice President must possess the same
- 626 qualifications as the President.
- 627 b. Duties and Responsibilities. The Third Vice President shall:
- 628 1. Serve in the absence, disability or resignation of the President and First and Second Vice Presidents;

- 629 2. Serve as Coordinator of the Commission on Membership and Recruitment;
- 630 3. Coordinate the work of the Connectional membership and recruitment activities;
- 631 4. Facilitate the Commission on Membership and Recruitment's interaction and work with the Episcopal,
- 632 Conference and Local Commissions on Membership and Recruitment to determine the needs of the
- 633 membership, to enlist new members, and to recommend ways for inactive members to participate; and
- 634 5. Serve as the Commission on Membership and Recruitment's liaison to the
- 635 Commission on Administration, and keep the Commission on Administration informed about the needs and
- 636 concerns of members and recommended plans for membership cultivation.

637 Section 5. Recording Secretary.

638 a. Qualifications. A candidate seeking the office of Recording Secretary must demonstrate:

- 639 1. Experience and skills in word processing, computer technology or other technology available for
- 640 recording or retrieving information;
- 641 2. Prior secretarial experience or training; and
- 642 3. An ability to prepare and present minutes and reports.

643 b. Duties and Responsibilities. The Recording Secretary shall:

- 644 1. Be the secretary of the Quadrennial Convention, Executive Board and Commission on Administration;
- 645 2. Be responsible for recording, keeping and distributing accurate minutes of the Quadrennial
- 646 Convention, Executive Board and Commission on Administration. Keep an accurate record of all
- 647 proceedings in a bound book, and under the direction of the President, perform all other duties common to
- 648 such office;
- 649 3. Make available copies for the delegates of each day's session of the Quadrennial Convention;
- 650 4. Make available copies of minutes of the Quadrennial Convention within ninety (90) days of the close of the
- 651 Quadrennial Convention;
- 652 5. Maintain a Record Book in which the current Constitution and Bylaws, special rules of order, minutes are
- 653 entered with any amendments to these documents properly recorded, and have the current Record Books
- 654 on hand at every official meeting;
- 655 6. Make available to officers copies of the minutes of all official meetings including the Executive Board
- 656 within six (6) weeks of the date held;

- 657 7. Keep an official roll of the Executive Board; and
658 8. Serve as a member of the Commission on Administration.

659 Section 6. Assistant Recording Secretary.

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

662 b. Duties and Responsibilities. The Assistant Recording Secretary shall:

- 663 1. Assist the Recording Secretary in keeping all records;
664 2. In the absence of the Secretary shall perform her duties; and
665 3. Serve on the Commission on Administration.

666 Section 7. Corresponding Secretary.

667 a. Qualifications. Any candidate for the position of Corresponding Secretary must possess the same
668 qualifications as the Recording Secretary.

668 b. Duties and Responsibilities. The Corresponding Secretary shall:

- 669 1. Assist the Recording Secretary in preparing the minutes for official meetings of the Connectional Society;
670 2. Prepare and send correspondence under the direction of the President; and
671 3. Perform such other secretarial duties as determined by the President.

672 Section 8. Treasurer.

673 a. Qualifications. Any candidate for the position of Treasurer must have:

- 674 1. At least a Bachelor's degree, or its equivalent, in business, accounting or finance; and
675 2. At least five (5) years of experience in accounting, finance, or budgeting.

675 b. Duties and Responsibilities.

676 The Treasurer shall:

677 1. Provide for financial record keeping and, on behalf of the Executive Board, be accountable for all
678 funds of the organization in accordance with the financial policies of the organization;

679 2. Prepare an annual Executive Board and Quadrennial Convention budget for the approval of the
680 Commission on Administration, in consultation with the President.

681 3. Upon the request of the President, write and sign all checks, which shall be countersigned by the
682 President;

683 4. Interpret the financial condition of the organization for the Commission on Administration and
684 the Executive Board;

- 685 5. Be bonded in an amount as required by the Commission on Administration;
- 686 6. Serve on the Commission on Administration; and
- 687 7. Have the accounts audited by a Certified Public Accountant with a report submitted to the Quadrennial
- 688 Convention during the first business session, and an interim report to the Executive Board and General Board
- 689 of the A.M.E. Church.

690 Section 9. Director of the Young People's and Children's Division.

691 a. Qualifications. Any candidate seeking the office of Director of the Young People's and

692 Children's Division must have:

- 693 1. At least a Bachelor's Degree or the equivalent in education and experience. A Master's or higher
- 694 degree is preferred;
- 695 2. Prior service as a Director of an Episcopal, a Conference (including Area) or a Local Young People's and
- 696 Children's Division;
- 697 3. Demonstrated, successful experiences working with and organizing young people, young adults and
- 698 children;
- 699 4. The ability to recognize, appreciate and channel energy and creativity of young people, young adults
- 700 and children; and
- 701 5. Prior administrative, supervisory or managerial experience with young people or children.

702 b. Duties and Responsibilities. The Director of the Young People's and Children's Division shall:

- 703 1. Plan and direct a mission program for the young people within the framework of the purpose of the
- 704 organization;
- 705 2. Serve on the Commission on Administration; and
- 706 3. Perform such duties as provided for the Director in the Bylaws of the Connectional Young People's and
- 707 Children's Division.

708 Section 10. Editor of the Missionary Magazine.

709 a. Qualifications. Any candidate seeking the position of Editor of the Women's Missionary Society Magazine

710 must have:

- 711 1. At least a Bachelor's degree or the equivalent in education and experience. A Master's or higher
- 712 degree is preferred;

- 713 2. Extensive course work in English, Speech or Journalism;
714 3. An understanding of the publication process; and
715 4. At least five (5) years' experience in journalism; or in editing, developing and publishing educational
716 materials.

717 b. Duties and Responsibilities. The Editor of the Women's Missionary Society Magazine duties and
718 responsibilities shall be to:

- 719 1. Oversee the production of the official magazine of the organization, editing and publishing a bi-
720 monthly periodical containing news of general interest to church women and news regarding the
721 organization, including news from all senior officers, commissions or committees and the Young People's
722 and Children's Division;
- 723 2. Serve on the Commission of Administration;
- 724 3. Serve on the Commission on Mission Education and Interpretation which is responsible for the
725 educational enterprise of the organization;
- 726 4. Solicit and edit articles for the publication on topics that will appeal to, inspire and motivate subscribers;
- 727 5. Oversee the entire publication process, including seeking bids from publishers;
- 728 6. Provide for promotion, circulation, subscription fulfillment, advertising solicitation, billing and
729 collection of accounts, and other services, providing reports and records of such activities to the Commission
730 on Administration;
- 731 7. In collaboration with the Treasurer, prepare a yearly budget for the magazine's publication, monitor
732 and report on the financial component of the Editor's office, for submission to the President and Commission
733 on Administration;
- 734 8. Through the Commission on Administration develop any editorial and advertising guidelines as
735 needed; and
- 736 9. Serve as the organization's representative to organizations which enhance the work of the Editor.

737 Section 11. Associate Editor.

738 a. Qualifications. Any candidate seeking the position of Associate Editor shall possess the same
739 qualifications as the Editor.

740 b. Duties and Responsibilities. The Associate Editor of the Missionary Magazine shall:

- 741 1. Work in cooperation with the Editor in the editing and publishing of the Magazine;
742 2. Assume the responsibilities of helping to promote and increase subscriptions to the Magazine; and
743 3. Serve on the Commission on Mission Education and Interpretation.

744 Section 12. Promotion and Missionary Education Director.

745 a. Qualifications. Any candidate seeking the position of Promotion and Missionary Education Director must
746 have:

747 1. At least a Bachelor's Degree or the equivalent in education and experience. A Master's or higher
748 degree is preferred;

749 2. Extensive course work in research and writing, English, Speech or Journalism; and
750 3. At least five (5) years' experience in journalism, editing, developing and publishing educational and research materials.

751 b. Duties and Responsibilities. The Promotion and Missionary Education Director duties and responsibilities
752 shall be:

753 1. Developing, producing, promoting and circulating mission education materials, including but not
754 limited to, compiling, editing, design work and meeting publication time periods; preparing and mailing
755 introductory kits to Episcopal Directors of Promotion and Missionary Education and various other
756 complimentary mailings; transmitting orders to the publisher; providing supplementary materials to
757 members; and providing invoices and monitoring final payments;

758 2. Recommending themes and curricula to the Commission on Mission Education and Interpretation for
759 approval;

760 3. Seeking talent from across the twenty Episcopal Districts of the organization to contribute to the
761 mission education effort;

762 4. Convening the Mission Education and Interpretation Dialogue annually;

763 5. Developing continuing education programs for the organization's leaders;

764 6. Assisting in the planning and developing of the Connectional training efforts for the Executive Board and
765 Quadrennial Convention;

766 7. Providing leadership in developing audio-visual and other resources to complement the Study Guide;

767 8. Developing and overseeing a correspondence course or on-line education or training module;

768 9. Compiling current bibliographies of books, tracts, etc., relating to religious education;

- 769 10. Developing and overseeing the Connectional Book Club, and providing an on-line dialogue on current
770 readings;
- 771 11. Serving on the Commission on Mission Education and Interpretation and Commission on Administration.
- 772 12. In collaboration with the Treasurer, prepare a yearly budget for submission to the President and
773 Commission on Administration, monitor and report on the financial aspects of her work; and
- 774 13. Other duties as determined by the President or the Commission on Mission Education and Interpretation.

775 Section 13. Historiographer-Statistician.

776 a. Qualifications. Any candidate seeking the position of Historiographer-Statistician must have:

- 777 1. At least a Bachelor's Degree or the equivalent in education and experience;
- 778 2. Demonstrated prior experience in research, writing and publishing;
- 779 3. Extensive course work in English;
- 780 4. An ability to use technology for data gathering, organizing, record keeping and writing; and
- 781 5. Demonstrated good sense of history and an appreciation for the need to maintain records.

782 b. Duties and Responsibilities. The Historiographer-Statistician shall:

- 783 1. Have full responsibility of assembling, gathering and maintaining the data pertaining to the history of the
784 organization; including, but not limited to requesting all facts and figures relating to the Local, Conference
785 and Episcopal membership, officers and mission work and activities;
- 786 2. Compile a written Quadrennial history of the Women's Missionary Society and shall submit it as a report
787 to the Quadrennial Convention; and
- 788 3. Compile accurate and adequate data and information and publish the same under the direction of the
789 President and the Executive Board. This information shall be centered in the office of the Women's
790 Missionary Society for reference when needed.

791 Section 14. Worship Director.

792 a. Qualifications. Any candidate seeking the position of Worship Director must have:

- 793 1. Training and experience in Christian Education;
- 794 2. Knowledge of the Bible and Hymnal;
- 795 3. Training and/or knowledge of Worship, Liturgy and music;
- 796 4. Experience in preparing and conducting Bible study and worship;

- 797 5. Demonstrated capacity to work effectively with others.
- 798 b. Duties and Responsibilities. The Worship Director shall:
- 799 1. Serve the organization by providing appropriate and creative styles and types of worship
- 800 experiences/devotions.
- 801 2. Serve on the Commission on Mission Education and Interpretation; and
- 802 3. Maintain effective communication with the Episcopal District/Conference Worship Directors.

803 Section 15. Member-At-Large.

804 a. Qualifications. Any candidate seeking the position of Member-At-Large must:

- 805 1. Must be ages 18 to 40 and
- 806 2. Have at least a Bachelor's degree or its equivalent in education or experience.

807 b. Duties and Responsibilities. The Member-At-Large shall:

- 808 1. Serve on the Commission on Membership and Recruitment;
- 809 2. Work with the Young Women, ages 18 -40 years, to facilitate the goals and objectives of the Commission
- 810 on Membership and Recruitment relative to younger women; and
- 811 3. Be responsible for promoting the Sojourner's Program and in cooperation with church leaders and
- 812 Episcopal Districts recruit volunteers.

813 Section 16. Parliamentarian. Any candidate seeking the position of Parliamentarian shall be certified in

814 parliamentary procedures, at the time of her nomination. Should nominations not be received from a

815 person(s) certified in parliamentary procedures, the President, through the Commission on Administration,

816 may contract for such services to be provided to the organization as needed.

817 Article X - Episcopal Supervisors

818 Section 1. Designation.

819 The Episcopal Supervisor shall be the spouse or the appointee of the Bishop of the Episcopal District.

820 Section 2. Duties.

821 The Episcopal Supervisor shall:

- 822 a. Have supervision of the work in the Episcopal District;b. Be the liaison between the Connectional and
- 823 Episcopal organizations, and work cooperatively with the Connectional WMS to carry out the programmatic
- 824 functions and responsibilities throughout the Episcopal District;

- 825 c. Ensure the Constitution and Bylaws are duly observed and the actions thereof are carried into effect;
- 826 d. Provide oversight for the fiscal and program operations of the Episcopal District;
- 827 e. Facilitate and provide opportunities for the Episcopal, Conference and Local organizations' financial
- 828 support of the organization;
- 829 f. Prepare and submit a report to each Quadrennial Convention concerning the work of the Episcopal
- 830 District;
- 831 g. With the Episcopal President, plan and implement a comprehensive program that fosters cooperative and
- 832 interdependent relationships among the Local, Conference, Episcopal and Connectional organizations, to
- 833 implement the mission and purpose of the organization;
- 834 h. With the Episcopal President, promote and facilitate the programs, goals and objectives of the
- 835 organization; and
- 836 i. Serve on the Executive Board and on at least one (1) of the Commissions.

837 Article XI - Commissions

838 Section 1. Responsibilities Common to Commissions.

839 Each commission shall:

- 840 a. Recommend policy, envision and develop strategic plans in its particular area of responsibility, after
- 841 consultation with the commissions of the Episcopal, Conference and Local, as practicable as possible. All
- 842 policies shall be submitted to the Commission on Administration for further consideration and action;
- 843 b. Develop and implement programs and resources, and review and evaluate processes, to enable and assist
- 844 members in facilitating and fulfilling the work of the Commission;
- 845 c. Facilitate and coordinate with other Commissions of the organization, this organization's efforts in
- 846 leadership development and leadership training;
- 847 d. Develop and disseminate to members materials of significance for the work of the Commissions;
- 848 e. Provide for the adequate keepings of records related to the activities and work of the
- 849 Commission; and
- 850 f. Cultivate a community of collaboration and outreach with other Connectional, Episcopal, Conference and
- 851 Local Commissions.

852 Section 2. Responsibilities Common to Commission Chair or Coordinator.

853 The Commission Chair or Coordinator shall:

854 a. Provide leadership and facilitate the work of the Commission;

855 b. Preside at meetings of the Commission;

856 c. Serve as the liaison to the Commission on Administration and Executive Board;

857 d. Monitor the progress of the Commission and provide reports to the President as needed; and

858 e. Facilitate the setting of goals by the Commission, and a plan for the evaluation of the work and activities of

859 the Commission. Section 3. Commission on Administration.

860 a. Creation; Duties. There is hereby created a Commission on Administration. The Commission shall
861 be chaired by the President and shall:

862 1. Be responsible for the business of the organization, including budget and finance, decisions concerning
863 the implementation of policy;

864 2. Ensure that resolutions from the Quadrennial Convention and recommendations and policies from
865 Executive Board are appropriately managed;

866 3. Upon the advice and recommendations of the President, establish the assessments for Episcopal Districts
867 for the Quadrennial and the time for paying such assessments each fiscal year. Any changes in such
868 assessments between the Quadrennial Conventions shall be presented to the Executive Board for approval;

869 4. Maintain and distribute accurate records;

870 5. Receive reports and monitor progress of the Commissions on Christian Social Action, Mission Education
871 and Interpretation and Membership and Recruitment;

872 6. Develop and recommend an annual budget to Executive Board;

873 7. Review and modify, when necessary, financial policies of the organization;

874 8. Provide for a comprehensive financial support system for the administration of financial resources
875 necessary for fulfillment of the responsibilities of the Connectional organization;

876 9. Review, analyze and be prepared to interpret the annual audit;

877 10. Develop appropriate investment strategies for the organization;

878 11. Oversee quadrennial review and revision of the organization's Constitution and Bylaws;

879 12. Oversee the work of the Nominating Committee;

880 13. Engage a licensed Parliamentarian, when necessary;

- 881 14. Design programs and other activities providing for an improved image of the organization;
882 15. Design and conduct training;
883 16. Oversee the work of the Sojourner Global Program as outlined in Article XI of the Constitution; and
884 17. Maintain an office and a continuing relationship with the Economic and Social Council of the United
885 Nations through such representatives as appointed by the President.

886 b. Commission Members. The members of the Commission on Administration shall consist of: the President,
887 the First, Second and Third Vice Presidents, the Recording Secretary, the Assistant Recording Secretary, the
888 Corresponding Secretary, the Treasurer, the Director of the Young People's and Children's Division, the
889 Editor of the Magazine, the Associate Editor, the Promotion and Missionary Education Director, the
890 Historiographer- Statistician, the Worship Director, the Member-At-Large, the Parliamentarian, seven (7)
891 Episcopal Supervisors, present or past, and four (4) At-Large-Members with expertise and skills in
892 accounting, financial management, law, and administration appointed by the President.

893 Section 4. Commission on Christian Social Action.

894 a. Creation; Duties. There is hereby created a Commission on Christian Social Action. The First Vice
895 President shall serve as the coordinator of the commission whose duties and responsibilities shall be to:

- 896 1. Promote social action, which will engage women in addressing current critical issues;
897 2. Identify and study issues affecting the family and develop appropriate educational programs and
898 strategies to address these issues;
899 3. Identify and plan educational activities to help families understand their responsibilities;
900 4. Distribute pertinent information on global health and wellness;
901 5. Partner with community agencies and organizations involved in eradicating poverty and hunger;
902 6. Provide tangible help for persons in dire need;
903 7. Provide opportunities for members of the organization to understand and work with organizations such
904 as, Church Women United, Bread for the World, National Council of Negro Women, World Federation of
905 Methodist and Uniting Church Women, Black Women's Agenda, Religious Network for the Equality of Women,
906 Children's Defense Fund, and the Balm in Gilead;
907 8. Review and monitor the Missionaries on the Move Project and other volunteer mission programs of the
908 organization; and

909 9. Encourage and support current national programs such as, Church World Service Blanket, Tools of Hope
910 Program, and Crop Walks.

911 b. Commission Members. The members of the Commission on Christian Social Action shall be the First Vice
912 President, two (2) Episcopal Presidents, three (3) Episcopal First Vice Presidents, two (2) Conference
913 Presidents, three (3) Local Presidents, seven (7) Episcopal Supervisors, and four (4) At-Large-Members, each
914 appointed by the President to represent issues and interests of ecumenical relations, family life, global health
915 and housing, rural and special missions.

916 Section 5. Commission on Mission Education and Interpretation.

917 a. Creation; Duties. There is hereby created a Commission on Mission Education and Interpretation.
918 The Second Vice President shall serve as the coordinator of the Commission whose duties and
919 responsibilities shall be:

- 920 1. Developing a strong faith base and develop members for ministry by planning and conducting annual
921 institutes and other activities;
- 922 2. Design, produce, print and circulate the Connectional organization's mission study program;
- 923 3. Plan and conduct educational activities designed to create an awareness of the status of Black women and
924 their contributions individually and collectively to life and society;
- 925 4. Establish a central unit for researching, collecting, classifying, analyzing, interpreting and disseminating
926 information about the progress and plight of Black people;
- 927 5. Seek funding for educational pursuits of the organization;
- 928 6. Improve Public Relations techniques and efforts and strengthen media coverage;
- 929 7. Discover and develop ability of persons in the performing and creative arts;
- 930 8. Promote the use of creative arts for enrichment and well-being;
- 931 9. Sponsor an exhibit of art at the Quadrennial Convention;
- 932 10. Raise visibility and awareness of the organization;
- 933 11. Supervise the educational thrust of the organization; and
- 934 12. Encourage and support bible studies and worship experiences at all gatherings.

935 b. Commission Members. The members of the Commission on Mission Education and Interpretation
936 shall be the following: the Second Vice President, the Historiographer - Statistician, the Editor of the

937 Magazine, the Associate Editor, the Promotion and Missionary Education Director, the Worship Director,
938 seven (7) Episcopal Supervisors and twenty (20) At-Large-Members. The twenty At-Large-Members shall
939 consist of a representative from each of the twenty Episcopal Districts, and shall be appointed by the
940 President, with at least three (3) of the At-Large-Members being Episcopal Second Vice Presidents.

941 Section 6. Commission on Membership and Recruitment.

942 a. Qualifications. There is hereby created a Commission on Membership and Recruitment.

943 The Third Vice President shall be the coordinator of the commission whose duties and responsibilities shall
944 be:

- 945 1. Plan strategies to reach out, nurture and affirm members and non-member women;
- 946 2. Encourage and inspire young women between the ages of 18 to 40 years to join, participate actively and
947 work in the organization;
- 948 3. In collaboration with other commissions, develop programs and plan activities of special interest to
949 younger women;
- 950 4. Plan strategies designed to involve non-member women and younger women in training and enrichment
951 activities;
- 952 5. Develop a Skills Bank;
- 953 6. Plan and conduct The Tanner Turner Memorial Services for deceased life members at the Quadrennial
954 Convention;
- 955 7. Prepare and circulate model programs of welcome for new members and awards for others, and prepare
956 and circulate a Life Membership Booklet as provided within these bylaws;
- 957 8. Prepare and distribute a Life Members Booklet, as provided in Article VIII;
- 958 9. Establish guidelines for the organization to recognize Associate members with twenty- five (25) years or
959 more of continuous, meritorious service to the organization; and
- 960 10. Select deserving students for scholarship aid.

961 b. Commission Members. The members of the Commission on Membership and Recruitment shall
962 consist of the Third Vice President, the Member-At-Large, the Corresponding Secretary, seven (7) Episcopal
963 Supervisors and twenty (20) At-Large- Members appointed by the President. The twenty At-Large-Members

964 shall consist of a representative from each of the twenty (20) Episcopal Districts, with at least three (3) of the
965 At-Large-Members being Episcopal Third Vice Presidents.

966 Section 7. Commission Meetings. The commissions shall meet at least two (2) times per year, with at least
967 one of the meetings held at the site of the Executive Board. Additional meetings may be called by the
968 President, as needed.

969 Section 8. Committees of Commissions.

970 A commission may create committees or task forces consisting of its members to facilitate the
971 commission's work.

972 Section 9. Telephone Conference Calls.

973 Commissions may meet by telephone conference calls. However, the results of any action taken by
974 telephone conference call shall be mailed within fifteen (15) days minutes of the next meeting of the
975 Commission.

976 Section 10. Removal of Appointees.

977 Any person appointed to a Commission by the President may be removed by the President for non-
978 performance, upon the President's written notification to the person.

979 Article XII - General Fiscal Policies

980 Section 1. Sources of Funds.

981 The sources of funds for the organization's fulfillment of its responsibilities shall be the general church
982 budget, assessments of Episcopal Districts, monies received through special emphases and meetings,
983 voluntary pledges, gifts, etc., annuities and other forms of investments, and offerings.

984 Section 2. Single Treasury.

985 A single treasury shall be maintained for the receipt and disbursement of funds of the Connectional WMS.

986 Section 3. Financial Policies.

987 The President shall propose policy for review and action by the Commission on Administration and
988 provide for the implementation, within such policies, of the financial, accounting, insurance, property
989 management, investment and money management systems and related services for the Connectional WMS.

990 Section 4. Episcopal Assessments.

991 Each Episcopal District shall transmit its assessments to the Connectional organization in accordance
992 with the procedures and policies established by the Commission on Administration and adopted by the
993 Executive Board.

994 Section 5. Auditing of Books.

995 Accounts of the organization shall be annually audited by a Certified Public Accountant as provided for herein
996 under the duties of the Treasurer. This audit/audit renewal shall be adopted at the subsequent Executive
997 Board meeting.

998 Article XIII - Publications

999 Section 1. Magazine.

1000 A magazine, which shall be prepared and published by the Editor on behalf of the organization, shall be
1001 owned and published by the organization. All funds received from the publication of the magazine shall
1002 belong to the organization.

1003 Section 2. Mission Study Program.

1004 The Yearbook and accompanying study materials, prepared and published by the Promotion and Missionary
1005 Education Director on behalf of the organization, shall be owned and published by the organization. All funds
1006 received from the publication of the Yearbook and accompanying study materials shall belong to the
1007 organization.

1008 Section 3. Other Publications.

1009 Any other publications, prepared and produced with funds of the organization, shall be owned and
1010 published by the organization. All funds received from such publications shall belong to the organization.

1011 Article XIV - Office

1012 The headquarters of the Women's Missionary Society shall be in Washington, D.C., or such other place as the
1013 Quadrennial Convention shall determine.

1014 Article XV - Amendments

1015 These Bylaws may be amended as set forth in the Constitution and Bylaws of the Women's Missionary
1016 Society.

1017 Article XVI - Parliamentary Authorities

1018 The rules contained in Robert's Rules of Order Newly Revised, latest edition, shall govern this organization in
1019 all cases to which they are applicable and to which they are not inconsistent with these bylaws, the
1020 Constitution and Bylaws of the Women's Missionary Society and The Book of Discipline of the A.M.E. Church.

1021 Article XVII - Application of Provisions

1022 Unless otherwise provided in the Episcopal, Conference and Local Bylaws of the Women's Missionary
1023 Society, the provisions herein shall apply to such organizations.

1024 Article XVIII - Missionary Benediction

1025 The Missionary Benediction shall be:

1026 "In the Name of the Triune God, May the Spirit of Christian Missions Enter Every Heart. This We Ask in Jesus'
1027 Name. Amen.'

1028

1029 Women's Missionary Society

1030 African Methodist Episcopal Church

1031 Episcopal Bylaws

1032

1033 Article I - Name

1034 In each Episcopal District there shall be an organization known as the Episcopal Women's Missionary Society
1035 of the African Methodist Episcopal Church.

1036 Article II - Responsibilities

1037 To fulfill the purpose of the organization, the responsibilities of the Episcopal District shall be to:

1038 a. Assist the Connectional in assuring that the plans, programs and objectives of the Women's
1039 Missionary Society are being fulfilled, through the programs, activities and initiatives of the Conference,
1040 or its Areas, and Local organizations;

1041 b. Serve as the liaison between the Connectional, Conference, and Local organizations, ensuring
1042 communications regarding programs and policies from the Connectional are disseminated timely and
1043 adequately;

1044 c. Facilitate the partnering of the Episcopal District with state and community agencies and resources;

- 1045 d. Coordinate, unify and harmonize the work of the Conferences, by receiving, compiling and forwarding
1046 reports between the Connectional and the Conferences;
- 1047 e. Develop and maintain cooperative relationships with the Connectional, Conference and Local
1048 organizations and the general church;
- 1049 f. Develop and implement a public policy advocacy program consistent with the Connectional, at
1050 the state and local levels, and coordinate the advocacy program for the Episcopal District;
- 1051 g. Cooperate with the Conference and Local organizations to respond financially in support of the
1052 organization;
- 1053 h. Develop and monitor annual budget and ensure financial policy is adequate and fair;
- 1054 i. Recommend to the Connectional the needs and goals of the Episcopal District, its Conference and
1055 Local Levels;
- 1056 j. Facilitate the Episcopal District's commitment to mission volunteers for work throughout the church, for
1057 short term or other assignments;
- 1058 k. Coordinate study programs and related events for the Episcopal District;
- 1059 l. Approve any Episcopal District-wide appeals;
- 1060 m. Develop materials, in cooperation with the Conference Levels, to assist Conferences, or their Areas, or
1061 Local Societies;
- 1062 n. Develop and conduct leadership training sessions for officers and others in leadership development, and
1063 produce related training materials;
- 1064 o. Develop forums and other sessions to support and strengthen the work of the Conference, or its Areas,
1065 and the Local Societies;
- 1066 p. Periodically monitor, review and evaluate programs, initiatives and other work of the Conference or
1067 its Areas, and the Local Societies;
- 1068 q. Propose to the Conferences, a plan to review, monitor and report on implemented programs and
1069 activities and the progress toward meeting the goals of Connectional in the Episcopal District.
- 1070 r. Maintain accurate and adequate records;
- 1071 s. Make a report of its activities during the quadrennium to the Quadrennial Convention; and
- 1072 t. Sponsor special events for the Episcopal District, when appropriate.

1073 Article III - Voting Membership

1074 The voting membership of the Episcopal District shall consist of the past and present Episcopal Supervisors,
1075 the Episcopal President, the Episcopal Director of the Young People's and Children's Division, the elected
1076 Episcopal officers, the past Episcopal Presidents, the Conference Presidents, the Conference Directors of the
1077 Young People's and Children's Division, Life Members, any Connectional officer residing in the Episcopal
1078 District and at least three (3) delegates from each Conference as determined by the Conference.

1079 Article IV - Elected and Appointed Officers; Duties

1080 Section 1. Elected Episcopal Officers.

1081 The Episcopal organization shall elect the First Vice President, Second Vice President, Third Vice President,
1082 Recording Secretary, Assistant Recording Secretary, Corresponding Secretary Treasurer, Historiographer-
1083 Statistician, Director of Promotion and Missionary Education, Parliamentarian, Worship Director and
1084 Member-At- Large. Elected officers shall be elected by ballot at the annual Episcopal Meeting.

1085 Section 2. Appointed Episcopal Officers.

1086 The Bishop of the Episcopal District shall appoint the Episcopal President and Episcopal Director of the
1087 Young People's and Children's Division.

1088 Section 3. Prerequisites and Qualifications to hold office.

1089 All officers must be in good and regular standing in her Local Society.

1090 Section 4. Attendance At Meetings.

1091 All elected and appointed officers are expected to attend all meetings of which they are a part by virtue of
1092 their office.

1093 Section 5. Term; Limitation.

1094 Each elected and appointed officer shall serve a term of one (1) year and not more than (8) years in the same
1095 office. Any person serving as an elected or appointed Episcopal officer for sixteen (16) years, regardless of
1096 the number of elected or appointed offices held, shall be ineligible to hold another elected or appointed
1097 Episcopal office.

1098 Section 6. Outgoing Officers.

1099 Outgoing officers shall arrange for the transfer of records, books, papers and property belonging to the
1100 Episcopal organization within a month of leaving office.

1101 Article V- Duties of Officers

1102 Section 1. Episcopal President.

1103 The Episcopal President shall:

1104 a. In cooperation with the Episcopal Supervisor establish partnerships with Conference Presidents to
1105 accomplish the mission and purpose of the Connectional and Episcopal District, to carry out the
1106 programmatic functions and responsibilities throughout the Episcopal District and to facilitate the financial
1107 support for the Connectional, Episcopal and Conference organizations;

1108 b. In conjunction with the Episcopal Supervisor, submit a report for each Connectional Executive Board
1109 Meeting concerning the work of the Episcopal District;c. Plan and conduct an Annual Mission Institute
1110 designed and developed to:

1111 1. Meet the needs of the membership of the Episcopal District and is in harmony with the purpose, plans and
1112 objectives of the Connectional;

1113 2. Encourage women to participate in the total life and work of the Women's Missionary Society and support
1114 them in assuming positions of responsibility and leadership; and

1115 3. Meet the needs and interests of women, encourage and support spiritual growth, mission outreach,
1116 and social action; promote the purpose of the Connectional.

1117 d. Schedule periodic meetings with Conference Presidents to insure programmatic and financial functions
1118 and responsibilities of the Conference are being carried out, and communicate the same to the Episcopal
1119 Supervisor;

1120 e. Work with the Episcopal Supervisor to establish financial policies, build budgets and encourage the
1121 support of the financial objectives of the Connectional by the Conference and Local Levels;

1122 f. Preside over the Episcopal Executive Board Meetings; and

1123 g. Perform other duties and responsibilities, appropriate for the Episcopal Level, as provided for by the
1124 Connectional President.

1125 Section 2. Episcopal Director of the Young People's and Children's Division.

1126 The duties and responsibilities of the Episcopal Director of the Young People's and Children's Division shall
1127 be to:

1128 a. Unify, in cooperation with the Episcopal Supervisor and Episcopal President of the Young People's and
1129 Children's Division, the mission program of the Episcopal District with the cooperation of the Conference
1130 Directors and Conference Presidents of the Young People's and Children's Division; and
1131 b. Perform other duties, as appropriate for the Episcopal District, as provided for the Connectional
1132 Director of the Young People's and Children's Division.

1133 Section 3. Duties and Responsibilities of Other Officers.

1134 The duties of the First, Second and Third Vice Presidents, Recording Secretary, Assistant Secretary,
1135 Corresponding Secretary, Treasurer, Promotion and Missionary Education Director, Historiographer-
1136 Statistician, Member-At-Large, Parliamentarian and Worship Director shall be as provided, and appropriate
1137 for the Episcopal Level, for the designated Connectional officers.

1138 Article VI- Executive Board

1139 Section 1. Composition.

1140 The Episcopal Executive Board shall be composed of the past and present Episcopal Supervisors, the
1141 Episcopal President, past Episcopal Presidents, elected Episcopal officers, the Episcopal Director and
1142 President of the Young People's and Children's Division, any Connectional officers residing in the Episcopal
1143 District, one Life Member, and the Conference Presidents and Conference Directors of the Young People's and
1144 Children's Division, and two (three) At-Large-Members elected from each Conference. At least one of the At-
1145 Large-Members per conference must be a Life Member. The terms of the At-Large- Members from each
1146 Conference shall be staggered with one member serving a one (1) year term and the other member serving a
1147 two (2) year term (if three, provide for a three -year term). The At-Large-Members may be re-elected by
1148 their conference; however, no At-Large- Member shall serve for more than four (4) years. Conferences
1149 shall elect the At-Large- Members during the Conference Annual Meeting.

1150 Section 2. Meeting.

1151 The Executive Board shall meet at least annually. Its duties shall be as provided, and appropriate for the
1152 Episcopal Level, for the Connectional Executive Board. The actions of the Executive Board shall be in
1153 accordance with the policies of the Quadrennial Convention, the Connectional Executive Board and
1154 organization and the Constitution and Bylaws of the organization.

1155 Article VII- Commissions

1156 Section 1. Responsibilities of Commissions and Chairs.

1157 The responsibilities of the commissions and chairs or coordinators of the commissions shall be as provided
1158 in the Connectional Bylaws, but as appropriate for the Episcopal Level.

1159 Section 2. Commission on Administration.

1160 a. Duties. The Commission on Administration shall be chaired by the Episcopal President and its duties shall
1161 be to:

1162 1. Ensure communications regarding programs and policies from the Connectional are disseminated timely
1163 and adequately;

1164 2. Maintain accurate and adequate records;

1165 3. Receive reports and monitor progress of other Episcopal Commissions;

1166 4. Receive recommendations for programming and policies from the Connectional and coordinate
1167 appropriate program activities;

1168 5. Develop and monitor annual budget;

1169 6. Ensure financial policy is adequate and fair;

1170 7. Establish program initiatives;

1171 8. Set guidelines for programs;

1172 9. Respond to Connectional requests, as needed or required;

1173 10. Oversee any proposed amendments or revisions of the constitution and bylaws, and report any proposed
1174 amendments or revisions to the Connectional as provided in the Constitution and Bylaws of the Women's
1175 Missionary Society;

1176 11. Establish a Nominating Committee and oversee its work; and

1177 12. Design and conduct training for officers and others, and develop related training materials.

1178 b. Members. The members of the Commission on Administration shall be the Episcopal President, the First
1179 Vice President, the Second Vice President, the Third Vice President, the Recording Secretary, the Assistant
1180 Recording Secretary, the Corresponding Secretary, the Treasurer, the Episcopal Director of the Young
1181 People's and Children's Division, Episcopal Director of Promotion and Missionary Education, the
1182 Historiographer - Statistician, the Worship Director, the Member-At-Large, the Parliamentarian, Conference

1183 Presidents, and a Local President from each Conference appointed by the Episcopal President. The
1184 Episcopal Supervisor shall serve as an ex-officio member.

1185 Section 3. Commission on Christian Social Action.

1186 a. Duties. The Commission on Christian Social Action shall:

1187 1. Review, adopt and sponsor social action programs recommended by the Connectional organization;

1188 2. Identify, study and address issues affecting communities in the Episcopal District;

1189 3. Plan educational activities to help families improve family life;

1190 4. Partner with community agencies and organizations involved in eradicating poverty and hunger;

1191 5. Plan opportunities for engagement in the struggles and challenges of people of the world;

1192 6. Encourage advocacy for improving the quality of life, especially for women and children; and

1193 7. Provide opportunities for members to understand, work with and become members of organizations as

1194 Church Women United, Bread for the World, National Council of Negro Women, World Federation of

1195 Methodist and Uniting Church Women, Black Women's Agenda, Religious Network for the Equality of

1196 Women, Children's Defense Fund, Balm in Gilead and the United Nations.

1197 b. Members. The members of the Commission on Christian Social Action shall be the First Vice President,

1198 coordinator; a Local President from each Conference; and five (5) At-Large-Members with experience and

1199 expertise in legislation or public affairs, rural or special missions, health and housing, family life; affiliated

1200 and ecumenical groups. The Local Presidents and the At-Large-Members shall be appointed by the

1201 Episcopal President.

1202 Section 4. Commission on Mission Education and Interpretation.

1203 a. Duties. The Commission on Mission Education and Interpretation shall:

1204 1. Encourage and support spiritual formation and development;

1205 2. Develop resource material and design activities for spiritual growth and enrichment;

1206 3. Conduct annual institutes;

1207 4. Discover and develop ability of persons in the performing and creative arts;

1208 5. Promote the use of creative arts for enrichment and well-being;

1209 6. Raise visibility and awareness of the organization;

1210 7. Create awareness of the responsibilities of Christians, corporate and individual, for peace and justice; and

1211 8. Encourage advocacy for improving quality of life, especially for women and children.
1212 b. Members. The members of the Commission on Mission Education and Interpretation shall be the
1213 following: the Second Vice President, coordinator, the Historiographer-Statistician, the Director of Promotion
1214 and Missionary Education, the Worship Director, Chair of the Missionary Magazine and a Local President
1215 from each Conference appointed by the Episcopal President.

1216 Section 5. Commission on Membership and Recruitment.

1217 a. Duties. The Commission on Membership and Recruitment shall:

- 1218 1. Plan strategies designed to involve non-member women and younger women in training and
1219 enrichment activities;
- 1220 2. Develop programs and plan activities of special interest to younger women, between the ages of 18 to 40
1221 years;
- 1222 3. Maintain a Skills Bank developed by the Conferences;
- 1223 4. Prepare and conduct memorial services, The Tanner Turner Memorial Service, for deceased members of
1224 the Episcopal District;
- 1225 5. Seek deserving students for scholarship aid; and
- 1226 6. Prepare and circulate model programs of welcome for new members and awards for others.

1227 b. Members. The members of the Commission on Membership and Recruitment shall consist of the Third
1228 Vice President, coordinator, Member-At-Large, Corresponding Secretary, a Local President from each
1229 Conference appointed by the President and three (3) At-Large- Members, appointed by the President, with
1230 skills and expertise in public relations, marketing and computer technology.

1231 Section 6. Commission Meetings.

1232 The commissions shall meet at the call of the Commission Chair or Coordinator and the Episcopal Leadership.

1233 Section 7. Telephone Conference Calls.

1234 Commissions may meet by telephone conference calls. However, the results of any action taken by
1235 telephone conference call shall be mailed immediately to all commission members and shall be made a part of
1236 the minutes of the next meeting of the commission.

1237 Article VIII- Application of Connectional Bylaws

1238 Unless otherwise provided in the Episcopal Bylaws, the provisions of the Connectional Bylaws of the
1239 Women's Missionary Society shall be applicable.

1240 Article IX - Parliamentary Authorities

1241 The rules contained in Robert's Rules of Order Newly Revised, latest edition, shall govern the proceedings of
1242 the organization in all cases to which they are applicable and in which they are not inconsistent with
1243 this Constitution and Bylaws and The Book of Discipline of the A.M.E. Church.

1244 Article X - Amendments

1245 These bylaws may be amended as set forth in the Constitution of the Women's Missionary Society.

1246

1247 Women's Missionary Society

1248 African Methodist Episcopal Church

1249 Conference Bylaws

1250

1251 Article I - Name

1252 In each Conference there shall be an organization named the Conference Women's Missionary Society, a
1253 component of the Episcopal Women's Missionary Society of the African Methodist Episcopal Church.

1254 Article II - Responsibilities of Conferences

1255 Section 1. Conference Responsibilities; Functions.

1256 The responsibilities of the Conference organizations shall be to:

1257 a. Work with the Local Societies, through Areas if so determined as provided herein, in developing programs
1258 to meet the needs and interests of women and the concerns and responsibilities of the Women's Missionary
1259 Society and the church;

1260 b. Promote the plans and responsibilities of the Connectional and Episcopal Women's Missionary
1261 Society;

1262 c. Encourage working partnerships with the church, other organizations and agencies to address
1263 community issues and struggles;

1264 d. Act as liaison between Episcopal organizations, Areas where they exist and Local Societies.

1265 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
1270 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
1273 efficient and effective method for the Conference to conduct its business. Any established Area is a unit of the
1274 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
1278 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
1282 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
1285 the Young People's and Children's Division, Area Chairpersons, if they exist, and all other members enrolled
1286 and presenting credentials properly signed are eligible to vote. The Recording Secretary of the Conference
1287 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
1291 credentials certified by the Local Pastor and Local President.

1292 Section 3. Prerequisites and Qualifications to Run for Office.

1293 All members must attend at least one (1) Annual Conference Meeting during a quadrennium to run for a
1294 Conference office, and shall be in good and regular standing in her local organization.

1295 Section 4. Young Adults Transition.

1296 Persons at age eighteen (18), who are no longer a member of the Young People's and Children's Division, may
1297 become a member of the Conference Women's Missionary Society.

1298 Section 5. Transfer To Another Conference.

1299 A member in good and regular standing on the Conference Level, upon moving to another locality and
1300 presenting a letter of recommendation from the Conference President, is entitled to full membership in the
1301 Conference into which she is moving.

1302 Section 6. Elected Delegates.

1303 Elected Delegates from each Local Society shall become members immediately following their approval
1304 by the Conference Credentials Committee and added annually to the Conference roll.

1305 Section 7. Number of Delegates.

1306 Each Local Society is entitled to one (1) delegate for every fifteen (15) members or a fraction thereof to the
1307 Annual Conference Meeting.

1308 Section 8. Quadrennial Delegates.

1309 The Recording Secretary of the Conference shall keep an accurate roll of members. Only those who have been
1310 members for four (4) or more consecutive years shall be eligible to be elected delegates to the Quadrennial
1311 Convention. Persons who transition to the WMS with uninterrupted time as a YPDer shall be eligible to be
1312 elected delegate to the Quadrennial Convention after two consecutive years as active WMS members. They
1313 shall be active participants on the local level and attend at least two (2) Annual Conference Meetings.

1314 Article V - Conference Officers

1315 Section 1. Elected Officers.

1316 The elected officers of the Conference shall be the Conference President, First Vice President, Second Vice
1317 President, Third Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding
1318 Secretary, Treasurer, Historiographer - Statistician, Director of the Young People's and Children's Division,
1319 Promotion and Missionary Education Director, Parliamentarian, Worship Director and Member-At-Large,.

1320 Section 2. Term; Limitation.

1321 All Conference officers shall be elected for a one (1) year term. The officer may be re-elected and hold office
1322 for eight (8) years in the same office. Any person serving as an elected Conference officer for a total of
1323 sixteen (16) years, regardless of the number of Conference offices held, shall be ineligible to hold another
1324 elected Conference office.

1325 Section 3. Time of Election.

1326 The Conference officers shall be elected by ballot at each Annual Conference Meeting except in the
1327 fourth year of the Quadrennium. They shall assume their duties immediately after installation.

1328 Section 4. Vacant Office.

1329 If a Conference office becomes vacant by reason of death or resignation or removal, the Conference President
1330 shall appoint a qualified replacement (after consulting with the Episcopal Supervisor and Episcopal
1331 President). If the office of Conference President becomes vacant and neither the First, Second or Third Vice
1332 Presidents are willing to step up to the office of Conference President, the Episcopal Supervisor shall appoint
1333 a qualified replacement (in consultation with the Episcopal President); officers appointed as replacements
1334 shall serve until elections at the next Annual Conference Meeting.

1335 Article VI - Conference Meetings

1336 Section 1. Annual Meeting.

1337 There shall be an Annual Conference Meeting at which Conference officers are elected. There shall be no
1338 election or appointment of officers at the Annual Conference Meeting preceding the Quadrennial Convention,
1339 unless as provided in this section.

1340 Conferences holding their Annual Meeting during the year of, but preceding the Quadrennial Convention,
1341 shall elect delegates during the third year of the quadrennium and elect officers during the Annual
1342 Conference Meeting of the fourth year of the quadrennium. Officers elected in these Conferences shall assume
1343 their offices immediately after the Quadrennial Convention. The Conference President shall serve as leader of
1344 the Conference delegation.

1345 Section 2. Executive Board.

1346 The Executive Board shall meet at least twice a year, and be composed of the elected Conference officers, Life
1347 Members, Local Presidents, Connectional and Episcopal officers residing in the Conference, three (3), five (5),
1348 or seven (7) At-Large-Members elected at the Annual Meeting, and the Area Chairpersons, if any.

1349 Article VII - Duties of Officers

1350 Section 1. Conference President.

1351 The Conference President shall:

- 1352 a. Preside at all meetings of the Executive Board and other official meetings of the Conference;
- 1353 b. Be an ex-officio member of all commissions and such other committees as may be necessary to the
- 1354 conduct and development of the organization;
- 1355 c. Have supervision and direction of the work of the Conference Level;
- 1356 d. Chair the Commission on Administration;
- 1357 e. Have the authority to fill all vacancies occurring in all offices during the interim of the Conference
- 1358 Convention subject to the approval of the Episcopal Supervisor and the Executive Board;
- 1359 f. Appoint members to the Conference Commissions, providing for the appointment of at least 10% of the
- 1360 positions to be filled by young women ages 40 and younger;
- 1361 g. Supervise the work of the Areas; and
- 1362 h. Make a report to the Episcopal Convention.

1363 Section 2. First Vice President.

1364 The First Vice President shall:

- 1365 a. Perform the duties of the President in the absence or disability of the President;
- 1366 b. Serve as Coordinator of the Commission on Christian Social Action; and
- 1367 c. Serve as Chair of the Program Committee in Consultation with the President.

1368 Section 3. Second Vice President.

1369 The Second Vice President shall:

- 1370 a. Perform the duties of the Conference President, in the absence, disability or resignation of the Conference
- 1371 President and First Vice President; and
- 1372 b. Serve as the Coordinator of the Commission on Mission Education and Interpretation.

1373 Section 4. Third Vice President.

1374 The Third Vice President shall:

- 1375 a. Perform the duties of the Conference President, in the absence, disability or resignation of the Conference
- 1376 President, First Vice President and Second Vice President; and

1377 b. Serve as the Coordinator of the Commission on Membership and Recruitment.

1378 Section 5. Recording Secretary.

1379 The Recording Secretary shall:

1380 a. Maintain accurate minutes and records of all proceedings of the official meetings of the Conference, its
1381 Conference Convention and its Executive Board;

1382 b. Keep an accurate, updated roll of the membership of the Conference, and provide such information to the
1383 Episcopal and Connectional organizations; and

1384 c. Send names of conference elected officers (including addresses, zip codes and telephone numbers) to the
1385 Episcopal and Connectional organizations.

1386 Section 6. Assistant Recording Secretary.

1387 The Assistant Recording Secretary shall assist the Recording Secretary in the keeping of all records and in
1388 the absence of the Secretary shall perform her duties.

1389 Section 7. Corresponding Secretary.

1390 The Corresponding Secretary shall conduct the necessary correspondence and send quarterly and annual
1391 blanks (including statistics) to the Local Level.

1392 Section 8. Treasurer.

1393 The Treasurer, who shall be bonded in an amount as determined by the Commission on Administration,
1394 shall:

1395 a. Receive the funds from Local Societies and from the Areas as the Conference shall determine;

1396 b. Write, sign and mail checks countersigned by the President or write, sign and mail checks authorized for
1397 payment by voucher signed by the President; and

1398 c. Submit itemized statements of all finances to the Commission on Administration, the Conference
1399 Convention and to the Executive Board and signed vouchers by the President and Treasurer for all issued
1400 checks.

1401 Section 9. Director of the Young People's and Children's Division.

1402 The Director of the Young People's and Children's Division shall:

1403 a. Plan and supervise the work of the Conference Young People's and Children's Division;

1404 b. Provide regular reports to the Conference regarding the work and activities of the Conference
1405 Young People's and Children's Division.

1406 Section 10. Promotion and Missionary Education Director.

1407 The Promotion and Missionary Education Director shall;

1408 a. Promote and interpret the work of the Connectional that the Episcopal organization supports;
1409 b. Promote mission education opportunities, including but not limited to mission studies, Area and Local
1410 mission opportunities and encounters;
1411 c. Promote and distribute mission education literature, including the Yearbook and related study materials;
1412 d. Plan Mission and Training Institutes;
1413 e. Promote, utilize and select audio visual materials to aid in the interpretation of the mission work; and
1414 f. Serve as the Conference contact person for Area, if any, and Local Directors of Promotion and Missionary
1415 Education.

1416 Section 11. Historiographer-Statistician.

1417 The Historiographer-Statistician shall:

1418 a. Have full responsibility of gathering the data pertaining to the history of the Local organizations;
1419 b. Request all facts and figures relating to the Local and Conference Levels and compile
1420 them; and
1421 c. Report such historical data to the Episcopal and Connectional organizations.

1422 Section 12. Worship Director.

1423 The Worship Director shall serve the Conference by providing appropriate and creative styles and types of
1424 worship experiences/devotions and assist in planning worship experiences for the Conference.

1425 Section 13. Member-At-Large.

1426 The Member-At-Large shall serve on the Commission on Membership and Recruitment, work with the Young
1427 Women, ages 18-40 years, and be responsible for promoting volunteer mission programs.

1428 Section 14. Parliamentarian.

1429 The Parliamentarian shall give advice to the Conference President on the proceedings, during a meeting, and
1430 when requested, to another member.

1431 Article VIII - Conference Commissions

1432 Section 1. Commission on Administration.

1433 The Commission on Administration shall:

1434 a. Ensure that communication regarding programs and policies from the Connectional and Episcopal Levels

1435 is appropriately and adequately distributed;

1436 b. Maintain accurate and adequate records of its program and financial activities;

1437 c. Receive reports from and monitor the progress of other conference commissions;

1438 d. Receive recommendations for programming and policies from the Connectional and Episcopal Levels

1439 and coordinate appropriate program activities;

1440 e. Develop and monitor the annual budget of the Conference;

1441 f. Ensure financial policy is adequate and fair;

1442 g. Respond to Connectional and Episcopal requests, as needed or required;

1443 h. Oversee the work of a Nominating Committee; and

1444 i. Serve as the Constitution and Bylaws Committee.

1445 The members of the Conference Commission on Administration shall be the Conference President, as Chair,

1446 First Vice President, Second Vice President, Third Vice President, Recording Secretary, Assistant Recording

1447 Secretary, Corresponding Secretary, Treasurer, Director of the Young People's and Children's Division,

1448 Promotion and Missionary Education Director, Historiographer-Statistician, Worship Director, Member-At-

1449 Large, Parliamentarian, the Local President and any Area Chairpersons, where they exist.

1450 Section 2. Commission on Christian Social Action.

1451 The Commission on Christian Social Action shall:

1452 a. Review, adopt and sponsor social action programs recommended by the Connectional and Episcopal

1453 organizations;

1454 b. Study issues affecting communities in the Conference and develop appropriate strategies to address the

1455 issues;

1456 c. Plan educational activities to help families improve family life;

1457 d. Partner with community agencies and organizations involved in eradicating poverty and hunger; and

1458 e. Encourage membership and partnership with organizations as: Church Women United, National Council

1459 of Negro Women, Black Women's Agenda, etc.

1460 The members of the Conference Commission on Christian Social Action shall be the First Vice President, as
1461 Coordinator, five (5) to fifteen (15) Local Presidents appointed by the Conference President, three (3) At-
1462 Large-Members representing family life issues, three (3) At-Large- Members representing global health and
1463 housing issues, three (3) At-Large-Members representing legislative or public affairs issues, three (3) At-
1464 Large-Members representing rural and special missions issues, and three (3) At-Large-Members representing
1465 affiliated and ecumenical group issues. The At-Large-Members shall be appointed by the Conference
1466 President.

1467 Section 3. Commission on Mission Education and Interpretation.

1468 The Commission on Mission Education and Interpretation shall:

- 1469 a. Encourage and support spiritual formation and development;
- 1470 b. Develop resource material and design activities for spiritual growth and enrichment;
- 1471 c. Conduct annual mission and training institutes;
- 1472 d. Discover and develop activities in the performing and creative arts;
- 1473 e. Promote the use of the arts for enrichment and well-being;
- 1474 f. Focus on improving school performance of young people;
- 1475 g. Raise visibility and awareness of the Women's Missionary Society;
- 1476 h. Create awareness of the responsibilities of Christians, corporate and individual, for peace and justice; and
- 1477 i. Encourage advocacy for improving quality of life, especially for women and children.

1478 The members of the Conference Commission on Mission Education and Interpretation shall include the
1479 Second Vice President, as Coordinator, the Promotion and Missionary Education Director, the
1480 Historiographer-Statistician, the Worship Director, five (5) to fifteen (15) Local Presidents, and five (5) to
1481 fifteen (15)At-Large-Members, with expertise in writing, resource development, computer technology, and
1482 education library science. The Local Presidents and At-Large-Members shall be appointed by the Conference
1483 President.

1484 4. Commission on Membership and Recruitment.

1485 The Commission on Membership and Recruitment shall:

- 1486 a. In collaboration with other commissions, develop programs and plan activities of special interest to
1487 younger women;

- 1488 b. Plan strategies designed to involve both women in church who are not members and younger women in
1489 training and enrichment activities;
- 1490 c. Develop a Skills Bank of its members;
- 1491 d. Provide advice, training and program models for Conference and Local Levels;
- 1492 e. Provide for membership nurture and outreach; and
- 1493 f. Plan and conduct the Tanner Turner Memorial Services for all deceased members who remained on the
1494 Conference roll until their demise.

1495 The members of the Conference Commission on Membership and Recruitment shall be the Third Vice
1496 President, as Coordinator, the Corresponding Secretary, the Director of the Young People's and Children's
1497 Division, Member-At-Large, five (5) to fifteen (15) Local Presidents and two (2) At-Large-Members with
1498 expertise in public relations and computer technology. The Local Presidents and At-Large-Members shall be
1499 appointed by the Conference Presidents.

1500 Section 5. Commission Meetings. The Conference Commissions shall meet at least twice annually, with one
1501 of the meetings being held at the site of the first Executive Board Meeting of the Conference year. Special
1502 Meetings of a Conference Commission may be called by the President, as needed.

1503 Article IX - Areas

1504 Section 1. Areas.

1505 If a Conference determines the establishment of Areas will assist in the effective and efficient conduct of its
1506 business, the Conference may establish Areas which shall:

- 1507 a. Be organized as geographical divisions of the Conference for the purpose of giving information,
1508 assistance and providing inspiration to the Local Societies within its boundaries;
- 1509 b. Serve as a liaison between the Local and Conference Level;
- 1510 c. Stimulate the work of the Local Societies through workshops, panels, institutes, dialogues, discussion
1511 groups, visual aids, etc. under the direction of the Conference Commissions; and
- 1512 d. Assure that monies raised shall be utilized for the cause of missions. Pay assessments at such time and in
1513 such amount as determined by the Conference.

1514 Section 2. Appointment of Area Chairpersons and Area Director.

1515 The Conference President shall appoint and supervise all Area Chairpersons. The Conference Director of the
1516 Young People's and Children's Division shall, in consultation with the Conference President, appoint all Area
1517 Directors of the Young People's and Children's Division.

1518 Area Chairpersons and Area Directors shall act as an interface between the Conference leadership and
1519 Local Societies. For this purpose, each Area Chairperson and Area Director shall be assigned a geographical
1520 area, as determined by the Conference President, and shall relate to the Local Society leadership in that area.
1521 Area Presidents and Area Directors shall have the specific responsibility of promoting the program goals and
1522 objectives of the Women's Missionary Society, within their area of responsibility.

1523 Section 3. Area Coordinating Council or Elected Officers.

1524 At the first call of an Area Meeting, the Area Chairperson shall hold an election for the election of ten (10)
1525 persons to serve on the Area Coordinating Council, or shall hold elections for the election of officers
1526 consistent with the Conference elected offices. The Coordinating Council shall oversee the planning and
1527 coordination of the work for the Area and fulfill other duties as provided herein.

1528 Section 4. Area Meetings.

1529 Meetings of the Area shall be held quarterly per year, or at such other times as agreed upon by its members.

1530 Article X - Application of Connectional Bylaws

1531 Unless otherwise provided in the Conference Bylaws, the provisions of the Connectional Bylaws of the
1532 Women's Missionary Society shall be applicable.

1533 Article XI - Parliamentary Authorities

1534 The rules contained in Robert's Rules of Order Newly Revised, latest edition, shall govern the proceedings of
1535 the organization in all cases to which they are applicable and in which they are not inconsistent with
1536 this Constitution and Bylaws and The Book of Discipline of the A.M.E. Church.

1537 Article XII - Amendments

1538 These bylaws may be amended as set forth in the Constitution of the Women's Missionary Society.

1539

1540 Women's Missionary Society

1541 African Methodist Episcopal Church

1542 Local Bylaws

1543

1544 Article I - Name

1545 Section 1. Name; Limitation.

1546 a. Congregational Organization. In each local church there may be a Local organization known as the (
1547) Women's Missionary Society of () African Methodist Episcopal Church, a part of the
1548 Conference Level. There shall be only one (1) Local Society in each church.

1549 b. Intercongregational Organization. There may be a Local organization formed for women from two or
1550 more congregations, which are too small to form a congregational organization and have no congregational
1551 organization. The organization shall be known as the
1552 () Women's Missionary Society of () African Methodist Episcopal Churches, a
1553 part of the Conference Level. The name of a Local Society should be one that reflects the faithful and
1554 dedicated work of a female Supervisor, or Local Society member, living or deceased. No Local Society shall be
1555 named for an associate member or Itinerant Elder, living or deceased.

1556 Article II - Responsibilities of the Local Society

1557 To accomplish the mission and purpose of the Women's Missionary Society, the Local Society shall commit to:

- 1558 a. Witness. Participate in the ministry of the organization beyond its congregation(s), know its community
1559 and partner with agencies to provide needed service to the community;
- 1560 b. Advocate. Urge change in systems and structures which exclude and alienate, and work for peace and
1561 justice in the community;
- 1562 c. Membership. Encourage, recruit, affirm and motivate non-member women, of all ages, to participate in its
1563 Unit, providing an intergeneration of caring women;
- 1564 d. Educate. Provide opportunities for worship and study; and
- 1565 e. Stewardship. Support financially the total program of the Women's Missionary Society.

1566 Article III - Organizational and Structural Framework

1567 Section 1. Formation of Units. Each Local Society may divide into Units according to age groups, local
1568 interest, or geographical location, for the efficient conduct of its business. Units shall be a component of, not
1569 a separate and distinct organization from, the Local Society.

1570 Unit Chairperson. When a Local Society forms a unit, the Local President shall appoint a chairperson of each
1571 Unit. A single congregation may establish a Local organization, or two or more congregations may form an
1572 intercongregational Local organization.

1573 Section 2. Structural Determination.

1574 One of the following structural models may be used by a Local Society, so as to provide flexible and
1575 alternative structures to meet the needs of the Local church community.

1576 a. Team Leadership. Elected officers shall be the President, Secretary-Treasurer, Promotion and Missionary
1577 Education Director, and Director of the Young People's and Children's Division. Members shall work together
1578 to develop programs for Mission Education and Interpretation, Christian Social Action and Membership and
1579 Recruitment.

1580 b. Traditional Leadership. The organizational structure and elected officers shall be as the Conference,
1581 Episcopal and Connectional organizations.

1582 Section 3. Partnership with Conference.

1583 The Local Society shall participate in the meetings, work and activities of the Conference and the Area, if
1584 applicable, to which it is assigned.

1585 Article IV - Membership

1586 Section 1. Membership.

1587 The provisions in the Connectional Bylaws of the Women's Missionary Society shall govern membership in
1588 the Local Society.

1589 Section 2. Ex-officio Member.

1590 The Pastor(s) shall be an ex-officio member(s) of the Local Society.

1591 Article V - Meetings

1592 Section 1. Regular.

1593 The Local Society shall hold at least eight meetings per year or more if necessary to transact the business of
1594 the society.

1595 Section 2. Special.

1596 The President upon the request of five (5) members may call special Meetings. Notice of such meetings shall
1597 be sent to each member with a statement of the business to be transacted.

1598 Section 3. Sustentation.

1599 The expenses of the Conference and Local Presidents are to be paid by the Local Level of which that officer is
1600 an active member.

1601 Article VI - Officers; Elections

1602 Section 1. Team Leadership or Intercongregational Organization.

1603 This Local Society shall have [Name of Officer Positions] elected for a term of one (1) year, but may be re-
1604 elected for up to eight (8) years in the same office.

1605 Section 2. Traditional Leadership.

1606 The elected officers of the Society shall be the same as for the Conference, Episcopal and Connectional Levels,
1607 and shall be elected for one (1) year, but may be re-elected for up to eight (8) years in the same office.

1608 Section 3. Election of Officers.

1609 All officers shall be elected by ballot, except when there is only one candidate for an office. Voting may be by
1610 a voice or hand vote, when there is one candidate for an office. A majority vote shall elect. Elections shall be
1611 held following the Annual Conference Meeting.

1612 Article VII - Duties of Officers

1613 Section 1. President.

1614 The President, working with the Executive Board, shall actively seek to advance all aspects of the work of
1615 Women's Missionary Society. She shall:

1616 1. Preside at all meetings of the Local Society, its Executive Board and serve as ex- officio member of alln
1617 commissions or committees, where they exist;

1618 2. Prepare reports as necessary with other elected officers;

1619 3. Develop, with the Executive Board, a plan to assure the Local Society's fulfillment of its responsibilities as
1620 a part of Women's Missionary Society;

1621 4. Represent the Local Society in all meetings;

1622 5. Ensure the Constitution and Bylaws of the organization are duly observed and the actions are carried into
1623 effect;

1624 6. Appoint all committees not provided for;

1625 7. Sign all orders drawn on the treasury for the disbursement of funds;

1626 8. Serve as liaison and communicate with the Conference organization and Area, if applicable; and

1627 9. Chair the Commission on Administration, where one exists.

1628 Section 2. First Vice President.

1629 The First Vice President, working cooperatively with the President, shall:

1630 1. Perform the duties of the President, in her absence or disability;

1631 2. Become President, upon the resignation or death of the President;

1632 3. Chair the Program Committee, where there is one;

1633 4. Plan, evaluate and promote the programs of the organization, in conjunction with the President;

1634 5. Coordinate the public policy and legislative action of the Local Society;

1635 6. Perform such other duties as requested by the President; and

1636 7. Serve as Coordinator the Commission on Christian Social Action, where one exists.

1637 Section 3. Second Vice President.

1638 The Second Vice President, where one exists, shall:

1639 1. Perform the duties of the President, in the absence of the President and First Vice

1640 President; and

1641 2. Serve as Coordinator the Commission on Mission Education and Interpretation, where one exists.

1642 Section 4. Third Vice President.

1643 The Third Vice President, where one exists, shall:

1644 1. Preside, in the absence of the President, First and Second Vice Presidents;

1645 2. Work with the President and Executive Board to determine the needs of the membership, to enlist new

1646 members and recommend ways for inactive members to participate;

1647 3. Nurture the current membership, and

1648 4. Serve as Coordinator the Commission on Membership and Recruitment.

1649 Section 5. Recording Secretary.

1650 The Secretary shall:

1651 1. Keep accurate minutes of all meetings of the Local Society and its Executive Board and give notice of the
1652 meetings;

1653 2. Serve as custodian of all records and official papers;

- 1654 3. Sign, with the President, all official papers;
- 1655 4. Keep an accurate up-to-date roll of the Local Society's membership, along with the names of officers;
- 1656 5. Perform such other duties as the President may assign from time to time;
- 1657 6. Serve on the Commission on Administration, where one exists;
- 1658 7. Provide for the gathering and preserving of historical records and documents, where there is no
- 1659 Historiographer-Statistician.

1660 Section 6. Assistant Recording Secretary.

1661 The Assistant Recording Secretary shall assist the Recording Secretary in performing her duties and in

1662 the absence of the Recording Secretary shall perform her duties.

1663 Section 7. Corresponding Secretary.

1664 The Corresponding Secretary shall prepare and conduct correspondence with members under the

1665 direction of the President.

1666 Section 8. Treasurer.

1667 The Treasurer shall:

- 1668 1. Become informed concerning the financial responsibility of the Local Society;
- 1669 2. Disburse funds on order signed by the President;
- 1670 3. Account for all funds of the Local Society, and work with the Executive Board to develop a plan for
- 1671 receiving funds from individuals or Units on a regular basis;
- 1672 4. In consultation with the President, establish a budget for the Local Society;
- 1673 5. Make itemized financial reports to the Society at its regularly scheduled meetings; and
- 1674 6. Serve on the Commission on Administration, where one exists.

1675 Section 9. Promotion and Missionary Education Director.

1676 The Promotion and Missionary Education Director shall:

- 1677 1. Present and carry out the Connectional programs and study programs as directed by the Conference
- 1678 organization;
- 1679 2. Promote mission education opportunities: mission studies, local mission opportunities, and supply
- 1680 material and educational resources for mission programs and projects;

1681 3. Promote and interpret the work of the Connectional, Episcopal and Conference Commission on
1682 Mission Education and Interpretation supports; and

1683 4. Serve on the Commission on Mission Education and Interpretation, where one exists.

1684 Section 10. Director of the Young People's and Children's Division.

1685 The Director of the Young People's and Children's Division shall plan and supervise the work of the young
1686 people under the Local Society. She shall provide a report of the young people's work at the regularly
1687 scheduled meetings of the Local Society.

1688 Section 11. Other Officers.

1689 The Local Society may designate other Local officers as the officers provided for on the Connectional,
1690 Episcopal and Conference Levels. Such officers' duties shall be as provided in the Conference Bylaws, but as
1691 applicable to the Local Society.

1692 Section 12. Annual Officer's Report.

1693 Each elected officer shall report annually at the Local meeting prior to the Annual Conference Meeting and
1694 more often if provided in these Bylaws or requested by the Local Society.

1695 Article VIII - Executive Board

1696 Section 1. Membership.

1697 The Executive Board shall consist of the elected officers, Life Members, Chairpersons of the Units, three
1698 (3) elected Members-At-Large, annually by ballot, and any Connectional, Episcopal or Conference Officer, who
1699 is member of the congregation. The President shall preside over the meetings of the Executive Board.

1700 Section 2. Purpose; Duties.

1701 The Executive Board shall set policies required for the effective and efficient functioning of the Local
1702 Society; act as the Constitution and Bylaws committee to review and propose amendments to the constitution
1703 or bylaws; and plan and facilitate programmatic activities of the Local Society. A Local Society operating
1704 under a Team Leadership structure is not required to have an Executive Board, but may as an entire
1705 organization or as part of the organization fulfill the functions of the Executive Board.

1706 Article IX - Commissions

1707 For any Local Society operating under the Traditional Leadership, the Local Society it may provide for the
1708 same Commissions as provided for on the Conference, Episcopal and Conference Levels.

1709 Section 1. Commission on Administration.

1710 The duties of the Commission shall be the same as for the Connectional, Episcopal and Conference Levels, but
1711 as applicable to the Local Society. Members of the Commission on Administration shall be the President,
1712 serving as chair, the Recording Secretary, Treasurer, Local Director of the Young People's and Children's
1713 Division, Promotion and Missionary Education Director, and Commission Coordinators.

1714 Section 2. Commission on Christian Social Action.

1715 The duties of the Commission shall be the same as the duties for the commission at the Connectional,
1716 Episcopal and Conference Levels but as applicable to the Local Society. The members of the Commission on
1717 Christian Social Action shall be At-Large-Members, appointed by the President representing interests in
1718 family life, housing, affiliated groups, rural and special missions and legislation.

1719 Section 3. Education and Interpretation.

1720 This Commission shall have the same duties as the commission of the Connectional, Episcopal or
1721 Conference Levels. Members of the commission shall be At-Large-Members, appointed by the President, with
1722 expertise in public relations, computer technology and education library science, Promotion and Missionary
1723 Education Director, Worship Director, and the Historiographer-Statistician.

1724 Section 4. Membership and Recruitment.

1725 The Membership and Recruitment Commission shall have the same duties as the committee on the
1726 Connectional, Episcopal, and Conference Levels. At- Large-Members shall be appointed by the President and
1727 possess skills and experience relative to public relations, computer technology and banking.

1728 Article X - Application of Connectional Bylaws

1729 Unless otherwise provided in the Local Bylaws, the provisions of the Connectional Bylaws of the Women's
1730 Missionary Society shall be applicable.

1731 Article XI - Amendments

1732 These bylaws may be amended as set forth in the Constitution of the Women's Missionary Society.

1733 Article XII - Parliamentary Authorities

1734 The rules contained in Robert's Rules of Order Newly Revised, latest edition, shall govern the proceedings of
1735 the organization in all cases to which they are applicable and in which they are not inconsistent with

1736 this Constitution and Bylaws and The Book of Discipline of the A.M.E. Church.Young People's and Children's
1737 Division

1738

1739 Women's Missionary Society

1740 African Methodist Episcopal Church

1741 Connectional Bylaws

1742

1743 Article I - Name

1744 There shall be an organization named the Connectional Young People's and Children's Division, a division of
1745 the Women's Missionary Society of the African Methodist Episcopal Church.

1746 Article II - Purpose

1747 The purpose of the organization shall be to:

1748 a. Provide meaningful resources, training and guidance in all areas of church life which encourage full
1749 participation in the mission programs and activities of the entire church and this organization;

1750 b. Provide specific training in Evangelism, Christian Social Relations and Education programs designed to
1751 increase knowledge of the African Methodist Episcopal Church History and the Scriptures;

1752 c. Facilitate and support opportunities for leadership experiences in the church and society;

1753 d. Enable growth in stewardship in the church;

1754 e. Advocate for the integrity of childhood and the dignity of all children and youth in our religious, civic and
1755 political structures;

1756 f. Create linkages, establish work synergies and devise schedules to effectively implement and administer
1757 meaningful programs and activities for all levels and units of the organization; and

1758 g. Foster a community, in which children, youth and young adults know each other by name, minister to each
1759 other and partner in servicing and witnessing for Jesus Christ.

1760 Article III - Operational and Structural Framework

1761 Section 1. Review of Policies.

1762 Policies of the organization shall be subject to the review and approval of the Commission on Administration
1763 of the Women's Missionary Society.

1764 Section 2. Connectional Finance.

1765 This organization shall be financed through the Women's Missionary Society and the organization's fiscal
1766 year shall be in accordance with the fiscal year of the Women's Missionary Society. All moneys shall be
1767 deposited with and budget requests shall be submitted to the connectional treasury of the Women's
1768 Missionary Society.

1769 Section 3. Structure. This organization shall be composed of the Episcopal, Conference, and Local Young
1770 People's and Children's Division of the Women's Missionary Society, and such Areas as determined by a
1771 Conference. The organizations shall be grouped on a territorial basis, with the same boundaries established
1772 for the Episcopal, Conference and Local Women's Missionary Society, and such boundaries established by a
1773 Conference for its Areas.

1774 Article IV - Membership

1775 Membership shall consist of the following:

1776 Section 1. Regular.

1777 Any young person of the church between two (2) to twenty-six (26) years of age, who is active and in good
1778 and regular standing in their Local organization.

1779 Section 2. Associate.

1780 Any young men or women who become Itinerant Deacons shall be associate members. Associate members
1781 shall be without voting privileges and ineligible to hold office.

1782 Section 3. Ex-officio.

1783 Ex-officio members shall be the Bishops, Episcopal Supervisors, Secretary of the Department of Missions,
1784 President of the Connectional Women's Missionary Society, and the Connectional, Episcopal and Conference
1785 Directors.

1786 Article V - Components of the Young People's and Children's Division

1787 The organization shall consist of:

1788 Section 1. Sunbeams.

1789 The Sunbeams shall consist of children ages 2 to 6 years of age, preschool to primary.

1790 Section 2. Allen Stars.

1791 The Allen Stars shall consist of Children ages 7 to 12.

1792 Section 3. Youth.

1793 The Youth shall consist of females and males of the ages of 13 through 17 years of age.

1794 Section 4. Young Adults.

1795 Young Adults shall consist of females and males of the ages of 18 years to 26 years.

1796 Section 5. Promotional Exercises.

1797 Any component may provide for promotional exercises for its members.

1798 Article VI - Connectional Director

1799 Section 1. Duties of Director.

1800 The Connectional Director shall have supervision over and direct the work of the organization. She shall

1801 have on file in her office the names and addresses of Connectional Officers and Connectional Committee

1802 Chairpersons, Directors and Episcopal Presidents, Conference Directors and Officers to implement the

1803 programs of the organization and, in consultation with the Women's Missionary Society, strive to have an

1804 organized Young People's and Children's Division in every church where there is a Women's Missionary

1805 Society. The Connectional Director shall plan and direct mission programs for children, youth and young

1806 adults within the framework of the purpose of the Women's Missionary Society.

1807 Section 2. Required Signature.

1808 The signature of the Connectional Director shall be affixed to all correspondence of the organization.

1809 Section 3. Financial Accountability.

1810 The Connectional Director shall receive all monies designated for the organization and account for such

1811 monies with the assistance of the Finance Secretary. Upon the accounting for such funds, the Connectional

1812 Director shall transfer all such monies and copies of supporting documentation to the connectional treasury

1813 housed with the Women's Missionary Society. The Connectional Director shall be responsible for

1814 disbursements for the organization, upon the presentation of vouchers to the connectional treasury. Article

1815 VII - Quadrennial Convention

1816 Section 1. Authority.

1817 The Quadrennial Convention of the Women's Missionary Society shall convene every four years, and shall

1818 include the Young People's and Children's Division. The Quadrennial Convention shall be the highest

1819 legislative authority of Women's Missionary Society and shall deal with all matters which are necessary in the

1820 pursuit of the purpose, goals and objectives of the organization. All amendments to these bylaws shall be
1821 approved by the Quadrennial Convention. The time and place of the Quadrennial Convention shall be
1822 determined in accordance with the
1823 Constitution and Bylaws of the Women's Missionary Society.

1824 Section 2. Voting Membership.

1825 The voting members of the Quadrennial Convention, all of which shall be in good and regular standing in their
1826 Local organizations, shall consist of:

- 1827 a. Elected and appointed officers;
- 1828 b. Chairpersons of the Standing Committees;
- 1829 c. Episcopal and Conference Presidents; and
- 1830 d. Two (2) voting delegates (ages 13-26) from each Conference.

1831 Section 3. Selection of Voting Delegates.

1832 Delegates to the Quadrennial Convention shall be selected in accordance with the provisions of the
1833 Conference Bylaws.

1834 Section 4. Duties of Delegates.

1835 The duties of delegates shall be to:

- 1836 a. Attend all sessions of the convention (if for a serious reason a voting delegate is unable to attend, the
1837 alternate delegate shall serve in his or her place); and
- 1838 b. Prepare a report on the actions of the convention to be presented to constituencies he or she represents.

1839 Section 5. Registered Participants. Registered participants may attend the convention at no additional
1840 expenses to the organization. They may participate in the programs and attend the sessions of the
1841 convention. They shall have no voice and no vote.

1842 Article VIII - Officers; Election Procedures

1843 Section 1. Elected Officers.

1844 The elected officers of the Connectional shall be: President, First Vice President, Second Vice President, Third
1845 Vice President, Recording Secretary, Assistant Recording Secretary, Financial Secretary, Communications
1846 Secretary, Parliamentarian, Historiographer-Statistician, Worship Director, Editor of YPD Newsletter, and
1847 Associate Editor.

1848 Section 2. Nominations for Elected Office. All nominations for elected offices shall be conducted as
1849 provided in Article XI, Section 8 of these Bylaws. No person shall be listed on the slate of nominees who fails
1850 to meet the qualifications as provided by Section 5 herein.

1851 Section 3. Election of Officers; Ballots.

1852 Officers shall be elected at the Quadrennial Convention by a majority of votes cast. No person shall be
1853 permitted to hold more than one elected or appointed office beyond the Local Young People's and Children's
1854 Division. No person shall be permitted to hold the same office for more than two (2) consecutive
1855 quadrennials (8 years). All elections shall be by electronic or paper ballot except when there is only one
1856 candidate for an office. When there is only one candidate for an office, the vote for that office may be by a
1857 show of hands or voice vote.

1858 Section 4. Term of Office. The officers shall be elected to serve for a term of four years or until their
1859 successors are elected. Their terms of office shall begin immediately following the adjournment of the
1860 Quadrennial Convention at which they are elected.

1861 Section 5. Qualifications to Run for Office.

1862 Any person seeking an elected office shall:

- 1863 a. Be active, and in good and regular standing, in his or her Local organization;
- 1864 b. Have registered and participated in a Connectional training institute or retreat, or served as a delegate to a
1865 Quadrennial Convention prior to the time in which he or she runs;
- 1866 c. Be active on and support the Episcopal, Conference, and Area, if applicable;
- 1867 d. Be at least 13 years of age, but not older than 22 years of age; and
- 1868 e. Present credentials, as required by the Nominating Committee, bearing the signature of the Episcopal
1869 Director and Episcopal Supervisor.

1870 Section 6. Appointed Officers.

1871 Appointed officers shall be chairpersons of standing committees of the organization. Such officers shall be
1872 appointed by the Connectional President in consultation and agreement with the Connectional Director and
1873 Episcopal Districts in which the officers hold membership. Anyone appointed chairperson of a standing
1874 committee shall be at least 13 years of age and active on all levels of the organization.

1875 Section 7. Outgoing Officers.

1876 Outgoing officers shall transfer all records, books, papers and property belonging to the organization to
1877 incoming officers within one (1) month of the Quadrennial Convention. Under the direction of the Director,
1878 outgoing officers shall communicate with incoming officers within six (6) weeks of the transfer of the
1879 organization's records, books, papers and property.

1880 A transition meeting shall be held within six (6) months of the Quadrennial Convention to provide an
1881 opportunity for the Director and elected officers to communicate their shared vision.

1882 Section 8. Disqualification/Removal from Office.

1883 Any officer, elected or appointed, not performing his or her duties may be subject to removal from office.

1884 Any elected officer not performing his or her duties shall be notified in writing by the Connectional Director,
1885 with a copy to the Connectional President and the President of the Women's Missionary Society. If such
1886 failure to perform continues for a period of ninety (90) days after notification, the matter shall be referred to
1887 the Executive Board for action. The Executive Board may remove the elected officer from office for failure to
1888 execute her duties and responsibilities as provided in Article X herein.

1889 Any appointed officer not performing his or her duties may be removed by the Connectional President, in
1890 consultation and agreement with the Connectional Director, upon the written notification from the
1891 Connectional President and Director.

1892 Article IX - Duties of Elected Officers

1893 The elected officers of the organization shall perform the duties prescribed herein.

1894 Section 1. President.

1895 The President shall:

- 1896 a. Preside over Executive Board Meetings and the Quadrennial Convention;
- 1897 b. Prepare the agenda, in consultation and agreement with the Connectional Director, for the Executive
1898 Board Meetings, Quadrennial Conventions and other official meetings of the organization;
- 1899 c. Submit reports to the Quadrennial Convention;
- 1900 d. Represent the organization at functions and meetings of the African Methodist Episcopal Church;
- 1901 e. Serve as an ex-officio member of Women's Missionary Society;
- 1902 f. With the Connectional Director, appoint task forces or committees for necessary duties to carry on the
1903 work of the organization which are not otherwise assigned in these bylaws;

1904 g. Serve as ex-officio member of all committees as may be necessary for the conduct and development of the
1905 organization; and

1906 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
1907 Board.

1908 Section 2. First Vice President.

1909 The First Vice President shall:

1910 a. Serve in the absence of the President, assuming the responsibilities of the same;

1911 b. Support the President by accepting, when possible, duties and responsibilities assigned by the same; and

1912 c. Serve as Chairperson of the Program and Planning Committee.

1913 Section 3. Second Vice President.

1914 The Second Vice President shall:

1915 a. Serve in the absence of the President and First Vice President;

1916 b. Coordinate, with the Program and Planning Committee, the yearly activities for Self-Denial
1917 Week; and

1918 c. Serve as Coordinator of the Standing Committees.

1919 Section 4. Third Vice President.

1920 The Third Vice President shall:

1921 a. Serve in the absence of the President, First Vice President and Second Vice President.

1922 b. Serve as the chairperson of the International Awareness Committee;

1923 c. Represent Districts 14-20 when a representative is unable to attend Connectional YPD
1924 functions;

1925 d. Work with the Episcopal District YPD Presidents and Directors from Districts 14-20 to coordinate
1926 Connectional YPD projects and activities; and

1927 e. Be a member in good and regular standing of the organization in Districts 14-20

1928 Section 5. Recording Secretary.

1929 The Recording Secretary shall:

1930 a. Record and keep accurate minutes of all Executive Board Meetings, Quadrennial Conventions and
1931 other official meetings of the organization;

1932 b. Be responsible for all official correspondence for the Executive Board Meetings and Quadrennial
1933 Conventions; and

1934 c. Under the direction of the Connectional President and Connectional Director, perform all other duties
1935 common to the office.

1936 Section 6. Assistant Recording Secretary.

1937 The Assistant Recording Secretary shall:

1938 a. Assist the Recording Secretary in keeping all records; and

1939 b. In the absence of the Recording Secretary shall perform such duties.

1940 Section 7. Financial Secretary.

1941 The Finance Secretary shall:

1942 a. Keep an accurate record of all monies received and disbursed by the organization;

1943 b. Serve as Chairperson of the Budget and Financial Estimate Committee and Finance Chair at official
1944 meetings of the organization; and

1945 c. With the Connectional Director, transfer monies received to the connectional treasury and submit
1946 vouchers for disbursement to the same.

1947 Section 8. Communications Secretary.

1948 The Communications Secretary shall:

1949 a. Be responsible for the youth section of the Women's Missionary Magazine and all other A.M.E. Church
1950 publications such as The Christian Recorder and Journal of Religious Education;

1951 b. Stimulate interest for subscriptions to periodicals of the African Methodist Episcopal Church;

1952 c. Correspond with the members of the Connectional Executive Board in the interim of board meetings.

1953 Section 9. Parliamentarian.

1954 The Parliamentarian shall:

1955 a. Ensure that the Constitution and Bylaws of the Women's Missionary Society and the Bylaws of the
1956 Young People's and Children's Division, the current Doctrine and Discipline of the African Methodist

1957 Episcopal Church and Robert's Rules of Order, latest edition, are followed at all meetings;

1958 b. Serve as Vice Chairperson of the Constitution and Bylaws Committee; and

1959 c. Interpret any rules during the course of meetings.

1960 Section 10. Historiographer-Statistician.

1961 The Historiographer-Statistician shall:

- 1962 a. Have responsibility for gathering data pertaining to the history of the organization;
- 1963 b. Conduct a census each Quadrennial;
- 1964 c. Keep an accurate enrollment of the members of the organization; and
- 1965 d. Through the Director, provide such historical data and membership enrollment to the
- 1966 Historiographer-Statistician of the Connectional Women's Missionary Society.

1967 Section 11. Worship Director.

1968 The Worship Director shall:

- 1969 a. Coordinate the planning of worship services for the Executive Board Meetings and Quadrennial
- 1970 Conventions with the members of the Program Planning Committee;
- 1971 b. Serve as a member of the Program Planning Committee; and
- 1972 c. Promote special times and events for meditations and devotions/worship experiences at meetings.

1973 Section 12. Editor of YPD Newsletter.

1974 The Editor of the YPD Newsletter shall:

- 1975 a. Receive and edit the news for the organization's newsletter under the supervision of the Connectional
- 1976 Director; and
- 1977 b. Communicate with the Episcopal District Presidents and Directors.

1978 Section 13. Associate Editor.

1979 The Associate Editor of the Newsletter shall:

- 1980 a. Work in cooperation with the Editor in receiving and editing news and articles from Districts 14-20 for the
- 1981 organization's newsletter, under the supervision of the Connectional Director;
- 1982 b. Communicate with the Episcopal District Presidents and Directors from Districts 14-20.

1983 Article X - Executive Board

1984 Section 1. Duties of the Board.

1985 The duties of the Executive Board shall be to:

- 1986 a. Serve as the interim governing body of the organization between Quadrennial Conventions by carrying on
- 1987 the business of the organization, within the policies of the convention and reporting its actions to the

1988 subsequent Quadrennial Convention; except that it may not take any action that is reserved exclusively for
1989 the Quadrennial Convention or that is in conflict with the Quadrennial Convention;

1990 b. Perform the duties prescribed by the Constitution and Bylaws;

1991 c. Periodically review the work of the organization, and through the Director and President, make such
1992 recommendations to the Commission on Administration of the Connectional Women's Missionary Society as
1993 it deems wise;

1994 d. Review such reports as prepared by various officers, committees and the Episcopal, Conference, or
1995 Local organizations;

1996 e. Determine whether any elected officer is unable or unwilling to serve;

1997 f. Fill vacancies occurring for elected officers: Should an elected officer become unable or unwilling to fulfill
1998 his or her respective duties, the board shall be empowered to declare said office vacant and to elect a
1999 successor to complete the unexpired term. Such successor may be eligible for election to the same office
2000 at the next Quadrennial Convention if he or she is within the proper guidelines established by these Bylaws.
2001 To choose a successor, the Board shall use the following guidelines:

2002 i. The nominee(s) must meet age limits as required by the Bylaws;

2003 ii. The first runner-up from the Quadrennial Convention for the vacated position will be invited to run for
2004 said office;

2005 iii. The vacant position will be publicized through the periodicals and communications networks of the
2006 Women's Missionary Society and the organization; and

2007 iv. The Executive Board will elect the replacement with a simple majority vote.

2008 g. Approve and prepare a yearly budget for the organization, under the direction of the Connectional
2009 Director and President, for transmittal to the Commission on Administration of the Women's Missionary
2010 Society.

2011 Section 2. Composition of Executive Board.

2012 The Executive Board shall be composed of:

2013 a. elected officers;

2014 b. chairpersons of the standing committees;

2015 c. Episcopal presidents;

- 2016 d. immediate past president of the organization, as an ex-officio member; and
2017 e. the director, Episcopal directors and the president of the women's missionary society, in an advisory
2018 capacity.

2019 Section 3. Meetings.

2020 The Executive Board shall meet annually, or at such other specially called meetings as determined by
2021 the Connectional president or Connectional director, in consultation and agreement with each other. A
2022 majority of the members of the Executive Board shall constitute a quorum.

2023 Article XI - Standing Committees

2024 The following committees are established to implement and facilitate the goals, objectives, programs
2025 and projects of the organization.

2026 Section 1. Program Planning.

2027 This committee, consisting of all standing committee chairpersons, shall be responsible for:

- 2028 a. planning and implementing study courses on the Bible, the Doctrine and Discipline of the African
2029 Methodist Episcopal Church, Black Studies and current mission study themes;
- 2030 b. developing programs and courses which enhance leadership skills to prepare children, youths and young
2031 adults for leadership roles;
- 2032 c. providing creative opportunities on all levels for children, youths and young adults to experience the
2033 awareness of God's presence in their midst and respond to that presence with devotion and commitment;
2034 and
- 2035 d. sponsoring programs and activities which help members transition from the organization to the larger
2036 community of organizations in the Women's Missionary Society and the African Methodist Episcopal Church.

2037 Section 2. Membership Outreach.

2038 The duties of the Membership Outreach Committee shall be to:

- 2039 a. Plan strategies to reach out, nurture and affirm members and other children, youths and young adults to
2040 join and actively participate in the organization;
- 2041 b. Develop programs and other events to motivate members and other young people to be a strong witness
2042 in Christian faith by participating in mission endeavors, Evangelistic Crusades and other ministries;
- 2043 c. Prepare and circulate model programs of welcome for new members and awards for others; and

2044 d. Plan Self Denial-Week and implement the Young People's and Children's Division on the Field (YPDOTF),
2045 in conjunction with the Christian Social Relations Committee, Second Vice-President and Director, in all areas.
2046 Section 3. Christian Social Relations.

2047 This Committee shall:

2048 a. Help children, youth and young adults understand community and social needs and on the basis of
2049 Christian conviction, work to meet those needs through personal influence and group action;

2050 b. Plan supervised forums, educational activities, programs and discussions on vital subjects pertaining to
2051 family life, including but not limited to inviting speakers who are specialists in such fields as dating,
2052 courtship, choosing a career, financial management, marriage, parenting, and geriatrics;

2053 c. Bridge the gap between the church and the community on political and social issues (children and senior
2054 advocacy), juvenile delinquency, prison reform, migrant ministries, drugs, alcohol, HIV/Aids and other social
2055 diseases;

2056 d. Involve children, youth and young adults in community activities and churchmanship (participation
2057 in the life of the local church) and stewardship (time, talent, and material possessions); and

2058 e. Work in cooperation with the Membership Outreach Committee in planning Self-Denial Week and
2059 implementing the Young People's and Children's Division on the Field (YPDOTF).

2060 Section 4. Budget and Financial Estimates.

2061 This committee shall be chaired by the Financial Secretary and shall:

2062 a. Study the complete financial picture of the organization, organizational needs and interpret the same to
2063 the Districts and the Conferences;

2064 b. Suggest financial resources and help plan projects to raise the finances needed by the
2065 organization; and

2066 c. Prepare a yearly budget request for transmittal to the Executive Board of the organization, at such time as
2067 to permit the Executive Board's review and approval of the budget request prior to transmittal to the
2068 Commission on Administration of the Connectional Women's Missionary Society.

2069 Section 5. Constitution and Bylaws.

2070 This committee shall:

- 2071 a. Study, analyze and revise suggested recommendations for changes to the Constitution and Bylaws
2072 received from the Conferences through the Episcopal Districts with the signature of the Episcopal
2073 Supervisor, and/or President, Director; and
- 2074 b. Submit recommendations for revisions of the Constitution and Bylaws to the Constitution and Bylaws
2075 Committee of the Connectional Women's Missionary Society, at such times and in such time periods as
2076 provided in the Constitution and Bylaws of the Women's Missionary Society.

2077 Section 6. International Relations.

2078 The International Relations Committee shall:

- 2079 a. Provide opportunities for children, youth and young adults in the United States and those overseas
2080 districts to exchange ideas, programs, and objectives;
- 2081 b. Facilitate and encourage through intercultural exchange and understanding via pen pals;
- 2082 c. Encourage participation in the Sojourners Program and other mission programs of the Women's
2083 Missionary Society and the African Methodist Episcopal Church; and
- 2084 d. Keep up and facilitate the organization's work in the overseas area, by providing study materials, funds
2085 for specific projects and other scholarship assistance for overseas members.

2086 Section 7. Campus Ministry.

2087 This committee shall:

- 2088 a. Enhance the religious life and spiritual values on campuses and clarify moral and ethical concerns;
- 2089 b. Nurture the spiritual values of students by commitment to Bible study and emphasis on critical thinking,
2090 learning how to interpret and understand the Bible properly;
- 2091 c. Emphasize the traditions of the African Methodist Episcopal Church and provide opportunities for
2092 the involvement of African Methodist Episcopal Church students on college/university campuses;
- 2093 d. Counsel with and/or direct persons to the appropriate agencies when they are faced with personal
2094 challenges;
- 2095 e. Provide a place for students to gather for Christian fellowship, Bible Study, prayer, discussions and other
2096 activities;

2097 f. Obtain the names of organizational members on college campuses, to share with members attending
2098 the college/university and to facilitate units on campuses to affiliate with local churches, the Conference
2099 and the Episcopal District in which the college/university is located; and

2100 g. Secure the names and learn about the needs of overseas students of the church in schools in the United
2101 States and attempt to meet and interact with them, thereby making their educational stay in the United States
2102 more enlightening, enriching and productive. Names of such students shall be shared with the Episcopal
2103 Districts and Conferences.

2104 Section 8. Nominating.

2105 The Nominating Committee shall:

2106 a. Select and present nominees and report these nominees to the Quadrennial Convention;

2107 b. At least seven months prior to the Quadrennial Convention call for nominations through a notice
2108 published in an official periodical of the Women's Missionary Society (and any other appropriate publication).

2109 Such notice shall also indicate how a nomination form may be obtained. Nomination forms shall be sent to
2110 Executive Board members and Episcopal Supervisors for distribution to interested persons. The
2111 nomination form shall request individuals to give biographical data and other information which will aid in
2112 the selection of candidates. On receipt of all information the Nominating Committee shall meet and select
2113 final candidates meeting the qualifications herein and whose names will be placed on the ballot according to
2114 the procedures within these Bylaws;

2115 c. Create and provide the necessary credential forms to all prospective nominees for office.

2116 Such credential forms shall be returned by prospective nominees, bearing the signature of the Episcopal
2117 Director and Supervisor, no later than ninety (90) days prior to the Quadrennial Convention; and

2118 d. Prepare a ballot of nominees for office to be presented at the Quadrennial Convention. Nominations shall
2119 not be accepted from the floor of the Quadrennial Convention. Members of the committee shall be
2120 ineligible for nomination to any position to be filled.

2121 Section 9. Evaluation Committee.

2122 This committee shall survey the strengths and weaknesses of each meeting, make recommendations for
2123 improvement, and provide recommendations for meeting topics. This committee shall distribute and utilize
2124 evaluation sheets for this purpose.

2125 Section 10. Voter Registration.

2126 The Voter Registration Committee shall develop a program that promotes and encourages young people to
2127 register to vote and actively participate in the democratic process.

2128 Section 11. Monique Gonzales Memorial.

2129 This committee shall plan and conduct a memorial service, during each Quadrennial Convention, for deceased
2130 members of the organization.

2131 Section 12. Selection of Committee Members.

2132 Each Episcopal District shall be represented on each standing committee. No Episcopal District shall have
2133 more than one member, and the terms of the members' appointments shall be consistent with the terms of
2134 office of the elected and appointed officers as provided in these Bylaws.

2135 Article XII - Leadership Training Institute

2136 The Executive Board shall plan an annual Leadership Institute designed to:

2137 a. Provide experiences for learning and leadership development;

2138 b. Equip participants to grow as whole persons, develop their potential and prepare them for leadership in
2139 missions and ministry;

2140 c. Establish a network for preparing and supporting youths and young adult leaders in the African Methodist
2141 Episcopal Church; and

2142 d. Motivate participants to practice interdependence and teamwork, returning to their church communities
2143 assisting with leadership development.

2144 Article XIII - Self-Denial Week

2145 The week of May 7-14, known as the Founder's Week of the organization, shall be observed as Self-Denial
2146 Week and carried out in local churches through the organization. Throughout the week, the members of the
2147 Local organization may sponsor essay contests, worship programs, community service projects and other
2148 similar activities.

2149 Section 1.

2150 Every Self-Denial Week shall be featured with one or more service projects and a Self-Denial Offering.

2151 Section 2.

2152 The Self-Denial Offering shall be used annually for a scholarship and other awards.

2153 Article XIV - Parliamentary Authorities

2154 The current Constitution and Bylaws of Women's Missionary Society, the Doctrine and Discipline of the
2155 African Methodist Episcopal Church and Robert's Rules of Order, latest edition, shall govern the
2156 proceedings of the organization.

2157 Article XV - Amendments

2158 These Bylaws may be amended only as provided in the Constitution of the Women's Missionary Society of the
2159 African Methodist Episcopal Church and shall not be in conflict with Bylaws of the Connectional Women's
2160 Missionary Society or the Doctrine and Discipline of the African Methodist Episcopal Church.

2161 Article XVI - Organization Colors

2162 The colors shall be forest green and white or black and white. Green is symbolic of growth and Christian
2163 vitality, white represents purity, light and faith and black is symbolic of the strength of our African heritage.

2164 Article XVII - Application of Connectional Bylaws to the Episcopal, Conference and Local Organizations

2165 Unless otherwise provided in the Episcopal, Conference and Local Bylaws, the provisions herein shall apply to
2166 such organizations of the Young People's and Children's Division. Young People's and Children's Division

2167

2168 Women's Missionary Society

2169 African Methodist Episcopal Church

2170 Episcopal Bylaws

2171

2172 Article I - Name

2173 In each Episcopal District, there shall be an organization known as the Episcopal Young People's and
2174 Children's Division of the Women's Missionary Society of the African Methodist Episcopal Church.

2175 Article II - Purpose

2176 To accomplish the purposes of the organization, each Episcopal organization shall:

2177 a. Coordinate and unify the work of the Conference organization, including the receiving and compiling of
2178 reports from the Conferences and providing necessary reports to the Connectional organization;

2179 b. Develop responsible and visionary leadership through training and experience;

- 2180 c. In partnership with the Connectional and Conferences organizations, develop networks for timely and
2181 effective communication among all levels and units;
- 2182 d. Foster cooperative and interdependent relationships among the Connectional, Episcopal, Conference and
2183 Local organizations; and
- 2184 e. Provide opportunities for the financial support of the total program of the organization.

2185 Article III - Operational and Structural Framework

2186 Section 1. Connectionalism.

2187 This organization shall be the liaison between the Connectional, Conference and Local Young People's
2188 and Children's Divisions, providing a means by which to foster relationships and encounters of the
2189 organization to enhance the accomplishments of the purposes of the organization.

2190 Section 2. Reporting.

2191 All reports required by the Connectional organization shall be provided to the Episcopal Director and
2192 President for review and transmission to the Connectional Director.

2193 Section 3. Evaluations.

2194 The Episcopal Director, in conjunction with the Episcopal Supervisor and Episcopal President, shall
2195 establish a process for a periodic evaluation of current mission programs being carried out in the Episcopal
2196 District in light of the changing needs of children, youths and young adults in our church and society.

2197 Article IV - Voting Members

2198 Section 1. Members.

2199 Members of the Episcopal organization shall be:

- 2200 a. Episcopal Officers;
- 2201 b. Chairpersons of Episcopal Standing Committees;
- 2202 c. Connectional Officers, elected or appointed, who reside in the Episcopal District;
- 2203 d. Conference Presidents; and e. All elected delegates.
- 2204 Section 2. Ex-Officio Members. The Episcopal
2205 Supervisor, Episcopal President, Episcopal Director and Conference Directors of the Young People's and
2206 Children's Division, who are members of the Women's Missionary Society, shall be ex-officio members of the
2206 Episcopal organization.

2207 Article V - Episcopal Director

2208 Section 1. Appointment.

2209 The Episcopal Director shall be appointed by the presiding bishop. Her name must be registered in the office
2210 of the Connectional Young People's and Children's Division no later than thirty (30) days after her
2211 appointment has been certified.

2212 Section 2. Qualifications for Episcopal Director.

2213 The Episcopal Director shall demonstrate experience with and a commitment to children, young people and
2214 young adults and their challenges.

2215 Section 3. Duties of Episcopal Director.

2216 The Episcopal Director shall:

2217 a. Have supervision and direction of the work of the Episcopal Young People's and Children's Division;

2218 b. Work with the Conference Directors and keep in close communication with all Episcopal officers to
2219 implement the total program of the organization;

2220 c. Receive and deposit Episcopal funds in the name of the organization and submit regular reports to the
2221 Episcopal Level;

2222 d. Be responsible for preparing and issuing reports annually, after the Annual Meeting, to the Episcopal
2223 Supervisor. The Episcopal Supervisor shall forward any required reports to the Office of the Connectional
2224 Director; and

2225 e. Keep in close communication with the Connectional Director and maintain close relations with the
2226 Episcopal Supervisor and Episcopal President.

2227 Article VI - Officers; Duties; Elections

2228 Section 1. Requirements To Hold Office.

2229 Any member of the Episcopal organization, who is also active in the Conference, Local and Area organizations,
2230 if any, may hold office if he or she is at least thirteen (13) years, but not older than twenty-five (25) years of
2231 age.

2232 Section 2. Elected Officers; Duties.

2233 The elected Episcopal officers, and their respective duties, shall be the same as for the Connectional Young
2234 People's and Children's division. No person shall be permitted to hold more than one elected or appointed
2235 office beyond the Local level.

2236 Section 3. Appointed Officers; Duties.

2237 The Episcopal President in consultation with the Episcopal Director shall appoint the Chairpersons of the

2238 Standing Committees, whose duties shall be the same as the Connectional Chairpersons.

2239 Section 4. Election of Officers; Terms.

2240 Officers shall be elected annually at the Episcopal Meeting, except for the year preceding the Quadrennial

2241 Convention in which there shall be no election. No person, elected or appointed, shall be permitted to hold the

2242 same office more than two (2) consecutive quadrennials.

2243 Section 5. Attendance at Meetings.

2244 All elected and appointed officers are expected to attend all Episcopal and Connectional meetings

2245 whenever possible. An officer's local church shall be responsible for the expense of such officers attendance

2246 at meetings of the Episcopal and Connectional organizations.

2247 Article VII - Executive Board

2248 Section 1. Composition.

2249 The Episcopal Executive Board shall be composed of:

2250 a. Elected Episcopal Officers;

2251 b. Chairpersons of Standing Committees;

2252 c. Conference Presidents;

2253 d. Connectional Officers, elected or appointed, who reside in the Conference;

2254 e. The Episcopal President and Conference Director, in an advisory capacity; and

2255 f. The immediate past Episcopal President, as an ex-officio member.

2256 Section 2. Meetings and Agendas.

2257 The Episcopal President, in consultation with the Episcopal Director, shall determine the agenda of

2258 Executive Board Meetings. The Episcopal President shall preside over the Executive Board Meeting.

2259 Article VIII - Standing Committees

2260 The Standing Committees, including committee duties, of the Episcopal organization shall be the same as the

2261 Connectional Young People's and Children's Division.

2262 Article IX - Leadership Training and Young People's Institute

2263 The Episcopal organization shall hold an annual Leadership Training and Young People's Institute. Said
2264 institute shall be planned by the Executive Board under the chairmanship of the First Vice President.

2265 Article X - Delegates

2266 The Episcopal President, by virtue of the office held, shall be the only Episcopal delegate to the Quadrennial
2267 Convention.

2268 Article XI - Application of Connectional Young People's and Children's Division Bylaws

2269 Unless otherwise provided herein, the Connectional Young People's and Children's Division Bylaws shall
2270 be applicable.

2271

2272 Young People's and Children's Division

2273 Women's Missionary Society

2274 African Methodist Episcopal Church

2275 Conference Bylaws

2276 Article I - Name

2277

2278 In each conference there shall be an organization named the Conference Young People's and Children's
2279 Division of the Women's Missionary Society of the African Methodist Episcopal Church.

2280 Article II - Purpose

2281 Each Conference organization, including any Areas established, in partnership with the Connectional and
2282 Episcopal organizations shall assist the Local Level to fulfill the purposes of the organization.

2283 Article III - Operational and Structural Framework

2284 Section 1. Connectionalism.

2285 The Conference, with the assistance of its Areas, shall be the connecting link between the Episcopal, Local and
2286 the Connectional organizations.

2287 Section 2. Determination of Need for Areas.

2288 In consultation with the Local Directors, the Conference Director shall make a determination of a need for
2289 Areas. If its determined that Areas are needed, the Conference Director, with the assistance of Local
2290 Directors, may organize Areas which shall be governed by Article XIII of these Bylaws.

2291 Section 3. Organization of Areas.

2292 Areas shall be organized by a Conference to help unify the work of the Local and Conference organizations
2293 and to stimulate the same through workshops, seminars and other activities and media, so as to be a
2294 connecting link for a Local to the Conference organizations. A Conference shall organize an Area as
2295 geographically practical as possible. Areas shall work interdependently with the Local and Conference Levels
2296 to fulfill the purpose of the organization.

2297 Article IV - Conference Director

2298 Section 1. Election of Director; Term of Office.

2299 The Conference Director shall be elected by the organization yearly at its annual meeting, except in the year
2300 of the Quadrennial Convention, in accordance with the provisions of the Bylaws of the Conference Women's
2301 Missionary Society. However, any person elected Conference Director shall not serve more than two (2)
2302 consecutive quadrennials, or eight (8) years.

2303 Section 2. Qualifications for Director.

2304 Anyone who is elected Conference Director shall demonstrate experience with and a commitment to
2305 children, young people and young adults and their challenges. In determining the qualifications of any
2306 person seeking this office, the Conference Women's Missionary Society may obtain comments from young
2307 persons.

2308 Section 3. Duties of Director.

2309 The duties and responsibilities of the Conference Director shall be to: a. Oversee and direct the work of the
2310 Conference;

2311 b. Ensure accurate accounts and statistics are maintained on behalf of the Conference and timely provided to
2312 the Episcopal;

2313 c. Receive and deposit funds in the name of the Conference;

2314 d. Make regular reports to the Conference organization concerning the work of the
2315 Conference, with observations and recommendations affecting the organization; and

2316 e. Appoint, after consultation with the Conference President, an Area Chairperson.

2317 Article V - Officers in General; Elections

2318 Section 1. Elected and Appointed Officers.

2319 The officers of this organization shall be, and their duties, the same as for the Connectional and Episcopal
2320 organizations, unless otherwise provided herein. No person shall be permitted to hold more than one (1)
2321 elected or appointed office beyond the Local Level or to hold the same office more than two (2) consecutive
2322 quadrennials, or eight (8) years.

2323 Section 2. Election of Officers.

2324 Officers shall be elected annually, except for the year preceding the Quadrennial Convention in which there
2325 shall be no election. In order to serve as an officer in the Conference, a person must meet the qualifications
2326 provided in Article VII, Section 5 of the Bylaws of the Connectional Young People's and Children's Division.

2327 Section 3. Standing Committees.

2328 Standing Committees of the Conference organization shall be the same as the Standing Committees of the
2329 Connectional and Episcopal Levels, with the same duties as provided for such Standing Committees.

2330 Committee Chairpersons will work interdependently with their Episcopal and Connectional counterparts
2331 to fulfill the duties of chairpersons and to carry out the programmatic functions and responsibilities of the
2332 Standing Committees.

2333 Section 4. Disqualification/Removal.

2334 Any Conference officer, elected or appointed, not performing his or her duties, including but not limited to, a
2335 failure to attend Annual and Quarterly Meetings or to keep in close communications with the Conference
2336 Director, may be subject to removal from office.

2337 An elected officer not performing his or her duties shall be notified in writing by the Conference Director,
2338 with a copy to the Conference President. If such failure to perform continues for a period of ninety (90) days
2339 after notification, the matter shall be referred to the Executive Board for action. The Executive Board may
2340 remove the elected officer from office for failure to execute her duties and responsibilities as provided in
2341 these bylaws.

2342 Any appointed officer not performing his or her duties may be removed by the Conference President, in
2343 consultation and agreement with the Conference Director, upon the written notification from the Conference
2344 President and Conference Director.

2345 Article VI - Duties of Officers

2346 Section 1. Conference President.

2347 In addition to his or her other duties, the Conference President shall preside at all meetings and keep in close
2348 communication with the Conference Director, Episcopal Director and Connectional President.

2349 Section 2. Historiographer-Statistician.

2350 The Historiographer-Statistician shall keep an accurate record of all new and old members and shall keep
2351 account of all members and persons registering and attending each Quarterly Meeting and Annual Meeting.
2352 She or he shall make a list and record of local churches in the Conference and the members of the Local
2353 organizations, and shall be responsible for making a statistical report to the Episcopal Director for the
2354 Conference.

2355 Article VII - Standing Committees

2356 The Standing Committees of the Conference shall be the same, and their respective duties the same, as the
2357 Standing Committees of the Connectional Young People's and Children's Division, as provided in Article XI
2358 of the Connectional Bylaws.

2359 Article VIII - Members; Voting Privileges

2360 Section 1. Members.

2361 Members of the Conference are as provided in the Connectional Bylaws of the Young People's and Children's
2362 Division.

2363 Section 2. Requirements to Vote or Hold Office.

2364 Any member, active in the local organization, and who is at least 13-25 years of age, shall be allowed to hold
2365 office and to vote.

2366 Section 3. Voting Membership.

2367 Voting members of the Conference shall be: Elected Officers of the Conference, Connectional and Episcopal
2368 Officers residing within the Conference, Area, Local Presidents and members who have registered and
2369 attended at least one (1) annual convention of the Conference and are active in the local organization.

2370 Article IX - Delegates

2371 Section 1. Delegates and Alternates.

2372 There shall be two elected delegates and two alternates from each Conference to the Quadrennial
2373 Convention. The Conference President shall be the leader of the Conference delegation.

2374 Section 2. Requirements for Delegates.

2375 Members of the Conference who wish to become a delegate or an alternate to a Quadrennial Convention must
2376 be active in their Local organizations, and their Area organizations if applicable, and present credentials
2377 bearing the signature of their Local Director and Area Director, if applicable.

2378 Article X - Executive Board

2379 Section 1. Composition.

2380 The Conference Executive Board shall be composed of:

- 2381 a. Elected Officers of the Conference;
- 2382 b. Chairpersons of Standing Committees of the Conference;
- 2383 c. Area Chairpersons;
- 2384 d. Connectional and Episcopal Officers, elected or appointed, residing in the Conference;
- 2385 e. Conference Director, Area Directors and the Conference President of the Women's Missionary
2386 Society, sitting in an advisory capacity; and
- 2387 f. The immediate past president of the Conference, as an ex-officio member.

2388 Section 2. Meetings and Agendas.

2389 The Conference President, in consultation with the Conference Director, shall prepare and determine the
2390 agenda of Executive Board Meetings.

2391 Article XI - Meetings

2392 Section 1. In General.

2393 Meetings of the Conference shall be held under the direction and supervision of the Conference Director and
2394 presided over by the Conference President.

2395 Section 2. Timing of Annual Meeting.

2396 The annual meeting of the Conference shall be held at the time and place separate and distinct from the
2397 annual meeting of the Conference Women's Missionary Society, so the Conference Directors may participate
2398 in sessions of the Conference Women's Missionary Society.

2399 Section 3. Council.

2400 The organization may hold a council to devise plans to meet the needs of the Conference. Such council shall
2401 be called by the Conference Director and presided over by the Conference President.

2402 Article XII - Conference Areas

2403 If a Conference organizes an Area, the Area unit shall be governed by applicable provisions of the bylaws and
2404 as provided herein.

2405 Section 1. Duties of the Area Director.

2406 The Area Director shall:

2407 a. Meet with the Local Directors to discuss means and ways of improving the overall work of the Local and
2408 Area Levels and means of facilitating programs and activities of the Local Level; and

2409 b. Report to and keep the Conference Director informed of the activities, finances, recommendations
2410 and needs of the Area.

2411 Section 2. Area Membership.

2412 Area membership shall consist of members as defined by the Conference Bylaws, provided such persons are
2413 members of a Local organization within the designated boundaries of such Area.

2414 Section 3. Area Meetings.

2415 Meetings of the Area shall be held quarterly per year, or at such other times as agreed upon by its members,
2416 for the purpose of mission education work and/or other projects under the supervision of the Area
2417 President. Local Directors may assist in the planning and holding of such meetings.

2418 Section 4. Area Officers.

2419 An Area may have the same, or fewer, elected officers as the Connectional, Episcopal and Conference. If an
2420 Area decides to have less elected officers, the Area may combine the duties of two or more closely related
2421 offices. Any changes to achieve fewer elected officers shall be provided in writing to the Conference Director
2422 and the Conference President.

2423 Section 5. Finances.

2424 All monies collected by an Area shall be reported and provided to the Conference.

2425 Article XIII - Application of Provisions

2426 Unless otherwise provided herein, the Connectional Bylaws of the Young People's and Children's Division
2427 shall be applicable.

2428

2429 Young People's and Children's Division

2430 Women's Missionary Society

2431 African Methodist Episcopal Church

2432 Local Bylaws

2433

2434 Article I - Name

2435 There shall be an organization named the Young People's and Children's Division, in every local church where
2436 there is a Women's Missionary Society.

2437 Article II - Purpose

2438 The purpose of this organization shall be to implement mission programs and activities in local communities
2439 to fulfill the purpose of the organization, by providing a training ground for later Christian service to the

2440 Women's Missionary Society and the African Methodist Episcopal Church. To accomplish the purpose, the
2441 Young People's and Children's Division commits to:

2442 a. Come together to study the Bible, the African Methodist Episcopal Church and the Constitution and
2443 Bylaws of the Women's Missionary Society and Bylaws of the Young People's and Children's Division;

2444 b. Perform service projects in the community;

2445 c. Conduct and participate in workshops on Christian Social Relations and Family Life dealing with
2446 such topics as drugs and alcohol abuse, personal development, juvenile delinquency, teenage sexuality,
2447 communication, social morals, etc.;

2448 d. Pursue experiences for leadership development in the church and community; and

2449 e. Build a community of children, youth and young adults that strengthen the organization and church.

2450 Article III - Operational and Structural Framework

2451 Section 1. Organizational Relationships.

2452 A Young People's and Children's Division established under these provisions shall be amenable to the Local
2453 Women's Missionary Society.

2454 Section 2. Intercongregational Local.

2455 A Local Women's Missionary Society organized as an intercongregational organization, in accordance
2456 with the Constitution and Bylaws of the Women's Missionary Society, shall establish an intercongregational

2457 Young People's and Children's Division. When an intercongregational Young People's and Children's Division
2458 is formed, the Local Women's Missionary Society shall provide such information through the

2459 Conference Level to the Episcopal organization. The Episcopal organization shall transmit such information
2460 to the Connectional organization.

2461 Section 3. Reports.

2462 The organization shall provide yearly to the Conference Level a list of its members, the Local Director and
2463 Local Advisors.

2464 Article IV - Local Director And Advisors

2465 Section 1. Election of Local Director.

2466 The Local Director of the Young People's and Children's Division shall be elected by the Local Women's
2467 Missionary Society. The Local Director shall be an active member of the Local Women's Missionary Society.

2468 The local Pastor shall certify that a background check has been completed within the last 2 years as required
2469 by the Doctrine and Discipline of the African Methodist Episcopal Church under the Sexual Misconduct
2470 Section (page 274 of the 2012 Discipline). Local Pastor shall be the custodian of record.

2471 Section 2. Selection of Local Advisors.

2472 The Sunbeams, Allen Stars and Youth and Young Adult Auxiliary shall have youth or young adult Advisors.

2473 The Advisors shall be selected by the Local Director and approved by the Local Women's Missionary Society.

2474 Advisors must be members of the Local Women's Missionary Society, Youth and Young Adult Auxiliary or

2475 Young Women, ages 18 -40 years, of the Local Women's Missionary Society. The local Pastor shall certify that
2476 a background check has been completed within the last 2 years as required by the Doctrine and Discipline of

2477 the African Methodist Episcopal Church under the Sexual Misconduct Section (page 274 of the 2012

2478 Discipline). Local Pastor shall be the custodian of record.

2479 Article V - Members; Voting Privileges; Dues

2480 Section 1. Member.

2481 Members and classification of members shall be as provided in the Bylaws of the

2482 Connectional Young People's and Children's Division.

2483 Section 2. Eligibility to Vote and Hold Office.

2484 Any member who is at least 13 to 25 years of age is eligible to vote and hold office.

2485 Section 3. Membership Dues. T

2486 he payment of dues and the time for such payment shall be determined by the organization.

2487 Article VI - Delegates
2488 Section 1. Number of Delegates.
2489 Each Local Society is entitled to one (1) delegate for every fifteen (15)
2490 members or a fraction thereof to the Annual Conference Meeting.
2491 Article VII - Officers; Duties; Committees
2492 Section 1. Officers.
2493 Officers and their duties may be the same as for the Connectional, Episcopal, and Conference officers of the
2494 Young People's and Children's Division. Officers shall be elected annually.
2495 The organization may limit its number of elected and appointed officers, due to its size or other reasons, or
2496 use a team leadership approach permitting leadership to be shared and decisions to generally be made by
2497 consensus.
2498 Section 2. Committees.
2499 Standing Committees and their duties may be the same as the Connectional, Episcopal and Conference Levels,
2500 or they may be combined or limited as appropriate. In making a decision regarding Standing Committees, the
2501 organization is encouraged to determine the committees and programs most appropriate and workable in
2502 their church community.
2503 Article VIII - Meetings
2504 Local meetings shall be held once a month, or at such time as determined by the members of the organization.
2505 Article IX - Self - Denial Week
2506 Section 1. Sponsorship.
2507 The organization shall sponsor Self-Denial programs during the week of May 7-14 for the purpose of
2508 encouraging commitment to Christ and assisting in the financial support of the Connectional Christian Social
2509 Outreach.
2510 Section 2. Funds.
2511 All monies raised during Self-Denial Week shall be sent through the Area and/or Conference Levels to the
2512 Episcopal Director who shall forward such monies to the Connectional Director.
2513 Section 3. Essay Contest Emphasis.

2514 Members of the organization should be encouraged to participate in the Essay Contest which is part of the
2515 Self-Denial program.

2516 Article X - Offering

2517 The organization may ask for and receive the Missionary Offering of its church on each fourth Sunday. This
2518 money is to be used for mission activities and programs.

2519 Article XI - Funds; Reports

2520 The organization may, with the assistance of the Local Women's Missionary Society, raise their own funds and
2521 disburse the same. They shall submit, on a regular basis, such reports as required to the Local Women's
2522 Missionary Society.

2523 Article XII - Annual Day

2524 The organization shall sponsor an Annual Young People's and Children's Day. The program shall be
2525 educational, with the purpose of stimulating the work and increasing the membership of the organization.

2526 Article XIII - Application of Provision

2527 Unless otherwise provided herein, the Connectional Bylaws of the Young People's and Children's Division
2528 shall be applicable.

2529

2530 APPENDIX A

2531 AFRICAN METHODIST EPISCOPAL CHURCH

2532 ORDER OF THE YOUNG PEOPLE'S & CHILDREN'S DIVISION

2533 (The inductees should be dressed in black skirts, white tops, black stockings, black socks and black shoes

2534 (Females) and black pants, white shirts, black ties and black shoes (Males)).

2535 ROBING CEREMONY

2536 THE PROCESSIONAL

2537 Persons to be inducted, program participants, Episcopal, and Conference Officers

2538 THE DOXOLOGY

2539 THE CALL TO WORSHIP THE OPENING HYMN THE PRAYER

2540 THE SELECTION THE SCRIPTURE

2541 THE ADDRESS (On Being a Good Missionary) THE HYMN

2542 THE EXAMINATION OF INDUCTEES (The persons to be inducted shall be brought forward to the
2543 designated place, facing those persons who will perform the ceremony during the singing of the last verse of
2544 the hymn.) Then shall the following be said:

2545 SPEAKER #1: It is fit and proper that we address these questions to you who desire membership in this
2546 Society. It was established in the United States of America by our illustrious founder and in this country by a
2547 group of noble Christian women.

2548 QUESTIONER #1: Do you believe in your heart that the step you are about to take will be pleasing in the sight
2549 of God?

2550 ANSWER: I do so believe, the Lord being my helper.

2551 QUESTIONER #2: Do you entertain friendly feelings towards the members of the Women's Missionary
2552 Society?

2553 ANSWER: Yes, I do, the Lord being my helper.

2554 QUESTIONER #3: Are you prepared to abide by the Constitution and Bylaws of the African Methodist
2555 Episcopal Church, as well as those which govern the Women's Missionary Society?

2556 ANSWER: Yes, I am prepared, the Lord being my helper.

2557 QUESTIONER #1: The uniform we wear is not for outward show; each part of it has a special meaning in our
2558 society. We will ask you two more questions after the explanation of the uniform is explained to you.

2559 EXPLAINER #2: The Robe—black in color, it is a symbol of the strength of our African heritage of
2560 mourning for those who persist in their rebellion against God, and who commit acts displeasing in the sight of
2561 God. (The first verse of suitable hymn is sung while a robe is displayed to the inductees.)

2562 EXPLAINER #2: The Collar—in its whiteness symbolizes purity in life and conversation, and the whiteness of
2563 the light that shineth more and more unto the perfect day. The "V" shape of the collar represent victory over
2564 sin and confusion. The Badge—which joins them together—is an emblem of the tie which binds together the
2565 determination in the leopard, a common grief for those who offend God (The second verse of same hymn is
2566 sung while the collar and badge is displayed to the inductees.)

2567 EXPLAINER #3: The Cap—made of the skin of a leopard and/or leopard skin design material remarkable for
2568 its grace, quickness, and endurance—is for us a symbol of determination to fight sin and to defend
2569 righteousness. (The third verse of same hymn is sung while the cap is displayed to the inductees.)

2570 QUESTIONER #1: Do you faithfully promise to wear this uniform with honor and integrity to the Glory of God
2571 of His church, as well as for the promotion of the cause of mission? ANSWER: This I faithfully promise, the
2572 Lord being my helper.

2573 QUESTIONER #2: Do you promise that you will give with a willing heart and hand to the financial and
2574 spiritual welfare of the Society?

2575 ANSWER: This I faithfully promise, the Lord being my helper.

2576 SPEAKER #1: If you are determined by God's help to fulfill these promises which you have undertaken to
2577 observe, we shall robe you now. (Here the robe, collar, badge, and cap shall be placed on the inductees. Each
2578 shall be robed together, then comes the collar to each, then the badge to each, finally, the cap to each. These
2579 items should be presented/placed on each by their Local or Area or Conference or Episcopal heads or a
2580 combination of the same.)

2581 THE OFFERING FOR MISSIONS

2582 (During the offering for missions the inductees shall be placed in a suitable area so that those giving in the
2583 offering may congratulate them as they pass the offering table.)

2584 THE CLOSING HYMN: (Audience forms a circle and joins hands)

2585 THE DOXOLOGY - MISSIONARY BENEDICTION:

2586 "In the Name of the Triune God

2587 May the Spirit of Christian Missions

2588 Enter Every Heart

2589 This We Ask in Jesus' Name" Amen

2590 NOTE: The missionary uniform should be worn at all regular meetings of the Society, on special days, i.e.,
2591 Good Friday and Easter; at the funeral of a member of the Society and other official occasions or when so
2592 directed by responsible officers of the Society.

2593

2594 APPENDIX B

2595 Y.P.D. Colors and Uniforms

2596 I. The colors of the Young People's and Children's Division shall be:

2597 a. Forest Green and White


- 2598 b. Black and White
- 2599 II. The Uniforms of the Young People's and Children's Division shall be:
- 2600 A. Forest Green and White
- 2601 1. Young Ladies
- 2602 a. Forest Green Skirt
- 2603 b. Forest Green/White Blazer
- 2604 c. White Skirt
- 2605 d. Y.P.D. Badge/Pin
- 2606 2. Young Men
- 2607 a. Forest Green Trousers
- 2608 b. Forest Green/White Coat
- 2609 c. White shirt
- 2610 d. Forest Green Tie
- 2611 e. Y.P.D. Badge/Pin
- 2612 B. Black and White
- 2613 1. Young Ladies
- 2614 a. Black Skirt
- 2615 b. White Blouse/Blazer
- 2616 c. Black "V" Shaped Collar
- 2617 d. Black Cap with 3 Leopard and/or leopard skin design material Triangular Shaped Patches Attached
- 2618 e. Y.P.D. Badge/Pin
- 2619 2. Young Men
- 2620 a. Black Pants
- 2621 b. Black/White coat
- 2622 c. White shirt with "V" shaped Leopard and/or leopard skin design material Triangular Patches Attached
- 2623 d. Black Tie
- 2624 e. Y.P.D. Badge/Pin
- 2625 III. Uniform and Color Symbolism

- 2626 Forest Green—is symbolic of growth and Christian vitality.
- 2627 White—is symbolic of purity of life and conversation; light that shineth more and more, and faith
- 2628 Black—is symbolic of mourning for those who persist in their rebellion against God and who commit acts
- 2629 displeasing in His sight.
- 2630 Collar's "V" Shape—symbolic of victory over sin and confusion.
- 2631 Leopard and/or leopard skin design material Patch—symbolic of grace, quickness, determination and
- 2632 endurance to fight sin and to defend righteousness (Triangular in shape, symbolic of the Trinity and
- 2633 strength).
- 2634 Badge—symbolic of the tie which binds together the determination to endure till the end.
- 2635 IV. Uniform Combinations
- 2636 The outfits are only worn as uniforms in the combinations as listed in II. They are not to be mixed up.
- 2637 "Suggest that the home districts wear one leopard patch, triangular in shape representing the Holy Trinity,
- 2638 symbolic of the beginning of the African Methodist Episcopal Church and the Women's Missionary
- 2639 Society in America.

Rt. Reverend John F. White
Presiding Officer

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

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee

Bill Number	GGB5	
Title	Connectional Presiding Elders Council	
Submitted by	Ralph L. Wilson, 11th Episcopal District	
Contact	vmitchell4@comcast.net	

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

2 Section VII, Page 442, Article 4 VI-Membership

3 Amended Text

4 Add:


5 and all Presiding Elders Retired by their Annual Conference shall be eligible for membership in the Presiding
6 Elders Council.

7 FUNDING; There is no cost associated with this proposed legislatio

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	GGB6	
Title	CONVO	
Submitted by	Valeria Bell and Selerya Moore	
Contact	mooresel@verizon.net	

Page Reference in Current AME Discipline

Presently not in The Doctrine and Discipline of the African Methodist Episcopal Church 2012.

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; versus 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.

1 Current Text

2 NONE

3 Amended Text

4 New Text: Part VII. Section III, Sub-Section E. 1. u.

5 Upon the call by the Council of Bishops, the General Secretary/Chief Information Officer (CIO) shall notify the

6 General Board and global Church that the purpose of the two CONVOs prior to the General Conference shall

7 be to introduce and vet (examine, scrutinize, assess, and/or evaluate) proposed legislation. The said CONVOs

8 shall be held at the sites of the third and fourth Bishops Council and General Board meetings; and shall be 1

9 days prior to or 1 days after the said meetings. CONVO attendees shall engage in intentional robust

10 discussion regarding proposed legislation. Upon the CONVO attendees' return to their Episcopal Districts,


11 attendees are expected to present and discuss said legislation with clergy and laity in their Episcopal

12 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

Bill Number	GGB10	
Title	HALT-1 (HIV/AIDS Legislative Team): Annual Report	
Submitted by	A. Oveta Fuller	
Contact	fullerao@umich.edu	

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.

1 Current Text

2 N/A

3 Amended Text

4 We propose adding the following question to be answered on the required Annual Report form submitted by
5 the pastor and steward board of each charge/church to their Annual Conference:

6 Q. Health Ministry

7 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
9 congregation or community needs associated with the HIV/AIDS pandemic?


10 Yes ___ No___

11 Optional to provide info on event(s):

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	GGB11	
Title	HALT-2: Leader Training on HIV/AIDS	
Submitted by	Michael Brown (for PTS-CM243 class)**	
Contact	mbrown@payne.edu	

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.

1 Current Text

2 N/A As new legislation, the required training can be related to, but does not have to be part of, activities in a
3 charge/church of the Social Action Committee as referenced on page 179-paragraph-5 in The Doctrine and
4 Discipline of the African Methodist Episcopal Church, (2012).

5 Amended Text

6 We propose that: "Clergy, at all levels, and appointed or elected officers shall be required to obtain a basic
7 scientific foundation to understand HIV/AIDS. This can be summarized as 'What effective religious leaders
8 should know about HIV/AIDS' (see content below). Mandatory training shall be provided annually
9 throughout each Episcopal District, at ongoing or special planned sessions as directed by the Presiding Bishop
10 and Presiding Elders. Each clergy person or officer is required to be certified and/or updated at least once
11 every four years through this offering.

12 The annual training should provide at least three or more contact hours about HIV/AIDS. Content should
13 provide understanding of: (1) current prevalence and impacts of the HIV/AIDS pandemic in local
14 communities and globally, (2) the biology of the virus and its disease, (3) community resources available, and
15 (4) practical ways religious leaders can help to eliminate HIV infection, AIDS and death from AIDS-related
16 causes."

17 **Respectfully submitted for,


18 Members of Payne Theological Seminary CM-243 class, March 2016.

19

Rt. Reverend David R. Daniels
Presiding Officer

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

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee

Bill Number	GGB15	
Title	Revised Commission on Health Departmental Statement	
Submitted by	Rev. Dr. Miriam Burnett	
Contact	chcamec@gmail.com	

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

2 Section III. Connectional Commissions and Headquarters

3 A. Commission on Health

4 The Health Commission is to promote the health concerns of members of the AME Church. It shall advocate
5 health care as a right and not a privilege. It shall also challenge and work to reform the unjust structure that is
6 prevalent in health delivery systems. It shall encourage each organization in our church to include a health
7 component in its life and work.

8 Amended Text

9 Section III. Connectional Commissions and Headquarters

10 A. Commission on Health


11 The Health Commission is to serves, among other tasks, to help the denomination understand health as an
12 integral part of the faith of the Christian Church, to seek to make our denomination a healing faith community,
13 and to promote the health concerns of members of the AME Church and surrounding communities. It shall
14 advocate health care as a right and not a privilege. It shall also challenge and work to reform the unjust

15 structure that is prevalent in health delivery systems. It shall encourage each organization in our church to
16 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 Intcessors	
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

2 known as The Bishop Sarah Frances Davis Covenant Keepers and Intcessors.

Rationale

1 This group of volunteer covenant keepers and intercessors have been waging war and
 2 interceding for over twelve years as a well-trained and disciplined team. The passing of
 3 this legislation would become an extremely viable enhancement to our Book of Discipline,
 4 as well as officially validate this organism of our Zion.

1 Current Text

2 1 C-1-f. The Secret Chamber, the Division of Worship and Evangelisms daily devotional guide, is herein
 3 recognized
 4 2 as an aid to worship; it is also an official periodical of the Church and is listed in The Doctrine and Discipline
 5 of the
 6 3 African Methodist Episcopal Church in the annual report of the pastor on periodicals.

7 Amended Text


8 1 C-1-g. The Bishop Sarah Frances Davis Covenant Keepers and Intcessors.
 9 2 The mission of this outreach ministry is to conduct spiritual mapping, domestic and
 10 3 International intercession regarding our various bishops, councils, general and
 11 4 connectional officers, events and issues of our Zion. This would include all local,
 12 conference,
 13 5 and district concerns and matters. The covenant keepers and intercessors would be 6 responsible for the

- 14 6 Connectional Day of Prayer with the approval of the Bishop Chairperson, 7and the General Conference
- 15 Prayer
- 16 7 Chapels and early Morning Prayer Labs.

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	GGB19	
Title	The General Board	
Submitted by	AME General Board	
Contact	cio@ame-church.com	

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

1 Current Text

2 The composition of the Board shall be the active bishops of the Church, executive directors of the various
3 general departments, including the Treasurer/Chief Financial Officer and General Secretary/CIO of the
4 Church. The heads of all departments and institutions receiving funds from the general budget shall be ex-
5 officio members of the General Board. They shall sit with the Board in its meeting. They shall have the right
6 of the floor without the privilege of making motions or voting. The General Board shall also be composed of
7 five (5) representatives from each episcopal district. Even numbered districts shall be represented by (2)
8 ministers and three (3) lay. Odd-numbered districts shall be represented by three (3) ministers, and two (2)
9 lay during the quadrennium of 2012 - 2016. At least one member of every episcopal district delegation shall be
10 a young adult between the ages of 18-30. The clergy /laity order district representation is to rotate
11 quadrennially.

12 Amended Text

13 Replace with:


14 The composition of the General Board shall be the active bishops of the Church, executive directors of the
15 various general departments, including the Treasurer/Chief Financial Officer and General Secretary/CIO of
16 the Church. The General Board shall also be composed of five (5) representatives from each Episcopal
17 District. Even numbered districts shall be represented by three (3) ministers and two (2) lay. Odd numbered
18 districts shall be represented by two (2) ministers and three (3) lay during the quadrennium 2016 - 2020. At
19 least one member of every Episcopal District shall be a young adult between the ages of 18-35. The

20 clergy/laity order of district representation is to rotate quadrennially. The Council of Bishops shall nominate
21 ten (10) persons to serve as At-Large members of the Board, **at least** one of whom shall be a **young adult**
22 between the ages of 18-**35**. The heads of departments and institutions receiving funds from the General
23 Budget shall be ex-officio members of the General Board. They shall sit with the Board in its meeting, They
24 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

Bill Number	GGDA2	
Title	AUTHORITY OF ACTIVE BISHOPS	
Submitted by	Bishop Paul J. M. Kawimbe	
Contact	mbom@mweb.co.za	

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
3 ACTIVE BISHOPS, Page 116

4 Amended Text

5 A. Active Bishops

6 4. They must register their credentials with the General Secretary/CIO of the church at least 180 days prior to
7 the opening of the General Conference. Candidates must possess an earned Master of Divinity from an
8 Association of Theological Schools (ATS) accredited seminary or, if outside of the United States, that a
9 minimum of 72 credit hours at the Masters Degree level be earned from an accredited seminary or University
10 with a theology faculty as determined by the country in which he or she is educated.


11

12

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	GGDA4	
Title	Chief Financial Officer (Treasurer) of the AME Church	
Submitted by	The Connectional Lay Organization	
Contact	drwcg@sbcglobal.net	

Page Reference in Current AME Discipline

The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Part VI, Section III, pg 131

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.

1 Current Text

2 CURRENT TEXT: None

3 Amended Text

4 AMENDED TEXT: Add new paragraph 2.a. Qualifications. (pg. 131)

5 Any candidate seeking the office of Chief Financial Officer of the AME Church shall have the following
6 credentials:

7 1. Be a Certified Public Accountant (CPA) and/or (ACCA) with a current license or be a Series 65 (IAR)

8 Investment Advisor Representative with a current license or have a Masters in Business Administration

9 (MBA) degree from an institution accredited by the Association to Advance Collegiate Schools of Business

10 (AACSB) ;

11 2. Have a proven track record of applicable work experience and professional expertise

12 3. Be a Lay Person in good and regular standing

13 This legislation shall take effect in 2020.


14 FUNDING: There is no cost associated with this proposed legislation

15

Rt. Reverend John F. White
Presiding Officer

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

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee

Bill Number	GGDA10	
Title	Filling of Vacancies of Connectional Officers	
Submitted by	Kimberly Detherage, President AME/WIM	
Contact	lavk888@gmail.com	

Page Reference in Current AME Discipline

Part VI. General Governmental Divisions and Authority, Section III. General Officers. B. Filling of Vacancies. Paragraph 4, page 126.

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]

1 Current Text

2 This does not apply to the following officers: President of Womens Missionary Society, President of Lay
3 Organization, and President of Connectional Council. These vacancies shall be filled according to the
4 Constitution and Bylaws of said organizations.


5 Amended Text

6 This does not apply to the following officers: President of Womens Missionary Society, President of Lay
7 Organization, President of Connectional Council, and President of Women In Ministry. These vacancies shall
8 be filled according to the Constitution and Bylaws of said organizations.

Rt. Reverend Samuel L. Green
Presiding Officer

Rev. Dr. Jeffery B. Cooper,
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 II(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.

1 Current Text

2 See Below

3 Amended Text

4 SECTION XIV. SEXUAL MISCONDUCT

5 C. RESPONSIBILITIES AND ROLES OF THE AME CHURCH IN POLICY IMPLEMENTATION

6 Education and Training

7 All clergy and candidates for ministerial orders, employees, appointed or elected officials, and volunteers of
8 the AME Church shall be required to attend a seminar by experts on the issues of sexual misconduct. The
9 training content and trainer shall be selected and approved by the bishop of the episcopal district. Each

10 participant will be required to sign a statement certifying that he or she has read, understood and been
11 trained in the policy, or sign a statement of refusal to comply with this requirement.

12 All candidates for itinerant or local orders shall be furnished with a copy of the AME Church's Sexual
13 Misconduct Policy (Section XIV) (Policy) by the Board of Examiners prior to admission on trial to the Annual
14 Conference. The candidates for admission will be required to sign statement certifying to have read,
15 understood, and agreed to comply with the Policy.

16 Failure to sign a compliance statement will result in referral to the Ministerial Efficiency Committee, or, in
17 case of non-clergy, to the Steward Board for disciplinary action.

18 Background Checks and Due Diligence

19 After a conditional offer or appointment has been made, but prior to the issuance of a Certificate of Transfer
20 per Part VI, Section II(D)(17), all candidates applying to the Board of Examiners for itinerant or local orders
21 and pastors receiving a first pastoral assignment or who move to a different pastoral assignment shall (1)
22 undergo a mandatory background check and (2) complete a transfer assessment.

23 The background check will include a National Criminal History Background Check and a clearance check
24 through the state, and its equivalent agencies in other countries around the world, child protective service
25 agency.

26 The transfer assessment shall include a questionnaire that the transferring candidate completes. The transfer
27 assessment shall be signed by both the transferring candidate and transferring bishop. An explanation must
28 be provided if any question is answered with a yes answer. The questionnaire shall include the following:

29 1. Whether the transferring candidate at any point has been charged (regardless of outcome) under Part XI,
30 Section II for disobedience, immorality, illegal handling of funds, habitual neglect of duties,
31 maladministration, exacting or receiving money for appointments or simony, levying unauthorized
32 assessments, conviction of a crime, sowing dissension, or sexual misconduct.

33 2. Whether the transferring candidate at any point has been subject to a review of the Preliminary Inquiry
34 Committee under Part XI, Section IV (regardless of outcome).

35 3. Whether the transferring candidate at any point has accused of or charged with sexual misconduct or
36 sexual abuse pursuant to Part XI, Section VIV (regardless of whether it resulted in a formal charge or
37 indictment).

38 4. Whether there is any additional information that the transferring candidate believes the receiving bishop
39 should know related to the moral character of the transferring candidate.

40 The Ministerial Efficiency Committee shall review on a case-by-case basis all situations where the
41 transferring candidate has a background check or transfer assessment which yields any potentially negative
42 information. In doing so, the Ministerial Efficiency Committee should consider the following factors:

43 The nature and gravity of the offense or conduct.

44 The time that has passed since the offense or conduct.

45 Whether the transferring candidate has taken any actions to repent, including completing a sentence.

46 Although all cases shall be considered on a case-by-case basis, generally the following principles apply:

47 A. If the transferring candidate has been convicted of a felony of any nature or a misdemeanor of moral
48 turpitude in the previous ten (10) years under any state or federal law or has been tried and convicted under
49 Part XI, Section VII for any reason, the transferring candidate shall be appointed only if there is substantial
50 evidence supporting the appointment.

51 B. If the transferring candidate has been charged with any offense listed in Part XI, Section II (regardless of
52 outcome), then the transferring candidate's appointment shall be withheld pending resolution of the charge or
53 the Ministerial Efficiency Committee's recommendation based on review of his or her character.

54 C. If the transferring candidate has had two or more complaints from any member filed against him or her
55 (regardless of the outcome), then the Ministerial Efficiency Committee shall decide at its sole discretion
56 whether to withhold the appointment.

57 In addition, all persons (clergy and non-clergy) assigned, appointed and/or employed to positions within the
58 African Methodist Episcopal AME Church involving the care and supervision of children must undergo a
59 mandatory background check.

60 Liability and Insurance

61 The AME Church and all of its individual congregations shall ensure that their liability insurance policies
62 covers sexual misconduct liability for its programs and activities. The Quarterly Conference shall be
63 responsible for verifying that each local church has liability insurance covering sexual misconduct.

64 Record Keeping

65 The AME Church and all of its individual connectional conferences will include in every

66 employee's personnel file, including clergy, the application for employment, any employment questionnaires,
67 the transfer assessment, reference responses, and other documents related to this Policy, including a copy of
68 the documents referenced in Part IV.A herein.

69 SECTION II. AUTHORITY OF ACTIVE BISHOPS

70 D. Duties of an Active Bishop

71 15. The receiving bishop shall not accept a transferred preacher whose background check or transfer
72 assessment required pursuant to Part XI, Section XIV(C) contains negative information, against whom there is
73 a charge until the Ministerial Efficiency Committee of the Annual Conference shall have full time to examine
74 his or her character and make recommendation upon the same. Any bishop who shall knowingly violate
75 these prohibitions shall be proceeded against by the Annual Conference as per The Doctrine and Discipline of
76 the African Methodist Episcopal Church.


77 16. The bishop shall not admit to the Annual Conference, transfer, or appoint to the pastorate, presiding
78 eldership, missionary work, or agency, nor allow to officiate in any pulpit or at the altar of any AME Church,
79 any minister under suspension, expulsion, or with charge of immoral conduct against him or her in our
80 church, or from another church. A bishop shall not transfer a minister until the background check and
81 transfer assessment have been completed pursuant to Part XI, Section XIV(C).

82 17. Whenever a bishop transfers a member of an annual conference, the Certificate of Transfer shall be given.
83 A Certificate of Transfer shall be given only after the transferring candidate completes the background check
84 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

Bill Number	GWD2	
Title	The H.B. Senatle AME Church Centre.	
Submitted by	Bishop Paul J.M. Kawimbe	
Contact	kawimbeforbishop@yahoo.com	

Page Reference in Current AME Discipline

The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Page 255
Section VIII. The H.B. Senatle AME Church Centre Johannesburg, South Africa.

Intent

To provide administrative structure for precise operation of the H.B. Senatle AME Church Centre.

Rationale

The current text does not clearly describe the operational structure of the H.B. Senatle AME Church Centre.

1 Current Text

2 The affairs of H.B. Senatle 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:

- 18 1) Presiding Bishop of the 19th Episcopal District,

- 19 2) The Episcopal Supervisor of the Womens Missionary Society,
- 20 3) One Presiding Elder from each Annual Conference,
- 21 4) Episcopal President of the 19th Episcopal District Lay Organisation,
- 22 5) Episcopal President of the Womens Missionary Society,
- 23 6) Pastor of Anna Senate AME Church at 18 Phillip Street,
- 24 7) Episcopal president of RAYAC,
- 25 8) Episcopal President of Sons of Allen
- 26 9) One lay person from each Annual Conference trustees elected by the conference

27 QOURUM

28 Five members shall constitute a quorum. In the case of a declared emergency, the Chairperson and two
29 appointed trustees shall meet and transact the business of the Trustee Board.

30 OFFICERS OF THE TRUSTEE BOARD

31 The bishop shall be the chairperson. The bishop shall nominate from among the members of the board the
32 vice chairperson, secretary, assistant secretary, and treasurer.

33 MEETINGS

34 The board shall meet once every three months and at the call of the bishop.

35 FINANCIAL YEAR

36 The financial year of the Centre shall end on September 30th.

37 FINANCIAL BOOKS AND AUDITING OF FINANCIAL STATEMENTS

38 The Trustee Board shall keep proper financial books, which must be audited annually, and the audit report is
39 to be submitted at the bishops plenary meeting.

40 FUNCTIONS OF THE TRUSTEE BOARD

41 To raise and to supervise the raising of funds with which to eliminate the mortgage bond/lease with the
42 Christian Development Trustee or any other creditor of the board.

43 To encourage the use of the centre by welfare organisations that provide service to the community and;

44 To satisfy the obligatory accounts of the Centre, after which an investment program will be implemented to
45 assist with church development.


46 ELECTION OF THE TRUSTEE BOARD

47 Board members shall be elected at the plenary meeting of the presiding bishop at the beginning of the
48 quadrennial.

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	ICP1	
Title	Local Church Property Transfer of Property	
Submitted by	Thomas Hughes	
Contact	eldertmh299@yahoo.com	

Page Reference in Current AME Discipline

The Doctrine and Discipline of the African Methodist Episcopal Church 2012, Section II. General Church Property, Part B. Local Church Property Transfer of Property (page 53)

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.

1 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.

17 Amended Text
18 16 AMENDED/NEW TEXT: B. Local Church Property Transfer of Property
19 17 The Board of Trustees, duly elected by the local church as provided by The Doctrine and
20 18 Discipline of the African Methodist Episcopal Church, may take such steps to purchase,
21 19 mortgage, sell, transfer and convey real and personal property, PROVIDED that such transfer has
22 20 been duly approved by the resolution in Quarterly Conference of the said church, and also by the
23 21 trustees of the Annual Conference in which the property is located, and of which the presiding
24 22 bishop is president.
25 23 The Board of Trustees and members of the local church hold property of whatever kind IN
26 24 TRUST for the Annual Conference of the General Church and not in their individual capacities.
27 25 When the local church shall be incorporated under the African Methodist Episcopal Church, all
28 26 property-real, personal, or mixed-shall be deeded to it in its corporate name, IN TRUST for the
29 27 African Methodist Episcopal Church, Inc. Failure of the local church to deed said property to the
30 28 local church corporation shall not eliminate the Connectional, IN TRUST character of the
31 29 property or change the authority and duty of the local trustees and members to administer the
32 30 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

Bill Number	JA1	
Title	Amendment of Charges	
Submitted by	Jeffrey N. Leath	
Contact	jeffreynleath@aol.com	

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.

1 Current Text

2 Pages 258 Part XI Judicial Administration, Section II. Charges, B.

3 A bill of charges may be amended at any time prior to the opening of the trial on the charges, provided the
4 amendment does not change the nature of the charges or introduce new charges.

5 Amended Text


6 Pages 258 Part XI Judicial Administration, Section II. Charges, B.

7 A bill of charges may be amended at any time prior to the opening of the trial on the charges, provided the
8 amendment does not change the nature of the charges or introduce new charges except when charges are
9 sent to the Preliminary Inquiry Committee. Such charges may not be amended once submitted to the General
10 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

Bill Number	JA5	
Title	Composition of the Judicial Council	
Submitted by	Judicial Council	
Contact	vbyrd2@gmail.com	

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."

1 Current Text

2 ..provided said lawyers are practicing attorneys in good standing in the state or territory where they hold a
3 valid license, and said judges are those who regularly hold court above that of committing magistrate.


4 Amended Text

5 ..provided said lawyers have a valid license to practice law and are in good standing in the state or territory
6 where they hold a valid license and said judges are in good and regular standing with their state/territory bar
7 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

-		
Bill Number	JA12	
Title	Sexual misconduct reporting clarification	
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, 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.

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
5 referred to herein as the complainant.

6 Amended Text

7 AMENDED TEXT:

8 SECTION XIV. SEXUAL MISCONDUCT

9 B. DEFINITIONS


10 Accuser: The accuser is (are) the person(s) making the allegations against the accused. The accuser is also
11 referred to herein as the complainant. While the accuser may report allegations or concerns that are known
12 only upon information and belief rather than personal knowledge, the accuser must be a member of the AME
13 Church in good and regular standing; provided, however that the church has a duty to respond to a report by
14 any person, member or non-member of a claim of child sexual abuse and rape or sexual assault.

15

Rt. Reverend David R. Daniels
Presiding Officer

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

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee

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 Gods grace and mercy.

In light of Gods 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

2 None

3 Amended Text

4 Sec. 1. Mandatory Criminal Background Check. All candidates for ministerial orders shall submit to a criminal
5 background check, as approved by the Presiding Prelate in which they seek ordination, no more than three
6 months before the Annual Conference in which they are seeking admission. Every ordained minister shall
7 submit to a criminal background check through the agency approved by the Presiding Prelate in the Episcopal
8 District in which the minister is a member not less than (30) thirty days before the start of the Annual
9 Conference in which they are seeking an appointment. Each candidate for ministerial orders and ordained
10 minister shall submit to a criminal background check every two years. The cost for such criminal background
11 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
13 admitted to the Board of Examiners, or to receive a pastoral appointment if the person has been convicted for
14 any of the following criminal offenses:

- 15 a. murder;
- 16 b. aggravated assault;
- 17 c. human trafficking;
- 18 d. sexual abuse;
- 19 e. sexual assault (rape);
- 20 f. injury to a child;
- 21 g. incest;
- 22 h. indecency with a child;
- 23 i. inducing sexual conduct or sexual performance with a child;
- 24 j. possession or promotion of child pornography;
- 25 k. the sale, distribution of prohibited substances; or
- 26 l. abandonment or endangerment of a child.

27 Sec. 3. All other convictions and/or entries of deferred adjudication for criminal offenses not listed in Sec. 2
28 above shall be reviewed and considered as follows:

29 a. In the case of a ministerial candidate, the matter shall be referred to the Board of Examiners. In the case of
30 an ordained minister seeking to pastor, the matter shall be referred to the Ministerial Efficiency Committee.

31 b. The following issues shall be reviewed by the appropriate body to determine the eligibility of the individual
32 to be admitted to the Board of Examiners or for a pastoral appointment:

33 (1) age of the individual at the time of the offense;

34 (2) the length of time that has expired since the offense was adjudicated;

35 (3) whether the offense involved physical, emotional, and/or psychological injury or harm to a person; or
36 financial injury to a person or entity and

37 (4) the acceptance of culpability by the individual for the offense.


38 c. Should the review of the individuals background reveal criminal offenses that no longer pose a threat to the
39 general public, or to the church community due to the passage of time, the youthful age of the individual at
40 the time of the offense, and the individuals acceptance of culpability in this matter, then a finding shall be
41 made that there are no grounds for a denial of admission into the Board of Examiners or grounds for
42 disqualification from receipt of a pastoral appointment.

43 d. However should a review of a persons criminal background reveal the existence of one or more of the
44 following then a finding shall be made of ineligibility for admission by the Board of Examiners in the case of a
45 ministerial candidate, or disqualification from receipt of a pastoral appointment by the Ministerial Efficiency
46 Committee:
47 (1) a misdemeanor conviction punishable by confinement, occurring within the last 10 years, where the
48 individual fails to accept culpability and arising out of the following:
49 a. physical, emotional and/or psychological injury to another person or entity; or
50 b. financial harm to another person or entity.
51 (2) a felony conviction occurring, within the last 15 years, where the individual fails to accept culpability for
52 the offense and arising out of the following:
53 a. physical, emotional and/or psychological injury to another person.
54 b. financial harm to another person or entity.
55 e. Except for an individual determined to be disqualified under Sec. 2 above, any individual determined to be
56 ineligible to be admitted to the Board of Examiners, or to serve as a pastor by the Ministerial Efficiency
57 Committee under this provision, shall be entitled to re-apply after the passage of two full Annual Conferences,
58 and the submission of an additional approved criminal background check which reveals no further criminal
59 convictions during the previous two years. If each of the above conditions is satisfied, a finding shall be made
60 that there are no grounds for denial of admission into the Board of Examiners by a candidate for ordination,
61 or disqualification from pastoral service by the Ministerial Efficiency Committee. Each finding shall be
62 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

Bill Number	MN6	
Title	Change in terminology from Handicap to Differently Challenged in the Preachers Admitted on Trial	
Submitted by	Rev. Dr. Miriam Burnett	
Contact	chcamec@gmail.com	

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.

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Rt. Reverend David R. Daniels
Presiding Officer

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

Rev. Dr. Raymond Bryant
Secretary, Revisions Committee

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