

MINISTERS' CONFERENCE OF WINSTON-SALEM AND VICINITY CONSTITUTION AND BY-LAWS

PREAMBLE

In order to create and maintain a closer Christian fellowship with each other, to find the best solution for common problems and the most workable approach to worthy concerns, and to advance the general interest of the cause of Christ through the ministers, pastors, and laity of area churches, we the ministers, pastors, and laypersons hereby unite ourselves into a Ministers' Conference of Winston-Salem and Vicinity to pursue these objectives.

ARTICLE I – NAME

The name of this body shall be the Ministers' Conference of Winston-Salem and Vicinity.

ARTICLE II – MEMBERSHIP

Section 1: This body shall be composed of ordained, licensed, Christian ministers and laypersons from Winston-Salem and vicinity. The Conference is an inclusive ecumenical and interfaith Christian body representative of denominations and gender.

Section 2: Members shall consist of ministers and laypersons whose religious work and leadership would warrant membership in this body (from Winston-Salem, vicinity and neighboring cities). Only Active Members shall be entitled to vote on the business of the conference, hold elected office in the conference, or serve as the chair of one of the General Committees. Active members are defined as those who have a) paid their annual dues by the last Tuesday of September each year, and b) participated regularly in the conference; regular participation in the conference is defined as attendance at $\frac{1}{3}$ of the meetings that have been held thru the last Tuesday in October. A list of Active Members shall be maintained by the Recording Secretary and Assistant Recording Secretary and updated quarterly. Attendance will be taken at each meeting of the Conference.

The officers of this body shall be president, first vice-president, second vice-president, recording secretary, assistant recording secretary, treasurer, chaplain, and parliamentarian. Only ordained, licensed, Christian ministers who are Active Members are eligible to serve as officers of this body.

ARTICLE III – OFFICERS

Section 1: Duties of Officers:

A. **President:** The president shall preside over all meetings, follow the agenda of business for the day, and appoint all standing committees chairpersons.

B. **First Vice-President:** Each vice-president shall perform in designated order all the duties common to those of the president or in the absence of the president.

C. **Second Vice-President:** The second vice-president shall perform in designated order all the duties common to those of the first vice-president or in the absence of the first vice-president.

D. **Recording Secretary:** The recording secretary shall record the proceedings of the conference, present same when called for by the body, and make an annual report to the body on the Tuesday after the first Sunday in the month of December.

E. **Assistant Recording Secretary:** The assistant recording secretary shall perform all duties common to the recording secretary in the absence of the recording secretary or upon request of the recording secretary.

F. **Treasurer:** The treasurer shall perform the duties of receiving all monies and financial documents of this body, and shall honor all vouchers signed by the president and recording secretary and make an annual report to the body on the Tuesday after the first Sunday in the month of December, and release same to auditor. Additionally, the treasurer shall work with the finance committee to devise and propose plans for the financial interests of the conference, and execute the same.

G. **Chaplain:** The chaplain shall be responsible for conducting devotional services of the body.

H. **Parliamentarian:** The parliamentarian shall receive instructions from the presiding officer concerning matters of parliamentary usage and concern at the presiding officer's discretion.

Section 2:

General Committees: The general committees serve to advance the mission and objectives of the Ministers' Conference of Winston-Salem and Vicinity. The conference will have such committees if it deems necessary. These include and are not limited to the following:

Duties of Committees:

A. **Special Events Committee:** The Special Events Committee will handle the planning of services and programs of the conference to include but not limited to the Installation of Officers and the MLK, Jr. Scholarship programs.

B. **Constitution and By-Laws Committee:** The Constitution and By-Laws Committee shall have the responsibility to revise and update the Constitution and By-Laws as needed. Revisions are in effect only after the appropriate vote of the conference.

C. **Education:** The Education Committee will take steps to insure that all students within the Winston-Salem Forsyth County School System receives the best possible quality education.

D. **Social Justice:** The Social Justice Committee will work for equality and equity for all citizens within Winston-Salem and Vicinity.

E. **FaithHealth:** The Faith Health Committee will work to promote improved health for the citizens of Winston-Salem and Vicinity as they partner with the Faith Health Division of Wake Forest Baptist Medical Center.

F. **Finance Committee:** The finance committee (consisting of three persons) shall work with the treasurer to devise and propose plans for the financial interests of the conference and execute the same.

G. Nominating Committee: The nominating committee, consisting of five members, shall be solicited by the membership at the regular meeting held on Tuesday after the third Sunday in October. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting on Tuesday after the third Sunday in November.

ARTICLE IV – BY LAWS

Section 1:

A. Time of meeting shall be each Tuesday at 11:00 a.m. The length of the meeting shall not exceed one and one-half hours, except in case of emergency, when a thirty minutes extension will be in effect.

B. Order of the day: The order of the day shall be presented at 11:45 A.M.

C. The agenda for the day shall be:

1. Devotionals
2. Presidential Observations
3. Reports of Committees
4. Community Findings
5. Order of the day
6. Vote of “thanks”
7. Receiving of dues and offering
8. Adjournment.

D. Executive Session. This session will be open to Active Members only, and will convene following the Adjournment of the regular Tuesday Meeting. All business that requires action by the conference will be conducted during the Executive Session, including but not limited to: proposals to support outside organizations or individual members of the conference, proposals to allocate funds of the conference, electing of officers and chairs for General Committees, revisions to the Constitution and By-Laws of the Conference, or approval of Minutes from prior Executive Sessions.

Section 2:

A. The annual membership dues shall be \$50.00

B. Additional assessments may be voted by the conference contingent upon apparent need in consultation with the president and finance committee.

Section 3:

All officers shall perform their duties as designated in the Constitution and the Standard Operating Procedures (SOP), which shall provide additional details. The SOP will also be voted on by the conference membership. Failure to do so without excuse subjects said officer to the discipline of the conference.

Section 4:

A. **Election of Officers:** All officers shall be elected annually on the Tuesday after the third Sunday in November and shall continue in office until their successors have been duly elected and qualified. The president and vice-presidents shall serve no more than two annual terms (a total of two years) consecutively.

B. **Vacancies:** Vacancies in said offices shall be filled by majority vote of the conference membership.

C. **Quorum:** Two-thirds of the paid membership present shall constitute a quorum, but in the event any transaction demands to be of vital interest to the membership at large, a one-week notice shall be given for the transaction of such business, and action thereafter shall be final.

Section 5:

This Constitution and By-Laws shall be revised, altered, or amended by 2/3 vote of the paid membership present provided such revision, alteration or amendment has been presented in writing at three regular meetings of the body in session.

This body shall adopt *Roberts Rules of Order* as its parliamentary guide.

* * *