

# 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 and pastors of area churches, we the ministers and pastors hereby unite ourselves into a Ministers' Conference of Winston-Salem and Vicinity to pursue these objectives.

## ARTICLE I – NAME and

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:** ~~Honorary~~ All members shall consist of ministers and ~~non-ministers~~ laypersons whose religious work and leadership would warrant membership in this body (from Winston-Salem, vicinity and neighboring cities).

**Section 3:** Privileges of ~~honorary~~ members: ~~Honorary~~ All members shall are eligible to take part in both the deliberation of the body but shall not and vote as long as their annual membership dues are current.

**Section 4:** In order to vote, new members must be signed up and annual dues paid no later than the last scheduled Minister's conference meeting prior to the scheduled election.

The officers of this body shall be president, first vice-president, second vice-president, third vice-president, recording secretary, assistant recording secretary, media relations, treasurer, auditor, chaplain, and parliamentarian.

### Section 1: Duties of Officers:

- A. **President:** The president shall preside over all meetings, follow the agenda of business for the day, appoint all standing committees, unless otherwise ordered by the body, honor and sign all vouchers and orders authorized by the body.
- 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. **Third Vice-President:** The third vice-president shall perform in designated order all the duties common to those of the second vice-president or in the absence of the first vice-president.
- E. **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.
- F. **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.
- G. **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.
- H. **Auditor:** The duties of the auditor shall be to audit the books of the secretaries and treasurer and submit a report of findings to the body on the Tuesday after the third Sunday in December.
- I. **Chaplain:** The chaplain shall be responsible for conducting devotional services of the body.
- J. **Parliamentarian:** The parliamentarian shall receive instructions from the presiding officer concerning matters of parliamentary usage and concern at the presiding officer's discretion.
- K. **Media Relations Coordinator:** The media relations coordinator shall report all news as authorized by the body.

### Section 3:

**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. **Program:** The program committee shall propose all programs for the consideration of the conference.
- B. **Care and Membership:** The care and membership committee shall visit the sick members and report their conditions periodically and investigate and confirm all applicants for membership in the conference.

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- C. **Public Affairs:** The public affairs committee shall report all external matters that may be of concern to the conference, make recommendations for action by the conference and present, periodically, highlights of current interest.
- D. **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.
- E. **Nominating Committee:** The nominating committee, consisting of five members, shall be elected by the membership at the regular meeting held on Tuesday after the third Sunday in November. 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 December. Additional nominations from the floor shall be permitted.

## 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 12:00 o'clock Noon; it shall not be called later than 12:15 p.m.
- C. The **agenda** for the day shall be:
  1. Devotionals
  2. Readings of minutes
  3. Unfinished business
  4. Reports of Committees
  5. New Business
  6. Announcements
  7. Order of the day
  8. Vote of “thanks”
  9. Receiving of dues and offering
  10. Adjournment.

### Section 2:

- A. The annual membership dues shall be \$20.00
- 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. Failure to do so without excuse subjects said officer to the discipline of the conference.

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#### **Section 4:**

- A. **Election of Officers:** All officers shall be elected annually on the Tuesday after the third Sunday in December 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 consecutively.
- B. **Vacancies:** Vacancies in said offices shall be filled by majority vote of the house.
- C. **Quorum:** Five regular members 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 shall be revised, altered, or amended by 2/3 vote of the 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's Rules of Order* as its parliamentary guide.

#### **Section 6:**

All books, vouchers, and any information of any importance bearing on the finance of the body as possessed by the secretaries and treasurer shall be turned over to the auditor Tuesday after the first Sunday in the month of December.

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