

United Methodist Association of Communicators By-Laws

PURPOSE

The purpose of the organization shall be to provide an arena where United Methodist communicators can:

1. Have a voice and representation in the denominational agencies of the church.
2. Participate in and support training and continuing education events related to their needs;
3. Develop and receive services based on common concerns;
4. Provide support, fellowship and an opportunity to expand professional relationships.

MEMBERSHIP

Anyone meeting either of the following criteria may become a member of UMAC by sending an official membership form and a check for annual dues to the treasurer.

1. Any person working as an employee or volunteer in communications in any United Methodist local church, district, annual conference, jurisdiction, general church board or agency, or any related institution, such as a hospital or college.
2. Any United Methodist working in communications and who is not employed by The United Methodist Church.
3. The Executive Committee shall set policies and fees for each membership category.

ARTICLE I MEETINGS

- Section 1.** An annual membership meeting shall be held in such place and on such date as shall be determined by the Executive Committee.
- Section 2.** Special meetings of the membership may be called at the discretion of the Executive Committee.
- Section 3.** A quorum shall consist of at least ten (10) percent of UMAC membership, provided all members shall have received notice of the time and place of the meeting 30 days prior to that meeting.
- Section 4.** The style of decision-making for UMAC shall be by consensus where possible. Otherwise, the current edition of *Robert's Rules of Order* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the organization may adopt. The Vice President shall serve as Parliamentarian as required.

ARTICLE II OFFICERS

- Section 1.** The officers of the organization shall be a President, a Vice-President, a Secretary and a Treasurer. The elected officers shall form the Executive Committee together with the four at-large directors listed in Article III. Each shall exercise the duties ordinarily performed by his or her office and shall serve until his or her successor is elected.
- Section 2.** The membership shall elect a Nominating Committee to prepare a slate of officers to be presented to an official meeting of the members. The Nominating Committee members shall serve a term of no more than four years. No more than half of the Nominating Committee members shall be elected in any one year. The Nominating Committee shall consist of one representative from each of the five U.S. jurisdictions of The United Methodist Church and two additional members, at least one of who shall be from a Central Conference. All members present shall be eligible to vote. Nominations additional to those of the nominating committee may be made from the floor.
- Section 3.** The President and Secretary shall be elected in odd-numbered years for a two-year term. The Vice President and Treasurer/Membership Secretary shall be elected in even-numbered years for a two-year term. All officers may succeed themselves for a maximum of one (1), two-year term unless otherwise determined by a two-thirds vote of the membership at an annual meeting. In the event of a mid-term resignation, the Executive Committee shall have the power to appoint a pro-tempore, or acting, officer until the next official meeting of the members, at which time an election shall be held to fill the vacancy.

ARTICLE III EXECUTIVE COMMITTEE

- Section 1.** The Executive Committee shall conduct the direction and administration of the organization between membership meetings.
- Section 2.** The Executive Committee shall consist of the officers of the organization and four at-large directors chosen for diversity in areas including but not limited to professional specialty, racial/ethnic, gender, geographic and language inclusiveness. Directors “A” and “B” shall be elected in even-numbered years for a two- year term. Directors “C” and “D” shall be elected in odd-numbered years for a two-year term.
- Directors shall have the right to succeed themselves for a maximum of one (1), two-year term. In the event that a director is elected to an office, the membership shall also elect a successor to that director at the same membership meeting.
- Section 3.** United Methodist Communications shall appoint an ex-officio (with vote) member of UMAC’s Executive Committee to serve as liaison between United

Methodist Communications and UMAC. This person shall serve a term of no more than four consecutive years.

- Section 4.** The Executive Committee shall meet as the occasion requires but not fewer than six (6) times each year. The meetings may be conducted by telephone conference call, digital communications (e-mail, online conference etc.) or by other appropriate means including face-to-face gatherings. The date and time of each Executive Committee meeting shall be published on the UMAC Web site one week prior to the meeting.
- Section 5.** One-half of the members of the Executive Committee shall be necessary and sufficient to constitute a quorum for the transaction of business. All meetings of the Executive Committee shall be open to members of the organization.
- Section 6.** If matters arise requiring decisions or actions before a meeting of the Executive Committee can be convened, the President or, in his or her absence, the Vice President, shall be empowered to act on behalf of the Executive Committee after consulting with accessible members of the Executive Committee.
- Section 7.** Members of the Executive Committee shall receive no compensation for services rendered but will be paid reasonable amounts for expenses incurred in attending to the affairs of the organization at the discretion of the Treasurer.

Article IV STANDING COMMITTEES

- Section 1.** The following committees shall be standing committees of the Association: Nominating Committee, By-Laws Committee, and Finance Committee.
- A.** The Nominating Committee will present to members of the Association at the annual meeting a slate of nominees for officers, directors and standing committee members.
 - B.** The By-Laws Committee shall review the By-Laws annually and recommend changes to the membership at the annual meeting.
 - C.** The Finance Committee shall administer financial matters of the Association. The President, Vice President, and Treasurer/ Membership Secretary of the Association shall serve *ex-officio* with voice and vote.
- Section 2.** Unless specified otherwise, committee members will be elected to terms of three (3) years. At least one (1) and no more than three (3) new committee members will be elected each year.
- Section 3.** The composition of the committees shall be inclusive of and representative of the diversity of the Association in terms of jurisdiction, ethnicity, gender and areas of communication expertise. Committees will determine their own leadership.

**ARTICLE V
AMENDMENT OF THE BY-LAWS**

- Section 1.** The By-Laws may be amended by any membership meeting by two-thirds of those present and voting.
- Section 2.** The By-Laws also may be amended by mail ballot, at the discretion of the Executive Committee. The amendment shall be adopted if approved by two-thirds of the vote cast and ratified by the General Commission of Communications of The United Methodist Church.
- Section 3.** The Executive Committee shall appoint a By-Laws Committee to review the By-Laws annually and recommend changes to the membership at the annual meeting. The membership may also call for a review of the By-Laws by a simple majority vote of those present and voting at the annual meeting. The By-Laws Committee shall consist of a minimum of three (3) members

**ARTICLE VI
EFFECTIVE DATE**

The By-Laws of this organization shall be effective when approved by two-thirds of the members present and voting.

Adopted October 19, 2011

President, UMAC

Executive Director, UMCom

Neill Caldwell

Sherri Thiel