

1 **BY LAWS**
2 **Western North Carolina Chapter**

3
4 Professional Administrators of the United Methodist Connectional Structure

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6 **ARTICLE I – NAME AND RELATIONSHIP**

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8 The name of the Chapter shall be The Western North Carolina Chapter of Professional
9 Administrators of the United Methodist Connectional Structure (PAUMCS).

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11 **ARTICLE II – PURPOSE**

- 12
13 A. The purpose of the chapter is to provide a supportive base for the unity and fellowship of
14 its members; to provide individual growth, professional development, continuing
15 education and spiritual enrichment.
16 B. The chapter shall conform to the standards of the National Association.
17 C. The Chapter shall encourage and assist in the establishment of area units of Church
18 Administrators; which include all office support personnel.
19

20 **ARTICLE III – MEMBERSHIP**

- 21
22 A. Membership shall consist of persons presently and previously, paid or volunteer, engaged
23 in administrative and secretarial work in any local United Methodist church or extension
24 ministries in any agency of The United Methodist Church.
25 B. For a member to be in good standing annual dues must be paid for the current calendar
26 year. The calendar year refers to January 1 through December 31.
27 C. The members shall subscribe to the National Code of Ethics.
28 D. A retired member may request emeritus status, exempt from dues, but with all other
29 rights of an active member.
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31 **ARTICLE IV – DUES**

- 32
33 A. Annual dues shall be established by the Chapter at its Annual Meeting to be effective for
34 the following calendar year.
35 B. Any change in the amount of dues shall be **communicated** to the membership of
36 the Chapter at least thirty (30) days prior to the Annual Meeting.
37 C. Membership dues shall be paid to the Treasurer and shall be due and payable by
38 January 31st. Membership dues shall be non-refundable.
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40 **ARTICLE V – MEETINGS**

- 41
42 A. The Chapter shall hold an Annual Business Meeting. Other meetings shall be held as
43 desired. There shall be an annual meeting of the Chapter for the purpose of transacting
44 the agenda of the Chapter and to provide an opportunity for fellowship and the sharing of
45 ideas. It shall be the responsibility of the Executive Committee to recommend the time
46 and place and to direct the planning of the annual meeting.
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1 **ARTICLE VI – ELECTIONS**

- 2
- 3 A. The Nominating Committee shall prepare a slate of candidates for the officers of the
4 Chapter and the chairs and members of the Standing Committees. The report of the
5 Committee shall be **provided** to the membership at least thirty (30) days prior to the
6 Annual Meeting. Other nominations may be made from the floor, subject to prior consent
7 to serve by the proposed nominee.
- 8 B. Nominees shall be elected at the Annual Meeting of the Chapter. They shall be elected
9 for one (1) year and may serve for a period not to exceed three (3) consecutive years in
10 any given office with the exception of the Nominating Committee and the
11 PTS/Scholarship Committee who are elected to serve three (3) year terms and the
12 Treasurer who will serve a term not to exceed six (6) years.
- 13 C. Those elected shall assume their duties at adjournment of the Annual Meeting in which
14 they are elected.
- 15 D. Any vacated term of any officer or Standing Committee member in the Chapter shall be
16 filled by the Nominating Committee and confirmed by the Executive Committee from the
17 time of the known vacancy until the next Annual Meeting. The person filling the vacated
18 position may serve for a full term if elected at the Annual Meeting.
- 19

20 **ARTICLE VII – VOTING**

- 21 A. Only members in good standing (with dues paid prior to the Annual Meeting) have the
22 privilege of voting.
- 23 B. All members as defined in Article III of the By Laws are eligible to vote on the business
24 of the Chapter, including the election of officers and members of all Standing
25 Committees.

26 **ARTICLE VIII – OFFICERS**

- 27 A. The elected officers of the Chapter shall be president, vice president, secretary, treasurer,
28 membership secretary, newsletter editor, historian, ways and means and publicity.
29 Officers serving as ex-officio members of committees shall have voice and vote on the
30 committee.
- 31 B. Upon Election the President, Vice-President, Secretary and Treasurer shall be employed
32 by The United Methodist Church.
- 33 C. Officers are to be elected annually and, may serve for a period not to exceed three (3)
34 consecutive years in any given office.
- 35 D. The duties of the officers shall be as follows:
- 36 1. PRESIDENT
- 37 a. Preside at all annual and executive meetings of the Chapter
- 38 b. Have general supervision over all business of the Chapter
- 39 c. Delegate and assign responsibilities to other committee chairs and members
- 40 d. Serve ex officio on all committees except the Nominating Committee
- 41 2. VICE PRESIDENT
- 42 a. Preside in the absence of the President
- 43 b. Assume the office of the President should the President resign or become
44 unable to perform for the remainder of the elected term
- 45 c. Perform other duties as may be assigned by the President of the
46 Executive Committee.
- 47 d. Serve as Site Chair for the annual fall retreat.
- 48 3. SECRETARY
- 49 a. Record and transcribe the minutes of the Annual and Executive Committee

- 1 Meetings of the Chapter
- 2 b. Provide copies of the minutes of the Executive meetings of the
- 3 Chapter to the executive and standing committee members, and provide copies
- 4 of the previous year's minutes to the annual meeting.
- 5 4. TREASURER
- 6 a. Deposit all funds of the Chapter received from any source in a financial
- 7 institution chosen by the Treasurer with the approval of the Executive
- 8 Committee
- 9 b. Compile a report of all receipts and disbursements of the Chapter
- 10 quarterly/yearly
- 11 c. Provide financial reports to the Executive Committee as deemed necessary and
- 12 provide copies of the yearly report at the Annual Meeting
- 13 d. Provide membership information to Membership Secretary
- 14 e. Perform such other duties as may be assigned by the President or Executive
- 15 Committee
- 16 f. Prepare books for an annual audit by a person selected by the Executive
- 17 Committee
- 18 g. In recognition of the death of a member or immediate family member of a member
- 19 (mother, father, spouse/significant other, or child), a contribution of \$25 will be
- 20 made to WNCC Scholarship fund (Grayce Jones-Pansy McClamrock Memorial
- 21 Fund) and the treasurer will be responsible for sending a card of acknowledgement.
- 22 5. HISTORIAN
- 23 a. Keep records of the history of the Western North Carolina Chapter
- 24 b. Make copies of annual meeting records and minutes and compile pictures to be
- 25 placed in the Historian Record Book.
- 26 6. NEWSLETTER EDITOR
- 27 a. Shall edit all copy submitted for the Chapter's newsletter
- 28 b. Oversee all facts of newsletter production
- 29 c. Maintain a current and accurate mailing list
- 30 d. Newsletter shall be published quarterly
- 31 7. WAYS AND MEANS COORDINATOR
- 32 a. Shall recommend to the Executive Committee ideas for the purpose of fund
- 33 raising.
- 34 b. Maintain an inventory of fund raising items
- 35 c. Arrange for the annual meeting mementos
- 36 8. PUBLICITY
- 37 a. Shall publicize Chapter events in United Methodist publications
- 38 b. Shall be responsible for brochures for all Chapter events
- 39 c. Shall maintain a Chapter information brochure
- 40 d. Shall provide updated information for the WNCC web site
- 41 e. Coordinate a pictorial directory periodically
- 42 9. MEMBERSHIP SECRETARY
- 43 a. Receive membership information from Treasurer.
- 44 b. Maintain a current list of the membership and provide the list as needed by the
- 45 Executive Committee or Chapter.
- 46 c. Distribute information packets to new members as well as to prospective
- 47 members.
- 48
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1 **ARTICLE IX - EXECUTIVE COMMITTEE**

- 2 A. There shall be an Executive Committee of the Chapter composed of the President, Vice
3 President, Secretary, Treasurer, Membership Secretary, Historian, Newsletter Editor,
4 immediate Past President, Ways and Means Coordinator, Publicity and Standing
5 Committee Chairpersons. Members of the Executive Committee must be members in
6 good standing.
- 7 B. The Executive Committee shall meet quarterly and have interim powers to act for the
8 Chapter during the period between the Chapter's annual meetings, but shall report to the
9 membership its action for confirmation. If items are referred to the Executive Committee
10 by the membership, the items shall be **provided** to the membership not less than thirty
11 (30) days following the Executive Committee meeting.
- 12 C. Members of the Executive Committee are required to attend all Executive
13 Committee meetings and fulfill their required duties. An Executive Committee member
14 unable to attend a meeting due to unavoidable emergency shall report to the President.
15 Two unexcused absences by a member shall be cause for replacement. Any Executive
16 Committee member not meeting the requirements shall be replaced by the Nominating
17 Committee and confirmed by the Executive Committee during the interim until
18 presented for election before the membership at the next annual meeting.

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20 **ARTICLE X - STANDING COMMITTEES**

- 21 A. There shall be a Nominating Committee, consisting of three (3) members who shall be
22 elected by class for a period of three years to nominate all officers and committee
23 members of the Chapter. Nominees shall have attended at least two (2) annual meetings
24 of which one may include the present meeting. Each year the new class and vacancies, as
25 they occur, shall be elected from nominees from the floor.
- 26 B. There shall be a Professional Training and Standards (PTS)/ Scholarship Committee for
27 the purpose of recommending for consideration the academic standards for continuing
28 education and for the purpose of granting scholarships after evaluating the person's
29 needs. This committee shall retain records of scholarships granted. The Scholarship
30 Committee shall present a written report to the annual meeting stating the number of
31 scholarships awarded. As changes are needed in the PTS/Scholarship Guidelines, they
32 must be brought to the Executive Committee for approval. The committee shall be
33 composed of three (3) members who shall be elected by class for a period of three years.
34 The current elected Treasurer will serve as an ex officio to the PTS/Scholarship
35 Committee.
- 36 C. There shall be a By Laws Committee composed of five (5) members, two of whom shall
37 be the vice president and secretary. This committee shall review the bylaws and propose
38 changes as needed.
- 39 D. There shall be a Publicity Committee composed of three (3) members.
- 40 E. Ad hoc committees shall be such task groups or committees as the Chapter, the Executive
41 Committee or the President shall determine. Chairpersons of ad hoc committees may be
42 invited to executive committee meetings as necessary.
- 43 F. Members of all standing committees except the nominating committee and the
44 PTS/Scholarship Committee, shall be elected annually and may serve for a period not to
45 exceed three (3) consecutive years. Each chairperson will be a member of the Executive
46 Committee.

1 **ARTICLE XI - SCHOLARSHIPS**

- 2 A. The Grayce Jones/Pansy McClamrock Memorial Fund is established and maintained for
3 the purpose of granting financial aid for members to attend the WNCC PAUMCS Fall
4 Retreat, Certification Class at GCFA, and/or National PAUMCS Conference. The fund
5 will be administered by the Professional Training and Standards (PTS)/Scholarship
6 Committee.
- 7 B. Application for scholarships may be made only after approaching the church by which
8 the applicant is employed for financial aid.
- 9 C. Approved scholarships will be granted for up to one-half the cost of registration fees for
10 the National PAUMCS Conference, the Certification On-Line Class and/or the double
11 occupancy rate for the UMC Chapter Retreat. Attendance is required at all educational
12 sessions.
- 13 D. Applications for scholarships must be received by WNCC PAUMCS Scholarship Chair
14 no later than thirty days prior to the event.
- 15 E. Applications must be accompanied by letters of reference from the senior pastor, Staff-
16 Parish Relations Chair, and one other member of the church where the applicant is
17 employed.
- 18 F. Scholarships may be granted to the same person only once every two years.
- 19 G. An annual gift (\$100 minimum) will be sent to the National “Touching Tomorrow
20 Today” Endowment Fund in memory of Pansy McClamrock.

21 **ARTICLE XII - AMENDMENTS**

- 22
- 23 A. These by laws may be amended by the Chapter at the Annual Meeting by a two-thirds
24 affirmative vote of the membership present and voting provided that
- 25 1. such amendment has been submitted to the executive committee for its
26 recommendation prior to presenting it to the membership for vote.
- 27 2. a notice of the proposed amendment has been **provided** to the membership at
28 least thirty (30) days prior to the Annual Meeting.
- 29 B. If it is necessary to propose an amendment between Annual Meetings, the Executive
30 Committee may call for a vote with a **mail** ballot following these procedures:
- 31 1. The **emailing** of ballots to all members in good standing shall be administered by the
32 Chapter Secretary
- 33 2. A two-thirds (2/3) affirmative vote of all ballots received shall be required for
34 adoption
- 35 3 the Executive Committee shall report the results at the next annual meeting
36 indicating:
- 37 a. The number of ballots **emailed**
- 38 b. The number of ballots required for adoption
- 39 c. The number of ballots returned
- 40 d. The number of defective ballots
- 41 e. The results of the ballot
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43 **ARTICLE XIII - PARLIAMENTARY PROCEDURE**

44 ROBERT’S RULES OF ORDER REVISED shall be the official guide for this Chapter.