

By-Laws
Association of Conference Directors of Lay Speaking Ministries
(February 1, 2010)

ARTICLE I—NAME

The name of the organization shall be “Association of Conference Directors of Lay Speaking Ministries.” It shall be referred to herein as the “Association.”

ARTICLE II—PURPOSE

The purpose of the Association of Conference Directors of Lay Speaking Ministries organization is to support and enable conference directors of Lay Speaking Ministries in the conduct of their ministries of leadership. The Association is an advocate and advisor for Lay Speaking Ministries to the General Board of Discipleship and assists in promoting their programs. The Association must enable and promote the partnership in ministry between the laity and clergy to fulfill the work of Jesus Christ.

Its mission is to equip conference directors to fulfill their task of helping to prepare the laity for their leading, nurturing, and witnessing responsibilities that affirm the work of Jesus Christ.

ARTICLE III—MEMBERSHIP

The membership of this Association shall be open to currently serving Conference Directors of Lay Speaking Ministries and the immediate Past President of this Association. Immediate Past Conference Directors of Lay Speaking Ministries and currently serving District Directors of Lay Speaking Ministries may be Associate Members without vote and may have voice at the Annual Meeting when recognized by the presiding officer. The Director of Connectional Laity Development of the General Board of Discipleship and the currently serving President of the Association of Annual Conference Lay Leaders shall be ex-officio members without vote.

ARTICLE IV—MEETINGS

Meetings shall be as general meetings of the membership and shall be open to Conference Directors of Lay Speaking Ministries of the United Methodist Church or their designees. Meetings shall be held at such times and places called by the President.

ARTICLE V—OFFICERS

The officers of the Association will be elected by the membership of the Association at its general meeting and will be installed at its general meeting. Note that “general meeting” shall mean either the annual or biennial meeting of the membership depending upon the planned frequency of such meetings.

The elected officers of the Association shall be: President, Vice President, Secretary, and Treasurer. All officers shall be elected from the membership to serve for a term of two years, and may be elected for one additional term for a total of four consecutive years in any position. Officers and committee chairs cannot serve on the Executive Committee for more than eight years. Should a vacancy occur between elections, the Executive Committee shall select a member of the Association to fill the position until the next election, except, if the position of President shall become vacant, the Vice President shall be the acting President until the next election.

The President shall be the principal executive officer of the Association, and shall represent the membership during the period between general meetings of the Association. The President shall perform such duties as prescribed by the by-laws and as voted upon by the membership at the general meeting. The President shall be responsible for conducting the general meeting and insuring that the programs of the association are scheduled and accomplished.

The Vice President shall in the absence of the President assume the duties of the President and exercise the powers of that office. In addition, the Vice President shall perform such other duties as shall be assigned by the Association and the President.

The Secretary shall keep accurate records of the proceedings of all meetings of the Association. The Secretary shall keep a roster of the membership and shall prepare and distribute, as directed, calendar events and agendas to the membership in advance of meetings.

The Treasurer shall keep an accurate account of income and expenditures of the Association, shall prepare a Treasurer's Report for each meeting and perform other financial duties as assigned.

ARTICLE VI—EXECUTIVE COMMITTEE

The Executive Committee shall consist of all the elected officers of the Association, the immediate past President, and the committee chairpersons. The Director of Connectional Laity Development of the General Board of Discipleship and the president of the Association of Annual Conference Lay Leaders shall be ex-officio members without vote. The immediate past President can serve on the executive committee until there is a new immediate past President, regardless of the length of service on the committee. The Executive Committee shall have advisory powers as well as the power of the Association between general meetings of the Association. The Executive Committee shall work closely with the General Board of Discipleship in developing the programs, calendars and objectives of the Lay Speaking Ministries program. The Executive Committee shall meet at least semi-annually or more often when needed.

ARTICLE VII—STANDING COMMITTEES

The President shall appoint the chairperson and committee members of each committee as needed to conduct the business of the Association. The committee chairs shall be appointed from the membership for a period of two years and can be reappointed for a second term, allowing them to serve a maximum of four years in one position. Members of the standing committees, with the exception of the Chair, may be Associate Members of the Association. The number of committees shall vary according to the needs and programs of the Association. Standing committees shall include:

Education and Resource
Communications
Legislative

The Education and Resource Committee shall exist to accomplish the training objectives and programs of the Association. It shall work closely with the representative of the General Board of Discipleship to assist in developing training programs for Lay Speaking Ministries.

The Communications Committee shall exist to promote and improve communications among lay speakers working at all levels in the church and between laity and clergy. It shall devise communications systems and implement them for this purpose. It shall work closely with the representative of the General Board of Discipleship to accomplish its mission. It shall assist in the preparation of at least an annual newsletter and shall devise the ways and means to communicate with all lay speakers and with others in the church.

The Legislative Committee shall exist to create and promote legislation to foster the purposes of the Association and of the Lay Speaking Ministries program before the General Conference of the United Methodist Church.

ARTICLE VIII—NOMINATING COMMITTEE

The Nominating Committee shall nominate candidates for office in the Association. The past President shall form and chair this committee.

ARTICLE IX—FINANCES

The fiscal year of the Association shall begin and end on the same dates as the fiscal year of the General Board of Discipleship. Any budget shall be approved by the Association at its general meeting. No member shall receive payment for services, but may receive reimbursement for expenses which occur while performing official business of the Association. The Executive Committee shall be responsible for any action taken in the solicitation of funds. An audit of financial records shall be conducted biennially for reporting to the Conference Directors meeting.

ARTICLE X—AMENDMENTS

These by-laws may be amended, enlarged or replaced by a majority vote of the members of the Association present at its general meeting provided that proposed amendments shall be submitted in writing to the secretary prior to a general meeting, in time for the secretary to distribute the proposed changes to the membership at least one month prior to the general meeting. Once an amendment is brought to the floor at a general meeting, the affected portion of the by-laws may then be altered in any manner deemed necessary by the members present. If any other item in the by-laws would then be in contradiction to the article initially brought to the floor, the membership can by a majority vote alter the article so affected to bring the two into compliance with each other.

ARTICLE XI—PARLIAMENTARY PROCEDURES

Meetings of the Association shall be informal. Should it be required, Robert's Rules of Order shall prevail.

ARTICLE XII—VOTING

Voting shall be open to members of the Association who are present at its general meetings and are current Conference Directors or their designees, who must be certified lay speakers, yielding one vote per Annual Conference.

ARTICLE XIII—DISSOLUTION

In the event of dissolution of the Association, any assets which might exist shall be contributed to the Lay Speaking Ministries budget of the General Board of Discipleship of the United Methodist Church. In no event shall any assets of the Association inure to the benefit of any officer or member of the Association or any other private individuals.