

BYLAWS
HOLSTON CONFERENCE SECRETARIES ASSOCIATION (HCSA)

ARTICLE I - NAME AND RELATIONSHIP

- A. The name of the Association shall be Holston Conference Secretaries Association (HCSA).
- B. HCSA shall be a chapter of the Professional Association of United Methodist Church Secretaries (PAUMCS).

ARTICLE II - MISSION STATEMENT

- A. The mission of the Holston Conference Secretaries Association is to provide a supportive base for the unity and fellowship of its members in order to provide individual growth, professional development, continuing education, and spiritual enrichment.
- B. HCSA shall promote and encourage the training and support of United Methodist Church secretaries and administrative staff.
- C. HCSA shall serve as an advocate for emerging concerns that affect church secretaries and administrative staff.

ARTICLE III - MEMBERSHIP

- A. Membership shall consist of persons presently or previously, paid or volunteer, engaged in administrative and/or secretarial work in any United Methodist local church or extension ministries in any agency of the Holston Conference of The United Methodist Church.
- B. For a member to be in good standing, annual dues must be paid for the current calendar year. Calendar year refers to January 1 through December 31.
- C. The members shall subscribe to the HCSA Code of Ethics.
- D. A retired member may request retired renewable status; to be renewed annually at no membership cost, with all rights of an active member.
- E. Past presidents shall receive an honorary lifetime membership.

ARTICLE IV - OFFICERS

- A. Officers of HCSA shall be a president, vice president, secretary, and treasurer. The president and vice president shall be members of PAUMCS.
- B. Prior to the annual meeting of HCSA, the nominee for position of treasurer and/or *treasurer in training* will agree in writing to a background check including a credit and criminal check. Any other parties designated by the executive committee to sign checks must agree in writing to a background check, including a credit and criminal check. *The treasurer in training will be elected one (1) year prior to the treasurer rotating off the Executive Committee. As the treasurer rotates off the treasurer in training will then begin to serve a three (3) year term as treasurer (See Article V, D).*
- C. All legal contracts must be signed by the president or by a party designated by the executive committee.

ARTICLE V - THE EXECUTIVE COMMITTEE

- A. There shall be an executive committee of HCSA composed of the president, vice president, secretary, treasurer, and standing committee chairpersons. Detailed job descriptions are maintained by the nominating committee.
- B. The executive committee of HCSA, reflecting the total membership, must be members in good standing, as defined in Article III of the bylaws, and the majority shall be members of PAUMCS.
- C. The executive committee of HCSA shall reflect the diversity of the membership. Elements of this diversity are age, race, marital status, ethnic and cultural backgrounds, physically challenging conditions, and geographical locations.
- D. The executive committee members, except standing committee chairpersons, are to be elected annually and may serve for a period not to exceed three (3) consecutive years in any given office.
- E. The executive committee shall have interim powers to act for HCSA during the period between HCSA *annual business meetings*, but shall report to the membership its action for confirmation. If items are referred to the executive committee by the membership, the items shall be reported in writing to the membership within thirty (30) days following the executive committee meeting.
- F. Members of the executive committee shall attend all executive committee meetings and fulfill their required duties. Any executive committee member not meeting the requirements shall be replaced by the nominating committee and confirmed by the executive committee during the interim, until presented for election before the membership at its next *annual business meeting*.

ARTICLE VI - STANDING COMMITTEES

- A. Nominating Committee: there shall be a nominating committee composed of three (3) members who shall be elected by the membership.
 - 1. This committee shall nominate all officers, standing committee members and chairperson with the exception of nominating committee members and chairperson.
 - 2. The executive committee shall nominate a chairperson of the nominating committee to be presented with the slate of candidates to the membership.
 - 3. Vacated positions on the nominating committee shall be nominated from the floor during the *annual business meeting* of the annual conference.
- B. Finance Committee: there shall be a finance committee composed of three (3) members who shall be elected by the membership for a period of three (3) years. This committee shall administer financial matters of HCSA. The president, vice president, and treasurer of HCSA shall serve ex-officio with voice and vote.
- C. Ad Hoc Committees: There shall be such task groups or committees as HCSA, the executive committee, or the president shall designate. These groups shall serve only until their tasks or assignments are accomplished.

ARTICLE VII - ELECTIONS

- A. The nominating committee shall prepare a slate of candidates for the officers, standing committee members, and chairpersons, except for the nominating committee, of HCSA for presentation during the *annual business meeting*. The executive committee shall nominate a candidate for chairperson of the nominating committee. The report of the committee shall be mailed to the membership at least thirty (30) days prior to the *annual business meeting*. Other nominations may be made from the floor, subject to eligibility and the nominee=s prior consent to serve.

- B. All nominees shall be elected during the *annual business meeting* of HCSA. They shall be elected for one (1) year and may serve for a period not to exceed three (3) consecutive years in any given office.
- C. All nominees shall assume their duties at adjournment of the annual conference at which they are elected.
- D. Any vacated term on the executive committee shall be filled by the nominating committee and confirmed by the executive committee until the next *annual business meeting*. The person filling the vacancy may serve in the position an additional three (3) years, if elected.
- E. Two (2) members shall be nominated from the floor to serve on the nominating committee. Nominees are required to have attended at least two (2) annual conferences of HCSA, one (1) of which may include the current conference.

ARTICLE VIII - VOTING

All members, as defined in Article III of the bylaws, are eligible to vote on the agenda of HCSA, including the election of officers, membership secretary, members and chairpersons of all standing committees.

ARTICLE IX - DUES

- A. Annual dues shall be established by HCSA during its *annual business meeting* to be effective for the following calendar year.
- B. Any change in the amount of the dues shall be proposed in writing to the membership of HCSA at least thirty (3) days prior to the *annual business meeting*.

ARTICLE X - MEETINGS

- A. There shall be an annual conference of HCSA for the purpose of transacting the business of HCSA and to provide an opportunity for fellowship and the sharing of ideas with programs particularly unique to The United Methodist Church. The programs and seminars/workshops presented during the annual conference shall be of such content and with qualified leadership to provide for continuing education as a church secretary and administrative staff. It shall be the responsibility of the executive committee to recommend the time and place and to direct the planning of the annual conference.
- B. The executive committee shall meet at least once each year following the election of officers during the *annual business meeting*.

ARTICLE XI - AMENDMENTS

- A. These bylaws may be amended by HCSA during the *annual business meeting* by a two-thirds (2/3) affirmative vote of the membership present and voting provided that:
1. Such amendment has been submitted to the executive committee for its recommendation prior to presenting it to the membership for vote.
 2. A written notice of the proposed amendment has been mailed to the membership at least thirty (30) days prior to the *annual business meeting*.
- B. If it becomes necessary to propose an amendment between *annual business meetings*, the executive committee may call for a vote with a mail ballot following these procedures:
1. The mailing of ballots to all members in good standing, as defined in Article III of the bylaws.
 2. A two-thirds (2/3) affirmative vote of all valid ballots received shall be required for adoption.
 3. The executive committee shall report during the next *annual business meeting* indicating:
 - a. the number of ballots mailed
 - b. the number of ballots required for adoption
 - c. the number of ballots returned
 - d. the number of defective ballots
 - e. the result of the ballot

ARTICLE XII - PARLIAMENTARY PROCEDURE

ROBERTS RULES OF ORDER NEWLY REVISED shall be the official guide for this Association.

Revised 2/2010

**STANDING RULES
HOLSTON CONFERENCE SECRETARIES ASSOCIATION (HCSA)**

A. RESPONSIBILITY

1. All officers and standing committee chairpersons should be active supportive members of HCSA in good standing, as defined in Article III of the bylaws, and members of a chapter if there is one in their conference.
2. All members are expected to subscribe to HCSA Code of Ethics.

B. FINANCES

1. All expense vouchers and matters pertaining to the expenditures of HCSA must be submitted to Finance Committee Chair for review and approval before forwarding to the treasurer for payment *within thirty (30) days of expenditures*.
2. An annual review of the financial records shall be performed with an audit at the end of the treasurer=s term of office.
3. The funds of the Holston Conference Secretaries Association shall be maintained in an interest-bearing checking account with minimal service charges when possible.
4. An annual budget shall be presented to the organization at the annual business meeting with documentation supporting actual expenditures for the previous years.
5. HCSA shall pay expenses of annual conference speakers and workshop/seminar leaders.

C. PROCEDURE

1. Lists of names of HCSA elected leadership shall not be given to any organization outside The United Methodist Church.
2. An officer who is unable to attend a specific meeting shall consult with HCSA president.
3. In the event the chairperson of HCSA nominating committee is unable to officiate and it becomes necessary to elect a chairperson pro tem, the members of the executive committee shall conduct the election by *e-mail* or conference call.
4. Outgoing and newly elected executive committee members shall meet together for evaluation time immediately following the annual conference.

Revised 2/2010

CODE OF ETHICS
HOLSTON CONFERENCE SECRETARIES ASSOCIATION (HCSA)

The Holston Conference Secretaries Association (HCSA) accepts the Book of Discipline and The Book of Resolutions of The United Methodist Church as law and policy for our work and ministry in The United Methodist Church. We subscribe to a Code of Ethics, which affirms these, and seek to be faithful disciples of Jesus Christ our Lord in our daily work.

Quoted from Paragraph 166 in The Book of Discipline 2008, A Our Social Creed:

A We believe in God, Creator of the world; and in Jesus Christ, the Redeemer of creation. We believe in the Holy Spirit, through whom we acknowledge God's gifts, and we repent of our sin in misusing these gifts to idolatrous ends.

We affirm the natural world as God's handiwork and dedicate ourselves to its preservation, enhancement, and faithful use by humankind.

We joyfully receive for ourselves and others the blessings of community, sexuality, marriage, and the family.

We commit ourselves the rights of men, women, children, youth, young adults, the aging, and people with disabilities; to improvement of the quality of life; and to the rights and dignity of all persons.

We believe in the right and duty of persons to work for the glory of God and the good of themselves and others and in the protection of their welfare in so doing; in the rights to property as a trust from God, collective bargaining, and responsible consumption; and in the elimination of economic and social distress.

We dedicate ourselves to peace throughout the world, to the rule of justice and law among nations, and to individual freedom for all people of the world.

We believe in the present and final triumph of God's Word in human affairs and gladly accept our commission to manifest the life of the gospel in the world. Amen.

Quoted from Paragraph 163, C, in The Book of Discipline 2008:

Work and Leisure - *Every person has the right to a job at a living wage. Where the private sector cannot or does not provide jobs for all who seek and need them, it is the responsibility of government to provide for the creation of such jobs. We support social measures that ensure the physical and mental safety of workers, that provide for the equitable division of products and services, and that encourage an increasing freedom in the way individuals may use their leisure time. We recognized the opportunity leisure provides for creative contributions to society and encourage methods that allow workers additional blocks of discretionary time. We support educational, cultural, and recreational outlets that enhance the use of such time. We believe that persons come before profits. We deplore the selfish spirit that often pervades our economic life. We support policies that encourage the sharing of ideas in the workplace, cooperative and collective work arrangements. We support rights of workers to refuse to work in situations that endanger health and/or life without jeopardy to their jobs. We support policies that would reverse the increasing concentration of business and industry into monopolies.*

Seeking to fulfill the purpose of the above, HCSA subscribes to the following Code of Ethics:

- A. Work environments shall ensure physical and mental safety of workers, provide cooperative sharing of ideas and work arrangements, and encourage personal creativity. To accomplish this, the following conditions are suggested:
1. Work places and equipment shall be adequate to do the job well.
 2. Employees shall work as a team, with full communication, to achieve goals of the church.
 3. No harassment is allowed; individuals have the right to protection from inappropriate behavior.
 4. Adequate remuneration for work shall be provided (salary, pension, and healthcare benefits).
 5. Opportunities for leisure shall be given (vacation and compensatory time as negotiated; use good planning to avoid unnecessary overtime work).
 6. Time off from work and monetary assistance shall be provided for continuing education, *i.e.*
 - a. Certification as a United Methodist Church Secretary
 - b. Continuing Education Units and re-certification at the annual PAUMCS meetings and chapter meetings.

Other educational opportunities appropriate to the position.

- B. HCSA members shall value their positions as a ministry, a means of service to God, and gladly accept our commission to manifest the life of the gospel in the world. (Our Social Creed)
1. Employees shall be encouraged to deepen their spiritual life and to prayerfully respond to God's call in their life.
 2. Employees shall present positive attitudes, reflecting values of integrity, trust, harmony, and respect for needs of individuals, and make a conscious effort to prevent thoughts and activities that would harm the church.
- C. All HCSA workshops, meetings, entertainment, and social gatherings, as well as individual work places shall reflect Christian moral and ethical values. (Numbers refer to paragraphs in *The Book of Discipline 2008.*)
1. Religious beliefs of The United Methodist Church shall be affirmed.
 2. The rights of all persons, regardless of race, color, creed, social or economic status, disabilities, sex, or age, shall be equally respected. (162)
 3. Abstinence from alcohol and illegal drugs shall be affirmed. (162, L)
 4. A (tobacco) smoke-free environment shall be provided. (162, M)
 5. No gambling will be allowed, including for the any purpose of fund raising. (163, G)
- D. The image of HCSA as a part of the connectional United Methodist Church shall be protected at all times.
1. Lists of names and addresses of members shall not be distributed to anyone except HCSA members, without the express consent of HCSA executive committee.
 2. No individual member shall advertise, recommend a product, or make any public statement representing the organization without approval of the HCSA executive committee.
 3. HCSA shall not endorse any organization or purpose not in accordance with *The Book of Discipline.*

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