BY LAWS

Western North Carolina Chapter

Professional Administrators of the United Methodist Connectional Structure

ARTICLE I – NAME AND RELATIONSHIP

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

ARTICLE II – PURPOSE

A. The purpose of the chapter is to provide a supportive base for the unity and fellowship of its members; to provide individual growth, professional development, continuing education and spiritual enrichment.

B. The chapter shall conform to the standards of the National Association.

C. The Chapter shall encourage and assist in the establishment of area units of Church Administrators; which include all office support personnel.

ARTICLE III – MEMBERSHIP

A. Membership shall consist of persons presently and previously, paid or volunteer, engaged in administrative and secretarial work in any local United Methodist church or extension ministries in any agency of The United Methodist Church.

B. For a member to be in good standing annual dues must be paid for the current calendar year. The calendar year refers to January 1 through December 31.

C. The members shall subscribe to the National Code of Ethics.

D. A retired member may request emeritus status, exempt from dues, but with all other rights of an active member.

ARTICLE IV – DUES

A. Annual dues shall be established by the Chapter at its Annual Meeting to be effective for the following calendar year.

B. Any change in the amount of dues shall be communicated to the membership of the Chapter at least thirty (30) days prior to the Annual Meeting.

C. Membership dues shall be paid to the Treasurer and shall be due and payable by January 31st. Membership dues shall be non-refundable.

ARTICLE V – MEETINGS

A. The Chapter shall hold an Annual Business Meeting. Other meetings shall be held as desired. There shall be an annual meeting of the Chapter for the purpose of transacting the agenda of the Chapter and to provide an opportunity for fellowship and the sharing of ideas. It shall be the responsibility of the Executive Committee to recommend the time and place and to direct the planning of the annual meeting.

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ARTICLE VI – ELECTIONS

A. The Nominating Committee shall prepare a slate of candidates for the officers of the Chapter and the chairs and members of the Standing Committees. The report of the Committee shall be provided to the membership at least thirty (30) days prior to the Annual Meeting. Other nominations may be made from the floor, subject to prior consent to serve by the proposed nominee.

B. Nominees shall be elected at the Annual Meeting of the Chapter. 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 with the exception of the Nominating Committee and the PTS/Scholarship Committee who are elected to serve three (3) year terms and the Treasurer who will serve a term not to exceed six (6) years.

C. Those elected shall assume their duties at adjournment of the Annual Meeting in which they are elected.

D. Any vacated term of any officer or Standing Committee member in the Chapter shall be filled by the Nominating Committee and confirmed by the Executive Committee from the time of the known vacancy until the next Annual Meeting. The person filling the vacated position may serve for a full term if elected at the Annual Meeting.

ARTICLE VII – VOTING

A. Only members in good standing (with dues paid prior to the Annual Meeting) have the privilege of voting.

B. All members as defined in Article III of the By Laws are eligible to vote on the business of the Chapter, including the election of officers and members of all Standing Committees.

ARTICLE VIII – OFFICERS

A. The elected officers of the Chapter shall be president, vice president, secretary, treasurer, membership secretary, newsletter editor, historian, ways and means and publicity. Officers serving as ex-officio members of committees shall have voice and vote on the committee.

B. Upon Election the President, Vice-President, Secretary and Treasurer shall be employed by The United Methodist Church.

C. Officers are to be elected annually and, may serve for a period not to exceed three (3) consecutive years in any given office.

D. The duties of the officers shall be as follows:

1. PRESIDENT
   a. Preside at all annual and executive meetings of the Chapter
   b. Have general supervision over all business of the Chapter
   c. Delegate and assign responsibilities to other committee chairs and members
   d. Serve ex officio on all committees except the Nominating Committee

2. VICE PRESIDENT
   a. Preside in the absence of the President
   b. Assume the office of the President should the President resign or become unable to perform for the remainder of the elected term
   c. Perform other duties as may be assigned by the President of the Executive Committee.
   d. Serve as Site Chair for the annual fall retreat.

3. SECRETARY
   a. Record and transcribe the minutes of the Annual and Executive Committee

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Meetings of the Chapter
b. Provide copies of the minutes of the Executive meetings of the
   Chapter to the executive and standing committee members, and provide copies
   of the previous year’s minutes to the annual meeting.

4. TREASURER
a. Deposit all funds of the Chapter received from any source in a financial
   institution chosen by the Treasurer with the approval of the Executive
   Committee
b. Compile a report of all receipts and disbursements of the Chapter
   quarterly/yearly
c. Provide financial reports to the Executive Committee as deemed necessary and
   provide copies of the yearly report at the Annual Meeting
d. Provide membership information to Membership Secretary
e. Perform such other duties as may be assigned by the President or Executive
   Committee
f. Prepare books for an annual audit by a person selected by the Executive
   Committee
g. In recognition of the death of a member or immediate family member of a member
   (mother, father, spouse/significant other, or child), a contribution of $25 will be
   made to WNCC Scholarship fund (Grayce Jones-Pansy McClamrock Memorial
   Fund) and the treasurer will be responsible for sending a card of acknowledgement.

5. HISTORIAN
a. Keep records of the history of the Western North Carolina Chapter
b. Make copies of annual meeting records and minutes and compile pictures to be
   placed in the Historian Record Book.

6. NEWSLETTER EDITOR
   a. Shall edit all copy submitted for the Chapter’s newsletter
   b. Oversee all facts of newsletter production
   c. Maintain a current and accurate mailing list
   d. Newsletter shall be published quarterly

7. WAYS AND MEANS COORDINATOR
   a. Shall recommend to the Executive Committee ideas for the purpose of fund
      raising.
   b. Maintain an inventory of fund raising items
   c. Arrange for the annual meeting mementos

8. PUBLICITY
   a. Shall publicize Chapter events in United Methodist publications
   b. Shall be responsible for brochures for all Chapter events
   c. Shall maintain a Chapter information brochure
   d. Shall provide updated information for the WNCC web site
   e. Coordinate a pictorial directory periodically

9. MEMBERSHIP SECRETARY
   a. Receive membership information from Treasurer.
   b. Maintain a current list of the membership and provide the list as needed by the
      Executive Committee or Chapter.
   c. Distribute information packets to new members as well as to prospective
      members.

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ARTICLE IX - EXECUTIVE COMMITTEE

A. There shall be an Executive Committee of the Chapter composed of the President, Vice President, Secretary, Treasurer, Membership Secretary, Historian, Newsletter Editor, immediate Past President, Ways and Means Secretary, Historian, Newsletter Editor, Immediate Past President, Ways and Means Coordinator, Publicity and Standing Committee Chairpersons. Members of the Executive Committee must be members in good standing.

B. The Executive Committee shall meet quarterly and have interim powers to act for the Chapter during the period between the Chapter’s annual 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 provided to the membership not less than thirty (30) days following the Executive Committee meeting.

C. Members of the Executive Committee are required to attend all Executive Committee meetings and fulfill their required duties. An Executive Committee member unable to attend a meeting due to unavoidable emergency shall report to the President. Two unexcused absences by a member shall be cause for replacement. 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 the next annual meeting.

ARTICLE X - STANDING COMMITTEES

A. There shall be a Nominating Committee, consisting of three (3) members who shall be elected by class for a period of three years to nominate all officers and committee members of the Chapter. Nominees shall have attended at least two (2) annual meetings of which one may include the present meeting. Each year the new class and vacancies, as they occur, shall be elected from nominees from the floor.

B. There shall be a Professional Training and Standards (PTS)/Scholarship Committee for the purpose of recommending for consideration the academic standards for continuing education and for the purpose of granting scholarships after evaluating the person’s needs. This committee shall retain records of scholarships granted. The Scholarship Committee shall present a written report to the annual meeting stating the number of scholarships awarded. As changes are needed in the PTS/Scholarship Guidelines, they must be brought to the Executive Committee for approval. The committee shall be composed of three (3) members who shall be elected by class for a period of three years. The current elected Treasurer will serve as an ex officio to the PTS/Scholarship Committee.

C. There shall be a By Laws Committee composed of five (5) members, two of whom shall be the vice president and secretary. This committee shall review the bylaws and propose changes as needed.

D. There shall be a Publicity Committee composed of three (3) members.

E. Ad hoc committees shall be such task groups or committees as the Chapter, the Executive Committee or the President shall determine. Chairpersons of ad hoc committees may be invited to executive committee meetings as necessary.

F. Members of all standing committees except the nominating committee and the PTS/Scholarship Committee, shall be elected annually and may serve for a period not to exceed three (3) consecutive years. Each chairperson will be a member of the Executive Committee.

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ARTICLE XI - SCHOLARSHIPS

A. The Grayce Jones/Pansy McClamrock Memorial Fund is established and maintained for the purpose of granting financial aid for members to attend the WNCC PAUMCS Fall Retreat, Certification Class at GCFA, and/or National PAUMCS Conference. The fund will be administered by the Professional Training and Standards (PTS)/Scholarship Committee.

B. Application for scholarships may be made only after approaching the church by which the applicant is employed for financial aid.

C. Approved scholarships will be granted for up to one-half the cost of registration fees for the National PAUMCS Conference, the Certification On-Line Class and/or the double occupancy rate for the UMC Chapter Retreat. Attendance is required at all educational sessions.

D. Applications for scholarships must be received by WNCC PAUMCS Scholarship Chair no later than thirty days prior to the event.

E. Applications must be accompanied by letters of reference from the senior pastor, Staff-Parish Relations Chair, and one other member of the church where the applicant is employed.

F. Scholarships may be granted to the same person only once every two years.

G. An annual gift ($100 minimum) will be sent to the National “Touching Tomorrow Today” Endowment Fund in memory of Pansy McClamrock.

ARTICLE XII - AMENDMENTS

A. These by laws may be amended by the Chapter at the Annual Meeting by a two-thirds 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 notice of the proposed amendment has been provided to the membership at least thirty (30) days prior to the Annual Meeting.

B. If it is necessary to propose an amendment between Annual Meetings, the Executive Committee may call for a vote with a mail ballot following these procedures:

1. The emailing of ballots to all members in good standing shall be administered by the Chapter Secretary

2. A two-thirds (2/3) affirmative vote of all ballots received shall be required for adoption

3. The Executive Committee shall report the results at the next annual meeting indicating:

   a. The number of ballots emailed
   b. The number of ballots required for adoption
   c. The number of ballots returned
   d. The number of defective ballots
   e. The results of the ballot

ARTICLE XIII - PARLIAMENTARY PROCEDURE

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