

**CONSTITUTION AND BYLAWS OF THE PROFESSIONAL
ASSOCIATION OF
UNITED METHODIST CHURCH SECRETARIES (PAUMCS)**

ARTICLE I - NAME AND RELATIONSHIP

- A. The name of the Association is the Professional Association of United Methodist Church Secretaries (PAUMCS).
- B. In furtherance of its exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, the organization is organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of the General Council on Finance and Administration of The United Methodist Church (GCFA) and is operated, supervised or controlled by GCFA.
- C. PAUMCS is a voluntary, unincorporated association that has no principal place of business. The Association shall at all times be subject to the Book of Discipline of The United Methodist Church, as amended from time to time. The laws of the State of Tennessee shall govern the interpretation and enforcement of these bylaws.
- D. The General Secretary of GCFA shall assign a staff person who will be an ex-officio member of PAUMCS and the executive committee with all rights including vote. This person shall act as staff liaison for PAUMCS.

ARTICLE II - MISSION STATEMENT

- A. PAUMCS is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- B. Specifically, PAUMCS shall 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.
- C. PAUMCS shall promote and encourage the training of best practices for United Methodist Church secretaries and shall provide support for United Methodist Church secretaries.
- D. PAUMCS shall serve as an advocate for emerging concerns that affect church secretaries.
- E. PAUMCS shall encourage and assist in the establishment of chapters of church secretaries, within or across jurisdictional and annual conference boundaries, and in the coordination of the program and work of these chapters.
- F. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes of the organization. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision herein, this organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this organization.

ARTICLE III – MEMBERSHIP

- A. Membership shall be open to persons who are currently paid to engage in administrative and/or secretarial work in any United Methodist local church or extension ministries in any agency of

The United Methodist Church or in Annual Conferences or any person who maintains her or his certification.

- 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 adhere to the PAUMCS Code of Ethics.
- D. As long as they meet all the criteria for membership, past-presidents shall receive an honorary membership at no cost.

ARTICLE IV – OFFICERS

- A. Officers of PAUMCS shall be a president, vice president, secretary, and treasurer. All officers shall be GCFA certified secretaries. Officers will serve as ex-officio members of the following committees and shall have voice and vote:

- President - all committees except nominating committee
- Vice President - finance committee and professional training and standards committee

The treasurer will serve on the finance committee with voice but no vote.

- B. Prior to the annual meeting of PAUMCS, the nominee for position of treasurer and 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.
- C. All legal contracts must be signed by the president or by a party designated by the executive committee.
- D. Election: The nominating committee shall prepare a slate of candidates for officers. All nominees from the nominations committee shall be voted on at the annual business meeting of PAUMCS by the voting membership. The vote taken at the annual business meeting of PAUMCS will determine the list of nominations sent on to GCFA (an organization required to act in accordance with The Book of Discipline of The United Methodist Church) for election. Nominees shall be elected for one (1) year and may serve for a period not to exceed three (3) consecutive years in any given office, except for the treasurer who will serve a term not to exceed six (6) years.

ARTICLE V - EXECUTIVE COMMITTEE

- A. There shall be an executive committee of PAUMCS composed of the president, vice president, secretary, treasurer, membership secretary, standing committee chairpersons, and the GCFA staff representative. Detailed job descriptions shall be maintained by the nominating committee. The membership secretary shall serve ex-officio on the nominating committee, with voice and vote.
- B. The executive committee will be the governing body of PAUMCS.
- C. The executive committee of PAUMCS must be members in good standing and all shall be GCFA certified secretaries and employed by any United Methodist local church or extension ministries in any agency of The United Methodist Church or in Annual Conferences.
- D. The executive committee of PAUMCS shall reflect the diversity of the membership. Elements of this diversity are age, race, marital status, ethnic and cultural backgrounds, physically challenging conditions, sexual orientation, and geographical locations.
- E. 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 with the exception of the office of treasurer who shall serve a term not to exceed six (6) years. 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 committee, treasurer in training will be nominated as Treasurer, and if elected, begin to serve a six (6) year term.

- F. The executive committee shall have powers to act for PAUMCS during the period between PAUMCS 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.
- G. Members of the executive committee shall attend all executive committee meetings and fulfill their required duties. Any executive committee member missing two consecutive executive committee meetings shall be replaced by the nominating committee and confirmed by the executive committee during the interim until presented for final nomination before the membership at its next annual business meeting and approval at the following GCFA board meeting.
- H. Executive committee members can be removed with or without cause by a two-thirds (2/3) vote of the membership at a meeting where previous notice has been given.
- I. The organization shall have a Membership Secretary who will serve as a resource person to chapters, maintain member profiles, will serve on the Executive Committee, and will serve on the Nominating Committee with voice and vote.

ARTICLE VI - STANDING COMMITTEES

- A. The standing committees of PAUMCS shall reflect the diversity of the membership. Elements of this diversity are age, race, marital status, ethnic and cultural backgrounds, physically challenging conditions, sexual orientation, and geographical locations.
- B. Nominating Committee: There shall be a nominating committee composed of six (6) members who shall be elected by the membership in classes of two (2) for a period of three (3) years, all must be GCFA certified secretaries. This committee shall nominate all officers, membership secretary, standing committee members and chairpersons, with the exception of nominating committee members and chairperson.
 - 1. The executive committee shall nominate a chairperson of the nominating committee to be presented with the slate of candidates to the membership.
 - 2. Vacated positions on the nominating committee shall be nominated from the floor during the annual business meeting of the annual conference.
 - 3. The membership secretary shall serve ex-officio with voice and vote.
- C. Finance Committee: There shall be a finance committee composed of six (6) members who shall be elected by the membership in classes of two (2) for a period of three (3) years. This committee shall administer financial matters of PAUMCS. The president, vice president, and treasurer of PAUMCS shall serve ex-officio with voice and vote.
- D. PTS Committee: There shall be a professional training and standards committee composed of six (6) members who shall be elected by the membership in classes of two (2) for a period of three (3) years who shall be GCFA certified secretaries. This committee shall establish and recommend for consideration the academic standards for certification. The president and vice president of PAUMCS and the GCFA staff representative shall serve ex-officio with voice and vote.
- E. Communications Committee: There shall be a communications committee composed of six (6) members who shall be elected by the membership in classes of two (2) for a period of three (3) years. The president of PAUMCS shall serve ex-officio with voice and vote.
- F. Ad Hoc Committees: There shall be such task groups or committees as PAUMCS, the executive committee, or the president shall designate. These groups shall serve only until their tasks or assignments are accomplished.

ARTICLE VII – ELECTIONS

- A. At all times, at least sixty percent (60%) of the members of the organization’s Executive Committee must be elected by GCFA (an organization required to act in accordance with The Book of Discipline of The United Methodist Church).

- B. The nominating committee shall prepare a slate of candidates for the officers, membership secretary, standing committee members, and chairpersons, except for the nominating committee, of PAUMCS 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.
- C. All nominees for the executive committee from the nominations committee shall be voted on at the annual business meeting of PAUMCS. The vote taken at the annual business meeting of PAUMCS will determine the list of nominations sent on to GCFA (an organization required to act in accordance with The Book of Discipline of The United Methodist Church) for election. Nominees shall be elected for one (1) year and may serve for a period not to exceed three (3) consecutive years in any given office, except for the standing committees which shall be elected by classes of two (2) for three (3) years and the treasurer who will serve a term not to exceed six (6) years.
- D. All nominees for standing committee members, excluding the chair of these committees, shall be elected during the annual business meeting of PAUMCS. They shall be elected by classes of two (2) for three (3) years.
- E. All standing Committee nominees, excluding the chair of these committees, shall assume their duties at the close of the annual conference meeting at which they were elected.
- F. The Executive Committee members, including standing committee chairs, shall assume their duties at adjournment of the GCFA board meeting at which they are elected.
- G. Any vacated term on the executive committee shall be filled by the nominating committee and confirmed by the executive committee until election by GCFA. The person filling the vacancy may serve in the position an additional three (3) consecutive years, if elected.
- H. 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 PAUMCS, one (1) of which may include the current conference.
- I. Any vacated position, besides the chair who shall be elected by GCFA, on a Standing Committee shall be filled by the Nominating Committee and approved by the Executive Committee. The person filling the position shall remain in the position for the remainder of the term.

ARTICLE VIII – VOTING

All members, as defined in Article III of the bylaws, are eligible to vote.

ARTICLE IX – DUES

- A. Annual dues shall be established by PAUMCS 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 PAUMCS at least thirty (30) days prior to the annual business meeting.

ARTICLE X – MEETINGS

- A. There shall be an annual conference of PAUMCS for the purpose of transacting the business of PAUMCS 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 credit to meet the established requirements for re-certification as a church secretary. 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.

ARTICLE XI – CHAPTERS

Chapters of the Professional Association of United Methodist Church Secretaries may be established after consultation with the membership secretary and with the approval and support of the executive committee of PAUMCS in accordance with the current chapter guidelines.

ARTICLE XII - TRAINING AND CERTIFICATION

- A. GCFA, in consultation with the PTS committee, shall determine and establish training standards and the standards and procedures for certification.
- B. GCFA shall be the sole agency for certifying United Methodist Church secretaries.

ARTICLE XIII – DISSOLUTION CLAUSE

- A. Upon the dissolution of the organization, all assets of the organization remaining after all liabilities and obligations of the organization have been paid, satisfied and discharged, will be transferred, conveyed, and distributed half to the United Methodist Committee on Relief, (“UMCOR”) and half to United Methodist Women (“UMW”).

If on the date of such proposed distribution, UMCOR or UMW is no longer in existence or does not qualify for exempt status under §501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, the assets of the organization shall be transferred, conveyed, and distributed to the United Methodist entity (the “Successor Organization”) entitled under The Book of Discipline of The United Methodist Church, or by other General Conference, Jurisdictional Conference, Annual Conference, or District action, to receive the assets of UMCOR or UMW upon its dissolution.

If pursuant to the preceding paragraphs, the organization’s assets are to be distributed to the Successor Organization, but on the date of the proposed distribution, the Successor Organization is no longer in existence or does not qualify for exempt status under §501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, the assets of the organization shall be transferred, conveyed, and distributed to such other United Methodist related organization(s) as may be specified in, or provided for, under a Plan of Distribution adopted by this organization; provided, however, that in any event, each such distributee organization shall be exempt under the provisions of §501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE XIV – AMENDMENTS

- A. Subject to section C of this Article, these bylaws may be amended by PAUMCS during the annual business meeting by a majority 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 shall be administered by GCFA.
 - 2. A majority affirmative vote of all members 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 results of the ballot
- 4. Section C of this Article also limits mail ballots.
- C. Any amendments to the following provisions shall require the approval of GCFA:
 - 1. Article I(B)
 - 2. Article II(A) & (F)
 - 3. Article IV (D)
 - 4. Article V(G)
 - 5. Article VII (A) & (C)
 - 6. Article XIII
 - 7. Article XIV (C)

ARTICLE XV - PARLIAMENTARY PROCEDURE

ROBERT'S RULES OF ORDER NEWLY REVISED 2011 shall be the official guide for this Association.

**STANDING RULES PROFESSIONAL
ASSOCIATION OF
UNITED METHODIST CHURCH SECRETARIES (PAUMCS)**

A. RESPONSIBILITY

- 1. All officers and standing committee chairpersons should be active supportive members of PAUMCS in good standing.
- 2. All members are expected to subscribe to PAUMCS Code of Ethics.

B. FINANCES

- 1. PAUMCS shall pay travel, room, and board for the officers, chairpersons of committees, and membership secretary, on official business for PAUMCS. GCFA shall pay travel, room, and board for one (1) executive committee meeting. Any approved meeting, other than the one (1) executive committee meeting, in which expenses are incurred, shall be handled by PAUMCS. Guidelines related to travel included in the General Agency Expense & Reimbursement Policy shall be adhered to and each Executive Committee member shall sign a confirmation statement that he/she has read the policy and understand that they must comply with the policy to be reimbursed for expenses.
- 2. Expenses for meetings of standing committees shall be allowed as recommended by the finance committee.
- 3. All expense vouchers and matters pertaining to the expenditures of PAUMCS must be submitted to the Finance Committee Chair with proper documentation for review and approval before forwarding to the treasurer for payment within 30 days of expenditures.
- 4. An annual review of the financial records shall be performed with an audit at the end of the treasurer's term of office, in addition to a monthly review of original bank statements by the Finance Chair.
- 5. An investment fund shall be maintained with the General Council on Finance and Administration. The balance in this fund should represent up to 25% of the annual operating budget.
- 6. The funds of the Professional Association of United Methodist Church Secretaries shall be maintained in an interest-bearing checking account with minimal service charges when possible.

7. An annual budget shall be presented to the organization at the annual business meeting with documentation supporting actual expenditures for the previous years.
8. The finance committee, in conjunction with the executive committee, shall recommend the amount of money to be allocated to the chapter(s) hosting PAUMCS annual conference.
9. All other expenses above the amount allocated by the finance committee shall be the responsibility of the chapter(s) hosting the annual conference.
10. The site chairperson shall be invited to the executive committee meetings when appropriate, with approved expenses paid.
11. PAUMCS shall pay expenses of annual conference speakers and workshop/seminar leaders, with a contract outlining terms and conditions of services provided and proper documentation for complying with IRS guidelines in regard to miscellaneous income.
12. PAUMCS Insufficient Fund Checks Policy & Procedure: Once notification has been received from the bank that a check is returned for insufficient funds and the amount of the service fee, the Treasurer must:
 - a. Notify the appropriate person: GCFA for membership dues, Registrar for any registration fees, etc.
 - b. Send a letter to the person with a copy of the check and service fee charge that came from the bank requesting payment be sent for the total of the check in addition to any service fees in the form of a cashier's check or money order within 30 days.
 - c. If a check is received with insufficient funds a second time from the same person, that person shall be notified to submit the correct amount due and that no check will be accepted in the future for any reason, only cashier's check or money order.

C. PROCEDURE

1. An officer who is unable to attend a specific meeting shall consult with PAUMCS president.
2. In the event the chairperson of PAUMCS 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.
3. The outgoing Executive Committee members and nominees shall work together for training purposes until the incoming nominees are elected at the GCFA Board meeting following the Annual conference. This group shall meet together for evaluation time immediately following the annual conference.

D. SCHOLARSHIP

1. The Leslie Bayles Memorial Scholarship Fund, hereafter referred to as Scholarship Fund, is established and maintained solely for the purpose of granting financial aid to those attending an annual conference of PAUMCS. Members of the National Association submitting proper application to attend an annual conference of PAUMCS will be given preference. Other applicants will be considered as funds are available.
2. Scholarships to individuals shall be granted only once in a period of four (4) years.
3. Deadline for applying for a scholarship shall be the same date as the early registration date for the annual conference.
4. Scholarships shall be granted on an individual need basis and limited to monies available in the Scholarship Fund.
5. The amount of each scholarship for registration shall be considered by the PTS committee, with at least fifty (50) percent of the registration fee for the annual conference being granted.

**CODE OF ETHICS PROFESSIONAL
ASSOCIATION OF
UNITED METHODIST CHURCH SECRETARIES (PAUMCS)**

The professional Association of United Methodist Church Secretaries (PAUMCS) 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 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 2012*, “Our Social Creed:”

“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, and marriage, and the family.

We commit ourselves to 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 2012*:

Work and Leisure – *“Every person has the right to a job at 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 recognize 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, PAUMCS subscribes to the following Code of Ethics:

- A. Work environment 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 health care 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.
 - c. Other educational opportunities appropriate to the position.
- B. PAUMCS 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 word.”
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 PAUMCS 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 2012.*)
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 any for the purpose of fund-raising. (163, G)
- D. The image of PAUMCS as a part of the connectional United Methodist Church shall be protected at all times.
1. List of names and addresses of members shall not be distributed to anyone except PAUMCS members and the General Council on Finance and Administration of The United Methodist Church, without the express consent of GCFA and the PAUMCS executive committee.
 2. No individual member shall advertise, recommend a product, or make any public statement representing the organization without approval of the PAUMCS executive committee.

PAUMCS shall not endorse any organization or purpose not in accordance with *The Book of Discipline*.