



The Vital Link

Winter 2011, Vol. 31, No. 1

A quarterly publication for professional church secretaries of the United Methodist Church

What a Great Time We Will Have - **Blossoming in God's Love**

By Cheryl Thompson, 2011 Site Chairperson

Can you believe the time is almost here? In just a few weeks you will be here in Holston Conference enjoying our beautiful surroundings in the foothills of the Great Smoky Mountains.

In April, the average temperatures in Knoxville range from a high of 69° to low of 47° and the dogwoods and azaleas should be in bloom.

Don't forget to sign up for the pre-conference activity - a day at Dollywood or shopping at Tanger Outlet Mall in Pigeon Forge, Tennessee on Wednesday. You will be picked up at the hotel at 9:00 a.m. and then picked up at 5:00 p.m. in Pigeon Forge to return to the hotel.

Let me remind you again of our wonderful lineup of speakers for the conference!

- **Tony Crisp**, City of Maryville Police Chief, will share ways to maintain a safe working environment regardless of office location or size, as well as protection against identity theft.
- **Cherrie Graham**, from *United Methodist Reporter*, will present ways in which church offices can utilize the services *United Methodist Reporter* offers as a valuable communications tool within The United Methodist Church.
- **Deborah Yeomans**, attorney at Legal Aid of East Tennessee, will help us understand domestic violence, how it affects those involved, and how we can help.
- **Donna Hankins**, multimedia coordinator for the Holston Conference of The United Methodist Church, will supply us with tips on being "cyber safe" at home and on the job.
- **Reverend Mary Parson**, ordained elder in Holston Conference, will educate us on how to set healthy boundaries on the job to prevent and deal with sexual misconduct.

Don't you agree this is a great lineup?



Dogwoods in bloom.
Photo by Mary Hawkins

Our Friday afternoon outing will be a great experience at the Museum of Appalachia in Norris, Tennessee. You will get a taste of the Appalachian living as it was in those days. The founder/president, John Rice Irwin, says it was his intention not to develop a cold, formal, lifeless "museum." Rather, he aims for the "lived-in" look, striving for, above all else, authenticity.

Don't forget to bring your school supplies for our mission project The Beacon School at Holston United Methodist Home for Children, Greeneville, Tennessee. Again the list includes, but is not limited to: copy paper ~ markers ~ colored pencils ~ glue ~ stickers ~ arts and crafts supplies ~ men's softballs ~ women's softballs ~ gift cards to purchase whatever is needed. For Saturday evening's Celebration Banquet, please wear your best "Sunday Go-to-Meetin' Clothes" and join us in celebration of our 2010 Certification Class.

The Airport Hilton has been gracious in extending to us the 10% savings with Thrifty Car Rental in Knoxville that is usually reserved for wedding parties. [Go to www.PAUMCS.org](http://www.PAUMCS.org) and navigate to the Annual Conference 2011 page to download a flyer.

We are looking forward to showing you our great "Southern Hospitality", April 7-10, 2011, here in the Holston Conference!

BREAKING NEWS!

The Deadline for Early Registration has been extended to March 15! National Members registering by March 15 will save \$50. Go to www.PAUMCS.org to download your registration form.

My PAUMCS Journey

By Karen Albro, President



My PAUMCS Journey began in 1998 at the Omni Hotel in Cincinnati, Ohio. This was my first PAUMCS Annual Conference and before my roommate and I left that meeting we wrote a letter to the executive committee asking if we in Virginia could host an annual conference in 2003. At this point in time there were four of us from Virginia even thinking about PAUMCS; three secretaries at the meeting in Ohio and one heading to Certification in July.

By 1999 we had organized a chapter and began working on our hosting responsibilities. I served as site co-chair along with Dale Childrey and as registrar. In 2003 we met in Williamsburg and hosted one of the most attended annual conferences PAUMCS has held.

In 2003 I began my journey on the executive committee. I served as Professional Training and Standards (PTS) Committee Chair and in 2005

served as Membership Secretary. 2006 and 2007 I served as Vice President and as President since 2008.

It has been my honor and privilege to serve on this committee since 2003 with some of the most exceptional women I have ever met. Until you have served on the executive committee you can not know how much these women love and respect each PAUMCS member and the job you do at your church, district, conference or agency office.

Because the committee only meets face-to-face two times a year we have stayed up to the wee hours of the morning only to turn around and meet early the next day. Between meetings we exchange countless emails and phone calls.

Just as many of you consider your job a ministry, PAUMCS is a ministry to those who serve on this committee. And,

we could not move forward without the history and knowledge that Cynthia Haralson holds in her heart for PAUMCS.

I would like to ask two things of you as I leave this position:

1. Thank the current executive committee and previous officers of PAUMCS for their hard work on your behalf.
2. Consider serving on the executive committee or one of the standing committees.

Your life and PAUMCS will be the better for it.

Grace and peace,

Karen Albro

Remember... *"The Will of God will never take you where the Grace of God cannot sustain you."*

Karen's Journey in Pictures

Photos provided by Sherry Heath and Susan Petrey



Clockwise from top left: Serving Communion (Williamsburg, 2003); Swooning over JR Ewing's couch (Dallas, 2007); Shaking it at Sea World (Orlando, 2010); Enjoying a laugh (Dayton, 2008); Leading the Business Meeting (Des Moines, 2009); Giving bear hugs (Greensboro, 2004); With the Executive Committee (Pasadena, 2006); Reaching new heights (Albuquerque, 2005).

MAJOR MOVE for the PAUMCS Certification Institute

By Cynthia Haralson, GCFA Liaison

After our long relationship with Candler School of Theology, we have been informed that under their new mission statement, Candler can no longer host our event.

For those of you planning to attend the Certification Class this summer, we have moved the Certification Institute to Nashville starting this year. We are excited as we continue to plan for the future of Certification.

The General Council on Finance and Administration (GCFA) endorses and supports the Certification Institute. We will have classes in the GCFA building. Most of our instructors are from the general boards and agencies in Nashville, so this will allow for better stewardship of time, staffing, and funding.

The dates are July 17 - 22, 2011. We currently have open slots. Please e-mail Cynthia Haralson, charalson@gcfa.org, if you're interested in attending.

Linked to Professionalism

By Libby Gray, Professional Training Standards Chair

It has been a privilege to serve on the Professional Training and Standards Committee. We were able to approve many CEU requests from chapters and individuals. If you are planning a Chapter event and would like to give CEU credit, please send your request to Libby Gray, 800 W. Daisy Bates Drive, Little Rock, AR 72202 or scan and email to me at lgray@arumc.org at least 30 days prior to the event. You will need to include the workshop/training information (a brochure), date, time and the agenda schedule. When the event is completed, please send copies of the certificates you presented to those earning CEU credit to the address listed above. Individuals requesting CEU credit should follow the above steps.

The Leslie Bayles Memorial Scholarship Fund was established in 1991 and is maintained solely for the purpose of granting financial aid to those attending an annual conference of PAUMCS. Leslie Bayles served as a district secretary for many years in the Corpus Christi, Texas District office. The scholarship is granted on an individual basis and limited to monies available in the scholarship fund. The amount of the scholarship for registration is considered by the PTS committee, for at least 1/2 of the registration fee. For information on applying for a scholarship go www.paumcs.org and click on the Certification tab.



I would like to make the following contribution to the Leslie Bayles Scholarship Fund:

IN HONOR OF _____

IN MEMORY OF _____

PLEASE MAIL ACKNOWLEDGEMENT TO:

Name _____

Address _____

My donation is in the amount of \$ _____

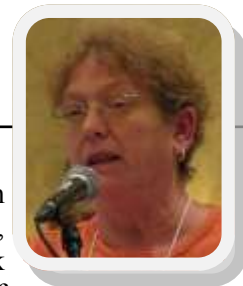
My name is _____

My address is _____

Mail this form and contribution to: Zanatta Hagan, 175 Belmont Drive, #7, Dothan, AL 36305-6501

Membership Link

By Elizabeth Feldman, Membership Secretary



It is time to renew your annual PAUMCS membership. Dues are based on a calendar year, January 1 through December 31 and are \$50 for new or renewing active members.

If you are retired, or will retire this calendar year, you may request renewable retired status and pay half or \$25 per year. Please send a written notice to the membership secretary when you first retire and are requesting this status.

All certified secretaries must pay annual dues to keep their certification current. The membership form or profile can be found on our website, www.paumcs.org. Print the form, fill it out and mail it along with your dues to GCFA – the address is found on the bottom of the form. We ask that you fill out this form every year.

If you have a change of information from last year, please circle the new information. During the year if your information changes, please notify the membership secretary.

Perhaps you have been wondering about the photo directory that we worked on in Orlando. This has

taken much longer to launch than was planned but is now ready for you to view and use.

At this time, only those who had their photos taken in Orlando will have a photo online. Members who joined before May 23, 2010 but did not have a photo taken, are also listed in the online directory.

Here is how it works: Go to our web page, www.paumcs.org and click on the link for the photo directory. On the login page, click on “forgot my password.” Then type in the email address that you gave us when you joined PAUMCS. Your temporary password will be emailed to you. You will use your email address as your login name.

After you have logged in, click on “My Profile” at left, and then select “Edit” (directly under your name) to change your login name and password and complete your profile. In this section, you may also choose how much of your information is visible to other members.

From any screen in the directory, you may click on “Staff Directory” to see the current Executive Committee and their contact info.

If you were not in Orlando, or you did not join PAUMCS prior to May 23, 2010, you may still join this online directory by going to the login page and clicking on “If you are currently not a member of this online community you can request a profile.” After receiving your password by email and logging in you may change your password and complete your profile.

With or without a photo, this resource will enable you to create groups and email lists and stay in contact with our PAUMCS network.

My contact information is on the directory page as administrator and also on page 8 of this newsletter. Feel free to contact me with any questions you have.

Changing the world, one life at a time

By Elsie Cunningham, United Methodist Communications

Connectional giving is as simple as people coming together, combining their money to accomplish something bigger than themselves. United Methodists support apportioned and designated giving through their connectional gifts. By combining several smaller gifts into a larger amount, we can effect change across the world. Individual churches can minister to a small area; however, as a connectional church, we can do big things, all in the name of Jesus Christ. For more information on connectional giving, visit www.umcsgiving.org.

One of the church’s connectional giving opportunities is Special Sundays. Never before has it been so important to give to the six churchwide Special Sundays with offerings. Giving to Special Sundays prepares students to become leaders for the church and the world, empowers the poor and victimized to live fuller lives through self-improvement programs, advocates and challenges injustice and pays administrative costs for disaster relief. Through Special Sundays, you change the world, one life at a time.

Please encourage your congregation to give generously to the six church-wide Special Sundays. When you give to Special Sundays, you change the world, one life at a time.

Learn how your congregation can support Special Sundays ministries at www.umcsgiving.org/specialsundays.

Thank you for your generosity.



Proposed Slate of Officers

To be voted on at Annual Conference

EXECUTIVE COMMITTEE

President	<i>*Barbara Kingsley</i>	NY	
Vice President	<i>*Lisa Morris</i>	IN	
Secretary	*Louise Urquhart	FL	(1)
Treasurer	*Zanatta Hagan	AL	(5)
Membership Secretary	*Elizabeth Feldman	OH	(2)
Finance Committee Chair	*Karla Haynes	IA	(1)
PTS Committee Chair	*Libby Gray	AR	(1)
Communications Chair	<i>Kristin Clark Nolan</i>	IA	
Nominating Chair	<i>*Anna Rohde</i>	TX	

FINANCE COMMITTEE

Class of 2012

*Karen McNeely MO
Carol Schilling MI

Class of 2013

*Nancy Jordan FL
*Karla Haynes IA
(Treasurer in Training ****Rhonda Ramsey** MI)

Class of 2014

***Lynn Campbell** FL
***Sherri Fitzgerald** TX

PROFESSIONAL TRAINING AND STANDARDS COMMITTEE

Class of 2012

*Pam Pettit MN
Kyle Henderson FL

Class of 2013

*Libby Gray AR
*April Martinez AZ

Class of 2014

***Cindy Parker** AR
***Brenda Johnson** GA

COMMUNICATIONS COMMITTEE

Class of 2012

*Pamela Quayle MI

Class of 2013

Katherine Mastin KS

Class of 2014

Kristin Clark Nolan IA

NOMINATING COMMITTEE

Class of 2012

*Anna Rohde TX
*Fonda Kirkman AR

Class of 2013

*Deb Blackburn IA

Class of 2014

*Certified Members

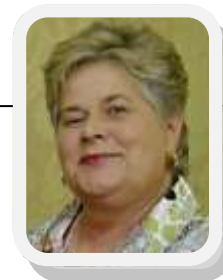
**Advanced Certified Members

Numbers in () indicate the number of years person has served this office.

Names in bold and italics indicate new members on the slate for this year.

Financial Link

By Zanatta Hagan, Treasurer



Fund Balances (09/30/10)

General Fund	\$81,084.78
Scholarship Fund	5,535.10
Promotional Items Fund	(333.99)
Annual Conference Fund	(58,856.29)
Endowment Fund	37,242.62

Total Funds Balance \$64,672.22

Account Balances (09/30/10)

PAUMCS Savings @ GCFA	\$13,390.41
Administrative Checking Account	14,039.19
Endowment Fund Account @GCFA	37,242.62

Total Accounts Balance \$64,672.22

Donations to the Leslie Bayles Scholarship Fund

Commitment of Pledge: Iowa Chapter of PAUMCS

In Loving Memory Of Bill Rankin, Given By:

Karen Albro
Western North Carolina Chapter
Alabama West Florida Chapter
Beverly Carr
Kansas Chapter

The Leslie Bayles Scholarship Fund was established in 1991 and is maintained solely for the purpose of granting financial aid to those attending an annual conference of PAUMCS.

The Touching Tomorrow Today Endowment Fund was established for the purpose of providing financial aid to administrative support staff to help them achieve their goals of: Professional Development, Continuing Education, and Spiritual Enrichment. This fund is in place to ensure the future and strengthen the ministry.

You may contribute to these funds at Annual Conference or anytime during the year in memory or honor of someone.

For Your Consideration...

Included in the newsletter please find the proposed Slate of Officers (page 5), the Proposed 2012 budget (page 7), and proposed changes to the Bylaws and Standing Rules (insert in the print version or pages 9-17 in the online version) for your consideration at our 2011 business meeting to take place during our 2011 Knoxville Annual Conference. Proposed changes to the Bylaws can be found in bold print in Article V B & D and in Standing Rules B 4. Please be ready to vote on these items of business at our Annual Business Meeting.



Proposed 2012 Budget

To be voted on at Annual Conference

INCOME

Membership (516 x \$50.00) \$ 25,800.00
Retired (18 x \$25) 450.00

Total Budgeted Income

\$ 26,250.00

EXPENSES

Executive Committee Admin Expense

Insurance 800.00
Postage 100.00
Supplies 150.00
Telephone 100.00
Travel 2,500.00
Archive 200.00

Total Admin Expenses \$ 3,850.00

Spring Meeting

Exec. Com. Meals/
Lodging 4,950.00
Travel to Annual Mtg 4,750.00

Total Spring Meeting \$ 9,700.00

Winter Meeting 2,000.00 \$ 2,000.00

Total Executive Committee

\$ 15,550.00

Finance Committee

Audit 200.00
Supplies 400.00
Contingency 400.00

Total Finance Committee \$ 1,000.00

Membership

Chapter Development 400.00
Membership Expenses 500.00

Total Membership Committee \$ 900.00

Nominations 250.00 \$ 250.00

Professional Training and Standards Committee

Postage 300.00
Supplies 650.00

Total PTS Committee \$ 950.00

Communications Committee

Website 500.00
Vital Link 2,500.00
Promotional
Publicity 500.00

Total Communications Committee \$ 3,500.00

Total Standing Committee Expenses

\$ 6,600.00

Deposit to savings held at GCFA

\$ 4,100.00

Total Budgeted Expenses

\$ 26,250.00

Executive Committee 2010-2011

Karen Albro, President

4705 Archduke Road
Glen Allen, VA 23060-3601
Telephone: 804.270.7613 Fax: 804.217.9852
Karen.Albro@verizon.net

Barbara Kingsley, Vice President

PO Box 49
Rush, NY 14543
Telephone: 585.533.2170 Fax: 585.533.1978
barbking@rochester.rr.com

Louise Urquhart, Recording Secretary

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Lakeland, FL 33811
Telephone: 863.688.3114 Fax: 863.687.8868
luluadmin@tampabay.rr.com

Zanatta Hagan, Treasurer

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Telephone: 334.793.0686 Fax: 334.712.6474
umc@pcctawf.org

Betty Barton, Communications

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Karla Haynes, Finance

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Des Moines, IA 50321-3101
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karla.haynes@iaumc.org

Elizabeth Feldman, Membership

243 North Market Street
Wooster, OH 44691-3511
Telephone: 330.262.5641 Fax: 330.262.5849
efeldman@woosterumc.org

Rhonda Ramsey, Nominating

PO Box 85
Plainwell, MI 49080-0085
Telephone: 269.685.5113 Fax: 269.685.0602
fumcp@charter.net

Libby Gray, PTS

800 Daisy Bates Drive,
Little Rock, AR 72202-3770
Telephone: 501.324.8028 Fax: 501.324.8018
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Cheryl Thompson, 2011 Site Chairperson

PO Box 905
Alcoa, TN 37701-0905
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Fax: 865.981.7470
madist@holston.org

Cynthia Haralson, GCFA Representative

General Council on Finance and Administration
PO Box 340029 Nashville, TN 37203-0029
Telephone: 866.367.4232, ext. 2386
charalson@GCFA.org or paumcs@GCFA.org



The PAUMCS Mission Statement

The mission of The Professional Association of United Methodist Church Secretaries is to provide a supportive base for the unity and fellowship of members in order to provide individual growth, professional development, continuing education, and spiritual enrichment.

For additional information about PAUMCS, visit the website:

www.paumcs.org

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Telephone: 423.926.7533 or

E-mail: jcdist@holston.org.



Knoxville, Tennessee



PAUMCS
April 7-10, 2011

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

ARTICLE I - NAME AND RELATIONSHIP

- A. The name of the Association shall be Professional Association of United Methodist Church Secretaries (PAUMCS.)
- B. PAUMCS shall be related to the General Council on Finance and Administration (GCFA) of The United Methodist Church.
- C. The General Secretary of GCFA shall assign a staff person who will be an ex-officio member the Professional Association of the United Methodist Church Secretaries and the executive committee with all rights except vote. This person shall act as staff liaison for PAUMCS.

ARTICLE II - MISSION STATEMENT

- A. The mission of the Professional Association of United Methodist Church Secretaries 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. PAUMCS shall promote and encourage the training and support of United Methodist Church secretaries.
- C. PAUMCS shall serve as an advocate for emerging concerns that affect church secretaries.
- D. 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.

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 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 PAUMCS Code of Ethics.
- D. A retired member may request retired renewable status; to be renewed annually at one-half (½) the current member dues, with all rights of an active member. Those who have received emeritus status prior to April 20, 2001 will not need to fulfill the dues requirement.
- E. Past-presidents shall receive an honorary lifetime membership.

ARTICLE IV – OFFICERS

- A. Officers of PAUMCS shall be a president, vice president, secretary, and treasurer. The president and vice president 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
 - Treasurer - finance committee
- 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.

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 are maintained by the nominating committee. The membership secretary shall serve ex-officio on the nominating committee, with voice and vote.
- B. The executive committee of PAUMCS, reflecting the total membership, must be members in good standing and the majority shall be GCFA certified secretaries **and employed by the United Methodist Church.**
- C. 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, 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 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.**
- E. The executive committee shall have interim 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.
- 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 six (6) members who shall be elected by the membership in classes of two (2) for a period of three (3) years, three (3) of whom 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.
- B. 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.
- C. 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.
- D. Communications Committee: There shall be a communications committee composed of three (3) members who shall be elected by the membership for a period of three (3) years beginning with the Class of 2011. The president of PAUMCS shall serve ex-officio with voice and vote.
- E. 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. 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.
- B. All nominees shall be elected during the annual business meeting of PAUMCS. 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, except for the standing committees which shall be elected by classes of two (2) with the exception of the communications committee which shall be a class of one (1) for three (3) years and the treasurer who will serve a term not to exceed six (6) years.
- 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) consecutive 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 PAUMCS, 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 PAUMCS, including the election of officers, membership secretary, members and chairpersons of all standing committees.

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.
- C. The initial dues for non-members attending the certification institute shall be one-half (1/2) the annual dues in effect that year as a part of the certification requirements.

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 following the election of officers during the annual business meeting.

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 executive committee of the Professional Association of United Methodist Church Secretaries, 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 – AMENDMENTS

- A. These bylaws may be amended by PAUMCS 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 shall be administered by GCFA.
 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
 4. 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

ARTICLE XIV - PARLIAMENTARY PROCEDURE

ROBERT'S RULES OF ORDER NEWLY REVISED 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 and members of a chapter if there is one in their conference.
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. Lists of names of PAUMCS 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 PAUMCS president.
3. 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.
4. Outgoing and newly elected executive committee members 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 2008, "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 2008:

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

Revised 5/01/2009