



By-Laws of the United Methodist Association of Church Business Administrators

1. Name and Relationship

- 1.1. The official name of the Association shall be the "United Methodist Association of Church Business Administrators".
- 1.2. The Association shall be related to the General Council on Finance and Administration of The United Methodist Church as provided in the current Book of Discipline of The United Methodist Church.
- 1.3. The staff representative from the General Council on Finance and Administration shall be a member of the UMACBA and a member of the UMACBA Executive Committee with all rights except vote. This person will function as staff for UMACBA.
- 1.4. The Director of the Certification Program at Emory University shall be a member of the UMACBA Executive Committee with all rights except vote.

2. Purpose

Seeking to Serve Christ, UMACBA Affirms, Enhances, and Supports the Ministry of Church Administration by providing leadership, training, and encouragement in the areas of church business administration for individuals and organizations of The United Methodist Church. In achieving this purpose, the Association shall:

- 2.1. Develop and promote high professional and ethical standards by Association members.
- 2.2. Promote and encourage the training and hiring of church business administrators.
- 2.3. Relate the United Methodist Association of Church Business Administrators to the programs, emphases, and structure of The United Methodist Church and coordinate activities between the Association, the annual conferences, and the General Council on Finance and Administration.
- 2.4. Serve as an advocate for those issues, programs, and legislative matters which positively impact the work of the church business administrators.
- 2.5. Foster spiritual growth in its members so that the members become more effective Christian witnesses through their work.
- 2.6. Advise the General Council on Finance and Administration in all matters pertaining to United Methodist Church Business Administrators.
- 2.7. Provide resource services in the field of church business administration through the various channels of the Church.
- 2.8. Encourage and assist in the establishment of chapters of Church Business Administrators, within or across jurisdictional boundaries, and to unify and coordinate the program and work of these chapters.
- 2.9. Foster cooperation and good relationships with the National Association of Church Business Administration and other ecumenical organizations.

3. Membership

- 3.1. An *active member* of the United Methodist Association of Church Business Administrators shall be active in an area of church administration by The United Methodist Church and/or its related agencies, shall have paid membership dues for the current year, and shall be entitled to voting privileges and to hold office and to serve on the Executive Committee.

- 3.2. For a member to be in good standing their dues must be paid for the current calendar year.
- 3.3. An *associate member* is a person in an area of administration by a church other than United Methodist or by a para church organization, education institution, or community service agency approved by the Executive Committee. Said person shall have paid dues for the current year and shall be entitled to hold office and serve on the Executive Committee.
- 3.4. *Emeritus status*: An *active* or *associate member*, in good standing, upon retirement may request *Emeritus* status with written application to the Association President and approval by the Executive Committee of the Association. Emeritus status shall be granted at the discretion of the Executive Committee. Approval of an emeritus status request shall be reported at the next Annual Meeting of the Association. Those applying for Emeritus status shall have been an Active or Associate member for at least ten years, attended the Annual Conference a minimum of five times, attained age 55, and entered into a retirement recognized by the local congregation or institution for whom the applicant last worked. It is further understood that retirement means that the applicant is not engaged in any full-time Christian business administration employment. Emeritus members shall not be required to pay annual dues, but must submit an annual membership renewal application to maintain the status. Emeritus members shall have all other rights of an active and associate member.
- 3.5. The Executive Committee may confer *honorary membership* upon an individual who has made a significant contribution to the area of church administration. Said person may not hold office or be required to pay dues but shall have all other rights of an active or associate member.
- 3.6. The Executive Committee may grant a *leave of absence* to an active Associate member for a period up to five years. A membership maintenance fee will be due for each year the member is on leave of absence.
- 3.7. Persons may be removed from the membership for cause. Any member of the Association may recommend that the Executive Committee consider removal of a member. The intention of the Executive Committee to recommend removal shall be made by written notice to the membership at least thirty (30) days prior to the meeting. Removal will be by two-thirds (2/3) vote of the members present and voting at the annual meeting of the association. The person whose removal is being recommended shall have the opportunity to appear at the annual meeting before the vote.

4. Officers

- 4.1. The officers of the United Methodist Association of Church Business Administrators shall be president, vice president, secretary, treasurer, and communications director.
- 4.2. All officers of the Association must be members in good standing. The president and vice-president shall be certified United Methodist Church Business Administrators or in the process of certification. The officers will be adequately bonded.

5. Executive Committee

- 5.1. There shall be an Executive Committee of the Association composed of the Officers and three (3) additional members at large. The staff member of the General Council on Finance and Administration and the Director of the Certification Program at Emory University shall be members with voice but without vote.
- 5.2. The Executive Committee shall have interim powers to act for the Association during the period between the Association's Annual Meetings, but shall report its action to the full body. If items are referred to the Executive Committee by the body, the items shall be reported following the Executive Committee meeting.
- 5.3. Members of the Executive Committee may be removed from office for Non-performance of duties by two-thirds (2/3) vote of the Executive Committee on a motion brought by a member of the Executive Committee. The person whose removal is being recommended shall have the opportunity to appear before the Executive Committee prior to the vote.

6. Elections

- 6.1. There shall be a Nominating Committee elected by the Executive Committee. Membership shall consist of a member of the Executive Committee as the chair, a former president of the UMACBA and two members from the general membership who represent different jurisdictions.
- 6.2. The Nominating Committee shall nominate the candidates for the Executive Committee of the Association. The persons nominated as officers and members at large shall come from the various jurisdictions. The report of the committee shall be mailed to the Association membership at least thirty days prior to the Annual Meeting. Other nominations may be made from the floor, subject to the prior consent of the nominees.
- 6.3. Officers of the Association and members at large of the Executive Committee shall be elected at the Annual Meeting of the Association. Officers shall be elected for one year and may serve no more than three (3) consecutive years in any given office. Members at large shall serve a term of three (3) years on a rotational system.
- 6.4. All officers and members at large of the Executive Committee shall assume their duties at the adjournment of the Annual Meeting in which they are elected.
- 6.5. Any unexpired term of any officer or member at large in the Association shall be filled by the Nominating Committee and confirmed by the Executive Committee for the period from the time of the known vacancy until the next Annual Meeting. The person filling the vacated position may serve for the rest of that term if elected at the Annual Meeting. This person would be eligible for nomination for another full term if elected.

7. Voting

- 7.1. All members as defined in Section 3 of the By-Laws are eligible to vote on the business of the Association, including the election of officers and members at large of the Executive Committee.

8. Dues

- 8.1. Annual dues shall be established by the Association at its Annual Meeting to be effective for the following calendar year.
- 8.2. Any change in the amount of the dues shall be proposed in writing to the membership of the Association at least thirty (30) days prior to the Annual Meeting.
- 8.3. Membership maintenance fees (same as ½ annual dues) shall be kept current while member is on leave of absence.

9. Meetings

- 9.1. There shall be an Annual Meeting of the Association for the purpose of transacting the business of the Association, the sharing of ideas with programs particularly unique to The United Methodist Church and to provide an opportunity for fellowship. The programs and seminars presented during the Annual Meeting shall be of such content and with qualified leadership so as to provide for continuing education credit to meet the established requirements for recertification as Church Business Administrator. It shall be the responsibility of the Executive Committee to direct the planning of the Annual meeting.
- 9.2. The Executive Committee shall meet at least once each year following the election of officers at the Annual Meeting.
- 9.3. Any action that may be taken at a meeting of the Association or Executive Committee may be taken by mail ballot. All members in good standing shall receive a ballot. A two-thirds (2/3) affirmation vote of all valid ballots shall be required to approve the action.

10. Ad Hoc Committees

- 10.1. There shall be such task groups or committees as the Association, the Executive Committee, or the president shall designate.

11. Chapters

- 11.1. United Methodist Association of Church Business Administrators chapters may be established after consultation with the president, the Executive Committee, and the approval and support of the General Council on Finance and Administration.
- 11.2. In January of each year official chapters shall provide the UMACBA President with the following chapter documents for the calendar year just ended: the current bylaws, the current financial statements, the complete membership roster, the plan and advertising brochure of the chapter conference or other meetings, and the list of all conference attendees including the CE units earned.

12. Training and Certification

- 12.1. The General Council on Finance and Administration in consultation with the Executive Committee of the United Methodist Association of Church Business Administrators and with the Director of the Certification Program at Emory University shall determine and establish training standards and the standards and procedures for certification.
- 12.2. The General Council on Finance and Administration shall be the sole agency for certifying United Methodist church business administrators upon the recommendation of the Executive Committee of the UMACBA.
- 12.3. The Executive Committee of the United Methodist Association of Church Business Administrators shall function as the Professional Training and Standards Committee.
- 12.4. Certification as a Church Business Administrator may be granted to members who meet all criteria and qualifications, both academic and non-academic, as set forth by the General Council on Finance and Administration and the Executive Committee of the United Methodist Association of Church Business Administrators.
- 12.5. The General Council on Finance and Administration, in consultation with the Executive Committee, may develop training programs on a regional or jurisdictional basis, for local church business administrators and such other personnel as may require training in the area of Church Finance, Administration, and Management Workshops and training laboratories shall be staffed by certified church business administrators where possible.
- 12.6. The General Council on Finance and Administration and the Association shall cooperate with other denominations in the structuring of regional meetings, whenever feasible, for cooperative training, study, sharing, and fellowship. Where possible, the cooperative training should lead to qualification of the participants for certification.

13. Amendments

- 13.1. These By-laws may be amended by the Association at the Annual Meeting by a two-thirds (2/3) affirmative vote of the membership present and voting, provided a written notice of the proposed amendment has been mailed to the membership at least thirty days prior to the meeting, and provided that such amendment has been submitted to the Executive Committee for its recommendation prior to presenting it to the membership for vote.
- 13.2. If it becomes necessary to propose an amendment between annual meetings, a mail ballot may be held. All members in good standing shall receive a ballot. A two-thirds (2/3) affirmative vote of all valid ballots returned shall be required to amend. The General Council on Finance and Administration shall administer the mail ballot. The Executive Committee shall report: 1) the number of ballots mailed, 2) the number of ballots returned, 3) the number of defective ballots, and 4) the number of ballots required for approval.