

# Southwest Association Bylaws

*April/2012*

*Draft Incorporating Revisions & Annotations*

*November, 2015*

## **Meetings of the Association**

The Constitution (Article IV, Section D) says: "The place of all meetings shall be determined by the Executive Committee." The Executive Committee will appoint a task force each year chaired by the vice moderator to plan the annual meeting, including where it should be held. The task force will secure a location and a date in a timely way. Every effort should be made to move the meeting into different geographic parts of the Association over a five-year period.

## **Executive Committee**

The duties of the Executive Committee are spelled out in Article V, Section B2 of the Constitution. The Constitution says the committee shall meet regularly. Under normal circumstances, the Executive Committee will meet seven times in a year on the first Thursdays of **January, March, May, August, September, October and December**. The Executive Committee may alter those dates as needed but shall provide appropriate notice to the Association when a change is made. It may also call special meetings as needed, again giving notice to the Association when these are to occur.

## **Divisions of the Association**

The duties of the Divisions are in Article V, Section C of the Constitution. There are three Divisions: Church and Ministry; Social Concerns; Clergy and Congregation Support.

*Membership:* The Division on Church and Ministry has nine to twelve (9-12) members. The Division may appoint additional members to its working subcommittees. The other Divisions have six to nine (6-9) members.

*Chairs:* Each Division selects its chair. The chair's term is one year. Each chair may serve up to three consecutive terms as the chair.

*Terms of Division Members:* Members of the Divisions are elected by classes to three-year terms so the terms of one-third of the members expire each year. Continuous service is limited to two full terms, exclusive of any partial terms filled by the individual. Insofar as possible, the Divisions should reflect diverse representation of members.

*Meetings:* Each Division shall set out a regular schedule of meetings that will be included on the Association calendar. Divisions should meet at least four times per year.

*Executive Committee Representative:* Each Division shall designate one of its members to be its representative on the Executive Committee. This person acts as a liaison between the Executive Committee and that Division in addition to having full voice and vote on the

Executive Committee.

*Minutes and reports:* Each Division shall appoint a scribe who shall forward the minutes or a report of each meeting to the moderator, the secretary of the association, and the associate conference minister in a timely manner to be available for Executive Committee meetings. The Division shall also provide an annual report for the annual meeting.

*Vacancies:* When there are vacancies on a Division the Division may seek a replacement to fill that spot until the next annual meeting of the Association, subject to ratification by the Executive Committee. The Division is to coordinate seeking replacements with the Nominating Committee.

## **Minutes**

Approved minutes of all meetings of the Southwest Association and the Executive Committee will be made available by posting on the Association website.

## **Ministerial standing**

When the Division on Church & Ministry has a recommendation on disciplinary action, it shall submit the recommendation to the Executive Committee acting on behalf of the Association not in session. The person facing discipline has a right to appeal the action to the Executive Committee either on the basis that the proper process was not followed in conducting the fitness review or that the prescribed discipline is too severe given the Committee's findings. (*Approved 3/1/2012*)

### ***Annotations to 2016 Revisions***

Revisions in 2016:

**Meetings of the Association.** Removes the requirement that the date and location of the annual meeting be secured by October 31 of the previous year, and substitutes “in a timely way.” Removes the language, “The annual meetings are typically held in the spring.”

**Executive Committee.** Allows the Executive Committee to give “appropriate” notice to the Association of changes in the date or time of the Executive Committee, replacing language that required the notice to be provided “through newsletters, calendar postings, etc.”

**Divisions of the Association.**

Initial Paragraph: Clarifies that the Association now has three divisions, not five.

*Membership:* Improves grammar but makes no substantive changes.

*Chairs:* Improves grammar but makes no substantive changes.

*Terms of Division Members:* Clarifies the language to confirm that each member of a Division serves a 3-year term, with the terms of 1/3 of the members of each division

expiring each year. Makes no changes to the two-term limit but clarifies the language to confirm that a partial term does not count against that limit.

*Meetings:* Makes no substantive changes but, with respect to number of meetings of each Division (at least four times/year), deletes superfluous language “more frequently as required by their work.”

*Executive Committee Representative:* Improves grammar but makes no substantive changes.

*Minutes and reports:* Allows a division to file a “report” of each meeting as an alternative to minutes. In large part, this is because the Division on Church & Ministry handles sensitive matters and may be constrained by other considerations from providing its official minutes. Removes the specific process for submitting annual reports to the Association Moderator.

*Vacancies:* Improves grammar but makes no substantive changes.

**Minutes.** No changes.

**Ministerial standing.** No changes.