

(ADOPTION DATE: April 22-24, 1994)

BYLAWS OF THE SOUTHWEST CONFERENCE UNITED CHURCH OF CHRIST

PREAMBLE

Members of the United Church of Christ residing in Arizona, New Mexico and El Paso County, Texas, through their local churches, covenant together to form the Southwest Conference, United Church of Christ, an Arizona corporation.

ARTICLE I – STATEMENT OF PURPOSE

The purpose of the Southwest Conference of the United Church of Christ is to proclaim the good news of God's presence in our midst, and to promote the love of God, neighbor and self in the way of Jesus the Christ. We covenant together for mutual support and to carry out the wider mission of the United Church of Christ and the ecumenical community. Under the guidance of the Holy Spirit we seek to be faithful in our witness and journey together, sharing our leadership and resources and responsibly administering our corporate life together.

ARTICLE II – AFFILIATIONS

The Southwest Conference of the United Church of Christ shall enjoy and celebrate that relationship with the General Synod of the United Church of Christ described in the Constitution and Bylaws of the United Church of Christ, and any organizations authorized by the membership of this conference.

ARTICLE III – ORGANIZATION

A. RESPONSIBILITIES

The Southwest Conference shall perform all functions identified as those of a Conference in the Constitution and Bylaws of the United Church of Christ.

a. SOUTHWEST CONFERENCE RESPONSIBILITIES

- a. The Conference shall seek to undergird the mission and ministry of the churches and ministers of which it is composed and of the General Synod and the instrumentalities of the United Church of Christ.
- b. The Conference shall seek to nurture the spiritual life and witness of local churches and ministers.
- c. The Conference shall participate with local churches and ministers in the moral struggles of our time.

- d. The Conference shall be an instrument of Christ's mission by ministering to communities of special need and by nurturing new congregational.
- e. The Conference shall provide a communications network among the churches, associations and national instrumentalities.
- f. The Conference shall maintain a depository for historical records and for such records as the Associations and individual churches may trust to it.
- g. The Conference shall act as an Association of the United Church of Christ in all ecclesiastical authorization functions.

b. RIGHTS AND RESPONSIBILITIES OF THE LOCAL CHURCH

- a. The Conference shall respect and recognize the rights of the local church as set forth I ARTICLE IV, Paragraph 15, of the constitution of the United Church of Christ which reads; "The autonomy of the local church inherent and modifiable only by its own action. Nothing in the constitution and the Bylaws of the United Church of Christ shall destroy or limit the right of each local church to continue to operate in the way customary to it; nor shall be construed as giving to the General Synod, or to any Conference or association now, or at any future time, the power to abridge or impair the autonomy of any local church in the management of its own affairs; which affairs include, but are not limited to, the right to retain or adopt its own methods of organization, worship and education; to retain or secure its own charter and name; to adopt its own constitution and Bylaws; to formulate its own covenants and confessions of faith; to admit members in its own way and to provide for their discipline or dismissal; to call or dismiss its pastor or pastors by such procedure as it shall determine; to own, manage and dispose of property and funds; to control its own benevolences; and to withdraw by its own decision from the United Church of Christ at any time without forfeiture of ownership or control of any real or personal property owned by it."
- b. Membership of a church in the Southwest Conference involves the following minimum rights and responsibilities:
 - i) Paying of the Conference per capita dues;
 - ii) Supporting financially "Our Churches Wider Mission";
 - iii) Participating in the Annual Meeting and any Special Meetings by delegates;
 - iv) Supplying information requested by the Conference;
 - v) Recognizing that "actions by, or decisions or advice emanating from the General Synod, a Conference or

Association, should be held in the highest regard by every local church,” ARTICLE IV, Paragraph 16 of the constitution of the United Church of Christ;

- vi) Recognizing the Conference as a ministry with the churches in our common life and service; and
- vii) Using the staff and facilities of the Conference in order to strengthen the life and work of the church.

2. MEMBERSHIP

- a. Members of the Southwest Conference are local churches and Ministers (ordained, commissioned, licensed) who hold standing in the Conference.
- b. Local churches are those within the geographic boundaries of the Conference described in ARTICLE IV of the Constitution of the United Church of Christ.

B. DELEGATES

1. Local Churches

Local churches shall be represented in the meetings of the Conference by voting delegates. The number of voting delegates representing each local church will relate, in general, to the number of members of that church. Churches of five hundred members or less shall be entitled to five delegates. Church of more than five hundred members shall be entitled to five delegates for the first five hundred members, plus one additional delegate for every additional five hundred members or fraction thereof. No church shall have more than a total of ten delegates. The official number of members for a given local church will be that number reported by the church to the Conference as of December 31st in the preceding year. Each member church shall select its own delegates according to its own policy. All delegates must be active members of a United Church of Christ congregation within the geographical area of the Conference. Insofar as possible, it is recommended that at least one delegate from each church be under thirty (30) years of age, that both race and gender be considered in determining church representation, and that delegates be key leaders in the congregation. Insofar as possible, delegates to Conference shall represent their local church at all Association Meetings.

2. Ministers

- a. Ministers (ordained, commissioned and licensed) who hold standing in the Southwest Conference shall be voting delegates in their own right at meetings of the Conference.
- b. Ordained ministers holding standing in another denomination while serving as a minister in a local church of the Southwest Conference will be voting members.

3. Official Leaders

Officers, Directors, and the Chairperson of the Nominating Committee, of the Southwest Conference, shall be delegates in their own right by virtue of office, and shall not be counted as delegates from the congregation in which they hold membership.

4. Honorary Delegates

The Conference may extend to persons who are not members of the Southwest Conference an Honorary Delegate status by vote of the assembled delegates, allowing voice but not vote.

5. General Synod Delegates

- a. All delegates to the General Synod of the United Church of Christ shall be elected by the Conference from among its members at its Annual Meeting with the widest possible representation of the churches. The Nominating Committee shall nominate delegates according to the Bylaws of the General Synod. Nominations may be made from the floor provided the nominees are willing to serve.
- b. All Synod Delegates shall be delegates to the Annual and Special Meetings of the Southwest Conference with voice and vote.

C. SOUTHWEST CONFERENCE MEETINGS

1. Annual Meeting

- a. The Conference shall meet annually at a time and place to be determined by the Executive Committee of the Board of Directors. Such meetings will normally occur at about twelve month intervals. Official notice of the meeting shall be made by mail not less than two months in advance.
- b. The purposes of the Annual Meeting shall be to:
 - i) Provide an opportunity for fellowship between the churches of the Conference;
 - ii) Elect Officers, Directors and other officials as provided for in these Bylaws;
 - iii) Receive the reports of the Officers, Staff, committees, members churches and organizations related to the Conference;

- iv) Approve the budget of the Conference;
- v) Adopt, as appropriate, the mission objectives of the Conference;
- vi) Act on business forwarded to the meeting by the United Church of Christ, churches, Associations and the Board of Directors of the Conference according to standing rules.
- vii) Transact any other business which may be properly brought before the Conference.
- viii) To elect a Conference Minister as recommended by the Board of Directors from the Search Committee.

2. Special Meetings

- a. Special Meetings of the Conference shall be convened only under the following rules:
 - i) By majority of the Board of Directors, or
 - ii) Upon written petition from at least twenty percent (20%) of the members churches directed to the Chairperson of the Board of Directors.
 - iii) The meeting will not be held sooner than forty-five (45) days and not later than sixty-five (65) days from the vote of the Directors, or
 - iv) Receipt of the petition.
 - v) Notice of the Special Meeting shall be made by mail not less than thirty-one (31) days in advance.
 - vi) The time and place of the Special Meeting shall be determined by the Executive Committee or the Board of Directors.
 - vii) Actions taken at a Special Meeting shall be only on those matters for which the meeting was specifically called.

3. Quorum

A quorum at any regular or Special Meeting of the Conference shall consist of those ministers, delegates and officers of the Southwest Conference present, provided fifty percent (50%) of the Conference churches are represented.

4. Voting (see: ARTICLE III,C,1,2,3,4,5b and D,4,e below for persons eligible to vote)

- a. Regular business shall be decided by majority vote of the delegates present and voting.
- b. Special or corporate business shall require two-thirds (2/3) majority vote of the delegates present for passage. (Special or corporate business shall include sale or disposal of real property, amendments to the Bylaws, the call or dismissal of the Conference Minister, and approval of a special or new capital funds budget.)
- c. There shall be no vote by proxy or absentee ballot.
- d. The delegates assembled in Special or Annual Meetings shall be the final authority for affairs of the Conference.
- e. Members of the professional and support staff of the office of the Southwest Conference shall have voice but not vote. They may speak to any action that is before delegates at a meeting of the Conference, but may not initiate an action to come before that body.
- f. All ministers with standing, officers of the Southwest Conference, and delegates of member churches shall have a vote in all meetings of the Conference.

D. COMMITTEES

1. Permanent standing committees of the Southwest Conference shall be: the Nominating Committee, the Personnel Committee and the Church and Ministry Committee.
2. The Board of Directors shall designate those other committees that shall be called standing committees.
3. All standing committees shall be responsible for filling vacancies on their committee between Annual Meetings. Such interim appointments must be confirmed by the Board of Directors. Appointments by the committee are valid only until the next Annual Meeting when such vacancy shall be filled by election.
4. The Nominating Committee shall serve between Annual Meetings to nominate individuals to fill vacancies in offices, or the Board of Directors, except as

specified elsewhere in these Bylaws. Such appointments are subject to confirmation by the Board of Directors.

5. Committee members shall be elected at the Annual Meeting of the Southwest Conference.
6. Each committee shall review their purpose statement annually with the Board of Directors of the Southwest Conference.
7. Nominating Committee
 - a. The Nominating Committee shall consist of ten (10) members elected by the delegates at the Annual Meeting. The Committee shall include at least two (2) members from each of the five Associations of the Conference and shall represent the diversity of the Conference. The Nominating Committee shall make all nominations to the Conference for Officers, Directors, Standing and Board designated committees, and other elected persons, applying, in so far as possible, affirmative action principles. Following presentation of the Nominating Committee report to the delegates at the Annual Meeting, there shall be an opportunity for nomination from the floor. After a suitable period of time, an election shall be conducted. Nominees must have agreed to serve if elected.
 - b. Terms of office shall be two (2) years. Terms shall be staggered so that members are elected in classes of five (5) persons. A person may serve no more than one (1) term and then shall not be eligible for re-election for a period of one (1) year.
 - c. In an instance where a candidate for election to the Board of Directors or a committee from a required category, i.e., clergy, lay person, or gender, is unavailable or unwilling to serve, the Nominating Committee may nominate a person from that Association to serve for a one-year term from another category.
8. Personnel Committee
 - a. The conference shall elect to the Personnel Committee four (4) members. These persons shall be elected at-large from the Conference for a term of three (3) years except that initially one will be elected for one year, one will be elected for two (2) years, and two (2) will be elected for three years. The Moderator-Elect shall serve on the Personnel Committee as an Ex-Officio Member with vote. The Conference Minister may attend all meetings with voice but no vote.
 - b. The Personnel Committee shall be responsible for the administration of the Personnel Policy of the Southwest Conference and for the conduct of a periodic evaluation of all professional staff.

- c. The Personnel Committee is accountable to the Board of Directors and all reports of its deliberations go to the Board, except for confidential matters as determined by the Personnel Committee.
- d. The Personnel Committee responds to requests from external constituencies for personnel information/actions only with the consent of the Moderator and the advice of legal counsel. A person may serve no more than (2) successive terms. The Committee shall select its own chairperson annually.

9. Committee on Church and Ministry

- a. The Conference shall elect to the Committee on Church and Ministry twelve (12) members, no less than four (4) of whom shall be lay persons with at least two (2) members from the Central Arizona Association and one or more from the other four Associations. Each Association shall be represented by at least one (1) clergy.
- b. The Committee shall handle matters of ministerial and church standing according to the policies, practices and recommendations of the United Church of Christ as well as its own rules, so long as they are consistent with those of the United Church of Christ. Terms of office shall be three (3) years. Terms shall be staggered such that members are elected in three classes, each with four (4) members. One successive term is permitted. The Committee shall select its own Chairperson annually.

10. Conference Minister Search Committee (see: ARTICLE 111,F,3,m below)

F, BOARD OF DIRECTORS

1. Membership and Election

There shall be a Board of Directors composed of fifteen (15) members at large, the officers and the Conference Minister Ex-Officio (without vote), the chairperson of each of the Board designated and standing committees who shall be a member ex-officio (with vote) and those persons serving as representatives of the Southwest Conference on the boards of the Covenanted Ministries of the United Church of Christ in its national setting who shall be members ex-officio (with vote) for the length of their term on the national board. The members at-large shall be five (5) clergy, five (5) laymen and five (5) laywomen. Each Association shall have no less than two (2) members at-large serving on the Board. At any one time, no church may have more than one member at-large on the Board of Directors.

2. TERM OF MEMBERS AT -LARGE

a. full term for a member at-large shall be three (3) years. Any person who shall have served a full term on the Board shall be ineligible for re-election for a period of two (2) years. A member at-large may be elected to an officer position.

Terms shall be such that one-third (1/3) of the Board's membership shall be elected each year. Any Director who shall reside outside the geographical limits of the Conference or who ceases to be a member of the United Church of Christ, or who shall have missed two (2) consecutive regular Board Meetings without good reason may be removed by a vote of the Board and the position declared vacant.

3. RESPONSIBILITIES OF THE BOARD OF DIRECTORS

- a. The Board shall have the policy-making responsibilities for the work of the Southwest Conference between meetings of the Conference. This shall include evaluating and coordinating current programs and projects; evaluating committee's purpose statements, projects and standing, establishing new churches and ministries; and developing priorities, long-range plans and strategies. The Board shall make decisions with respect to staff and take such action on financial matters as may be necessary or required, and within the provisions of paragraph three (ARTICLE IV, C)
- b. The Board shall establish criteria for and arrange for the conduct of an evaluations of each professional staff member.
- c. The Board of Directors shall control and manage all property of the Conference, and whenever they shall deem it for the best interest of the Conference may upon vote of a two-thirds (2/3) majority of the Board of Directors, assign, buy, mortgage, lease, sell or convey any real or personal property. The deeds, conveyances, notes, mortgages, pledge agreements, trust deeds, and any instruments required in such authorized transactions shall be signed by any two (2) of the following: the Moderator of the Board, The Moderator-Elect of the Board, the Secretary, or the Treasurer, who shall affix the Conference Seal to such instruments. The Board of Directors shall designate the officers or persons who shall have the power to sign receipts, endorse checks and deposit funds, and to draw checks or other orders for withdrawal of funds belonging to the Corporation.
- d. Whenever the Board of Directors shall authorize the execution and delivery of a conveyance or real property to a United Church of Christ Church, it shall be the policy to include in such conveyance a "Reversionary clause" providing in substance for the reversion of the title to the conference in the event the grantee shall cease to be or function as a United Church of Christ, or shall fail and neglect to

conform to any other condition that may be prescribed by the grantor in said conveyance. There will be a recommendation that such “Reversionary Clause” be included in the Bylaws of the church.

- e. The Board of Directors shall make an annual report to the Conference.
- f. The Board of Directors shall meet at least once per year.
- g. The Board of Directors shall have the power to interpret these Bylaws.
- h. The Board of Directors shall have the power to amend the budget.
- i. Each at-large member of the Board of Directors shall be a liaison between the Board and the member’s Association.
- j. An Executive Committee of the Board will meet at such times as necessary at the call of the Conference Minister or the Moderator. The purpose of the Executive Committee is to conduct the business of the Conference between meetings of the Board of Directors, and shall report its actions at a meeting of the Board of Directors for review and approval. This Committee shall consist of: the Conference Moderator, Moderator-Elect, Secretary, Treasurer and six (6) Directors elected by the Board. The Conference Minister is an ex-Officio member of the Executive Committee without vote. The Executive Committee shall represent the diversity of the Conference.
- k. Meetings of the Board of Directors are open to members of the conference, except that Executive Sessions may be called to discuss sensitive personnel matters and certain legal issues.
- l. The Board of Directors normally appoints the Moderator-Elect to fill an unfinished term for Moderator but may, at its discretion, appoint another person to the position. This will not alter the original terms of election of the Moderator-Elect. The vacant office of the Moderator-Elect shall be filled by appointment by the Board of Directors until the next Annual Meeting of the Conference at which time the appointee shall stand for election for that office.
- m. The Executive Committee will recommend and the Board of Directors will appoint, a Conference Minister Search committee composed of nine (9) to eleven (11) members. In addition, the Moderator or Moderator-Elect may serve Ex-Officio with voice but no vote. Search Committee Members will represent a cross-section of the membership of the Churches and Associations. The Board will appoint a chairperson from The nine (9) to eleven (11) members.

G. Officers

1. Officers of the Conference

Officers of the Conference shall be the Moderator, who is also the chairperson Of the Board of Directors; The Moderator-Elect, who is also the Vice Secretary Chairperson of the Board of Directors; the Secretary, who is also the secretary of the Board of Directors; the Treasurer, who is also the treasurer of the Board of Directors.

2. Election and Terms

The Moderator/Moderato-Elect shall be elected by the Conference at the Annual Meeting.

Term of office shall be two (2) years. The Moderator-Elect shall serve one (1) year as Moderator-Elect and succeed to the office of Moderator without subsequent election. The Conference shall elect the Secretary in the odd-numbered years, and the Moderator-Elect annually. The Secretary and Treasurer may serve two (2) consecutive terms but are then ineligible for re-election for two (2) years.

3. Duties

a. MODERATOR

The Moderator shall preside at all meeting of the Conference, its Board of Directors and Executive Committee, make a report to the Annual Meeting of the Conference, and do such other duties as requested by the Executive committee and the Board of Directors. The Moderator shall consult with the Conference Minister.

b. MODERATOR-ELECT

The Moderator-Elect shall assume the duties of the Moderator in his/her absence or when requested by the Moderator to do so, and other duties as prescribed by the Board of Directors.

c. SECRETARY

The Secretary shall record minutes of all meetings, issue the call to the meetings of the Conference, and conduct such correspondence as requested by the Board of Executive Committee.

d. TREASURER

i) The treasurer shall maintain the financial records of the

The Conference and shall be responsible for income, expenditures, investments and other financial business. The Treasurer shall report annually to Conference. An audit or special review shall be conducted.

- ii) The Treasurer shall report to the Board of Directors and to the Annual Meeting of the Conference.
- iii) In the event of the absence of both the Moderator and Moderator Elect, the Treasurer shall preside at the meetings of Executive Committee and the Board of Directors.

H. SOUTHWEST CONFERENCE ENDOWMENT FUND

The Southwest Conference is authorized to establish a segregated Endowment Fund to Receive and administer all legacies, conditional gifts, and trust funds which are to be employed and disbursed only for the uses and purposes for which they have been received and held, and for the uses and purposes are in keeping with the mission/ program of the Southwest Conference. The endowed funds are to be invested and reinvested in accordance with the policy guidelines and under the general direction established by the Conference Board of Directors and in keeping with the provisions of the Arizona Statutes.

ARTICLE IV – THE CONFERENCE MINISTER AND STAFF

A. Duties

1. The Conference Minister, an ordained minister in full standing with the United Church of Christ, shall be the Chief Executive Officer of the Conference in accordance with the policies established by the Conference or the Board of Directors.
2. It shall be the Conference Minister's duty to be informed in regard to every phase of the work undertaken by the Conference.
3. It shall be the Conference Minister's special duty to organize, direct, and co-ordinate all the work of the conference so that each phase of the work may be done with the greatest efficiency, economy and Christian concern..
4. The Conference Minister shall represent the Conference before the churches and in all denominational and inter-denominational gatherings, unless the Conference specifically provides otherwise.
5. The Conference Minister shall be a Pastor to all the ministers and churches and shall be available to assist in pastoral placemen
6. The Conference Minister shall be an advisory and Ex-Officio member of all

committees without vote. The Conference minister shall make a report to each meeting of the Board of Directors and accountable to the Board of Directors.

B. Election

The Conference Minister shall be elected by the Conference upon nomination by the Board of Directors and shall serve for an indefinite period which can be ended with two (2) months' notice only by either (a) the Conference Minister submitting a resignation to the Board of Directors, or (b) a two-thirds (2/3) majority vote of the delegates at an Annual or Special Meeting of the Conference, provided notice has been mailed to all members thirty-one (31) days in advance of the meeting. The dismissal may be in less than two (2) months if mutually agreed to by the Board of Directors and the Conference Minister. In case of a vacancy in the office of Conference Minister, The Board of Directors shall have power to appoint a Conference minister ad interim.

C. PROFESSIONAL ASSOCIATES AND OTHER STAFF

1. The staff shall be employed or dismissed as follows.
 - a. Professional Associates of the Conference Minister shall be called and elected by the Board of Directors upon nomination by a section committee in consultation with the Conference Minister. Such Associates serving under specific job descriptions, will be supervised by the Conference Minister and accountable to the Conference Minister and the Board of Directors.
 - b. Professional Associates shall serve for an indefinite period which shall end with two (2) month's notice only by either (a) the Professional Associate submitting a resignation to the Board of Directors, or (b) by recommendation and approval of the Conference Minister and the Board of Directors.
 - c. Clerical staff and other office support staff shall be selected, employed and dismissed by the conference Minister, in accordance with the Personnel Policies and Procedures of the Conference.
2. Rates of compensation and other benefits pertaining to all staff members shall be recommended by the Executive Committee and approved by the Board of Directors.

ARTICLE V – ASSOCIATION OF THE CONFERENCE

A. PURPOSE

1. As congregations of God's people, we share our needs and gifts with each other. We affirm the creation of Associations to enable closer ties and a greater sense of

community within Conference life. Associations are established as groups of local churches within which common concerns can be raised and more sharply focused; where celebrations of the joys and sorrow of congregational and denominational life can be shared; where Christian fellowship can flourish as churches come together for common purpose; where ecumenical outreach and sharing can be strengthened.

3. The Conference shall be divided into five (5) Associations in order to:
 - a. Bring to the churches the resources of the Untied Church of Christ in program and mission, and
 - b. Provide a forum for the discussion of mutual ministries, priorities, and pronouncements of the local churches, Conference, the General Synod and instrumentalities of the Untied Church of Christ.

B. ORGANIZATION

1. The five (5) Associations are as follows:

Northern Arizona, Central Arizona, Southern Arizona, Northern New Mexico, Southern New Mexico-El Paso.

2. The precise boundaries of the Associations may be modified by agreement among the Conference Board of Directors, the Associations concerned, and the affected local churches.
3. Each Association may organize itself as it desires and schedule such activities as may be appropriate to the life of the Association.
4. Conference staff shall make themselves available as resource personnel for Association meetings.

ARTICLE VI – RULES OF ORDER

Roberts Rules of Order, current edition, is the standard for all parliamentary procedures not otherwise stated in these Bylaws.

ARTICLE VII – SEAL

The Southwest Conference of the United Church of Christ shall have a seal consisting of a circle containing the words “The Southwest Conference of the United Church of Christ” and such other words or emblem as may be determined by the Board of Directors.

ARTICLE VIII – DISSOLUTION CLAUSE PROVISION

- A. Upon dissolution of the Conference, no part of its property, nor any of its proceeds thereof, nor any of its net assets shall be distributed to or insure to the benefit of any of the members of the Conference.

- B. Upon said dissolution, after paying or adequately providing for the Conference's debts and obligations, the Directors or persons in charge of liquidation shall distribute all of the Conference's said remaining property, proceeds and net earnings, as directed by the members of the Conference, to a fund, foundation or church organized and operated exclusively for religious or charitable purposes that is a subsidiary of or affiliated with the United Church of Christ or any successor thereto.

ARTICLE IX – AMENDMENTS

- A. The Bylaws may be amended at any Annual Meeting or Special Meeting by a two-thirds (2/3) vote of the delegates present and voting, but all amendments must:
1. have been proposed in writing at a previous Annual or Special Meeting of the Conference, and mailed to the pastor and clerk/secretary of each church at least one (1) month prior to the meeting at which the vote is to be taken, or;
 2. have been proposed in writing to the Board of Directors by a local church council or congregation, an Association or a Committee of the Conference, and approved by that Board for submission to the next Annual or Special Meeting for consideration and have been mailed to the pastor and clerk/secretary of each church at least one (1) month prior to the meeting at which the vote is to be taken, or;
 3. have been proposed in writing to the Annual Meeting Business Committee, by a local church council or congregations, an Association or a committee of the Conference, before or during the current Annual meeting, provided there shall be one (1) day between the introduction and final consideration on said proposal. Said consideration may be to hold the amendment until the next Annual or Special Meeting or to consider the amendment at that time for adoption but that such adoption shall be by a three-fourths (3/4) vote of the delegates present and voting. The Business Committee is the Executive Committee of the Board of Directors.

Adopted and amended by the Southwest Conference in Annual Meeting

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April 25-28, 1991)

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