

# Southwest Conference United Church of Christ Bylaws

Approved April 30, 2011

## Definitions

*Local Church:* Those churches that exist within the geographical boundaries of the Conference and that have active standing held through the Committee on Church and Ministry.

*Authorized Clergy (AC):* All clergy with standing in the Southwest Conference, be they Ordained, Licensed, or Commissioned.

*Search Committee:* A subcommittee of the Executive Board (EB) created for the sole purpose of recommending a candidate to the EB to fill a vacancy in the office of the Conference Minister.

*Standing Committee:* Permanent committees established by these bylaws (Nominating, Personnel and Committee on Church and Ministry). The Mission Planning Board has sole authority for creating or discontinuing Standing Committees.

*Task Force:* A group built by the Executive Board for the purpose of completing a task. They will function until the EB deems that their work is completed. The size, purpose, and composition of any Task Force will be left to the discretion of the EB.

*Temporary Committee:* Any committee established by the EB for the purpose of meeting a present need. These committees will exist only to meet that need, and will dissolve when that need is fully met. The size, purpose, and composition of these committees will be left to the discretion of the EB.

*Conference Delegates:* Those elected at the Annual Meeting of the Conference to serve on behalf of the Conference to General Synod or any other Special Called Meetings of the United Church of Christ.

*Local Church Delegates:* Delegates elected by their local church to represent their church to the Annual Meeting, or any Special Meetings, of the Southwest Conference

*Called Staff:* Conference staff who are authorized ministers and are exempt from the wage and hour provisions of the Fair Labor Standards Act (FLSA).

29 *Employed Staff*: Conference Staff who are not authorized ministers and are not exempt from the  
30 wage and hour provisions of FLSA.

31 **Article I Mission/Purpose Statement**

32 A. The Mission Statement of the Southwest Conference reads:

33 We, the Southwest Conference of the United Church of Christ, are extravagantly  
34 welcoming and affirming followers of Christ called to embody God’s unconditional  
35 justice and love.

36 B. To live out this mission as covenant partners, we affirm the core tasks of the  
37 Southwest Conference are:

- 38 1. Caring for and overseeing clergy;
- 39 2. Building and maintaining relationships with the Conference’s missional and  
40 covenantal partners; and
- 41 3. Encouraging local church discernment and participation in shared mission by  
42 engaging all covenant partners in dialogue that engenders relevance, courage  
43 and adaptability.

44 C. In acting upon our mission, we must always be mindful of our shared common  
45 values, which include:

- 46 1. Covenant relationships that are the fundamental basis of our shared mission;
- 47 2. Polity that acknowledges God speaks through each individual, and the voice  
48 of God is always tested in Community under the guidance of the Holy Spirit;
- 49 3. Healthy and vital churches and communities of faith;
- 50 4. Networks and relationships to facilitate our shared mission;
- 51 5. Creative and innovative ministry opportunities for, to, and with youth and  
52 young adults.



85 **Article III Responsibilities of the Southwest Conference**

86 A. RESPONSIBILITIES

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

89 B. SOUTHWEST CONFERENCE RESPONSIBILITIES

90 1. The Conference shall seek to undergird the mission and ministry of the churches  
91 and ministers of which it is composed and of the General Synod and the  
92 instrumentalities of the United Church of Christ.

93 2. The Conference shall seek to nurture the spiritual life and witness of local  
94 churches and ministers.

95 3. The Conference shall participate with local churches and ministers in the moral  
96 struggles of our time.

97 4. The Conference shall be an instrument of Christ’s mission by helping to establish  
98 new communities of faith, and assisting existing congregations in their effort to  
99 remain vital and healthy.

100 5. The Conference shall provide a communications network among the churches,  
101 associations and national instrumentalities.

102 6. The Conference shall maintain a depository for historical records and for such  
103 records as any individual churches may entrust to it.

104 7. The Conference shall act as an association of the United Church of Christ in all  
105 ecclesiastical functions.

106 C. RIGHTS AND RESPONSIBILITIES OF THE LOCAL CHURCH

107 1. The Conference shall respect and recognize the rights of the local church as set  
108 forth in ARTICLE IV, Paragraph 18, of the constitution of the United Church of  
109 Christ which reads, “The autonomy of the local church is inherent and modifiable  
110 only by its own action. Nothing in the constitution and the Bylaws of the United  
111 Church of Christ shall destroy or limit the right of each local church to continue to  
112 operate in the way customary to it; nor shall be construed as giving to the General  
113 Synod, or to any Conference or association now, or at any future time, the power  
114 to abridge or impair the autonomy of any local church in the management of its  
115 own affairs which affairs include, but are not limited to, the right to retain or  
116 adopt its own methods of organization, worship and education; to retain or secure  
117 its own charter and name; to adopt its own constitution and Bylaws; to formulate  
118 its own covenants and confessions of faith; to admit members in its own way and  
119 to provide for their discipline or dismissal; to call or dismiss its pastor or pastors

120 by such procedure as it shall determine; to own, manage and dispose of property  
121 and funds; to control its own benevolences; and to withdraw by its own decision  
122 from the United Church of Christ at any time without forfeiture of ownership or  
123 control of any real or personal property owned by it.”

124 2. Membership of a church in the Southwest Conference involves the following  
125 minimum rights and responsibilities:

126 a. Paying of the Conference per capita dues;

127 b. Financially supporting “Our Church’s Wider Mission;”

128 c. Participating in the Annual Meeting and any Special Meetings by delegates;

129 d. Supplying information requested by the Conference;

130 e. Recognizing that “actions by, or decisions or advice emanating from the  
131 General Synod, a Conference or Association, should be held in the highest  
132 regard by every local church,” (ARTICLE IV, Paragraph 16 of the  
133 constitution of the United Church of Christ;)

134 f. Recognizing the Conference as a ministry with the churches in our common  
135 life and service; and

136 g. Using the staff and facilities of the Conference in order to strengthen the life  
137 and work of the church, or to negotiate internal conflict in the life of the  
138 congregation.

#### 139 D. MEMBERSHIP

140 1. Members of the Southwest Conference are local churches and ministers (ordained,  
141 commissioned, licensed) who hold standing in the Conference.

142  
143 2. Local churches are those within the geographic boundaries of the Conference  
144 described in ARTICLE IV of the Constitution of the United Church of Christ.

#### 145 E. DELEGATES

##### 146 1. Local Churches

147 Local churches shall be represented in the meetings of the Conference by voting  
148 delegates. The number of voting delegates representing each local church will  
149 relate, in general, to the number of members of that church. Churches of five  
150 hundred members or less shall be entitled to five delegates. Churches of more  
151 than five hundred members shall be entitled to five delegates for the first five  
152 hundred members, plus one additional delegate for every additional five hundred  
153 members or fraction thereof. No church shall have more than a total of ten

154 delegates. The official number of members for a given local church will be that  
155 number reported by the church to the Conference as of December 31<sup>st</sup> in the  
156 preceding year. Each member church shall select its own delegates according to  
157 its own policy. All delegates must be active members of a United Church of  
158 Christ congregation within the geographical area of the Conference. Insofar as  
159 possible, it is recommended that at least one delegate from each church be under  
160 thirty (30) years of age, that both race and gender be considered in determining  
161 church representation, and that delegates be key leaders in the congregation.  
162 Insofar as possible, delegates to Conference shall represent their local church at  
163 all Association Meetings.

164 2. Ministers

165 a. Authorized ministers (ordained, commissioned and licensed) who hold  
166 standing in the Southwest Conference shall be voting delegates at meetings of  
167 the Conference, and they will not count in the total number of delegates  
168 permitted to each church.

169 b. Authorized ministers holding standing in another denomination while serving  
170 as a minister in a local church of the Southwest Conference will be voting  
171 members if they currently hold Dual Standing in the Conference.

172 3. Official Leaders

173 Officers, Executive Board members, and the Chairperson of the Nominating  
174 Committee of the Southwest Conference, shall be delegates by virtue of office,  
175 and shall not be counted as delegates from the congregation in which they hold  
176 membership.

177 4. Honorary Delegates

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

181 5. General Synod Delegates

182 a. All delegates to the General Synod of the United Church of Christ shall be  
183 elected by the Conference from among its members at its Annual Meeting with  
184 the widest possible representation of the churches. The Nominating  
185 Committee shall nominate delegates according to the Bylaws of the General  
186 Synod.

187 b. All General Synod delegates shall be delegates to the Annual and Special  
188 Meetings of the Southwest Conference with voice and vote.

189

189 F. SOUTHWEST CONFERENCE MEETINGS

190 1. Annual Meeting

191 a. The Conference shall meet annually at a time and place to be determined by  
192 the Executive Board. Such meetings will normally occur at about twelve (12)  
193 month intervals. Official notice of the meeting shall be made not less than  
194 two months in advance. When possible, notice can be made by use of  
195 electronic media.

196 b. The purposes of the Annual Meeting shall be to:

197 i. Provide an opportunity for fellowship among the churches of the  
198 Conference;

199 ii. Elect Officers, Executive Board members, and other positions as  
200 provided for in these bylaws;

201 iii. Receive the reports of the Officers, staff, committees, member churches  
202 and organizations related to the Conference;

203 iv. Approve the budget of the Conference;

204 v. Adopt the mission objectives of the Conference when presented by the  
205 Mission Planning Board;

206 vi. Act on business forwarded to the meeting by the United Church of  
207 Christ, churches, associations and the Executive Board of the Conference  
208 according to standing rules.

209 vii. Transact any other business which may be properly brought before the  
210 Conference.

211 viii. Elect, when necessary, a Conference Minister as recommended by the  
212 Executive Board from the Search Committee.

213 2. Special Meetings

214 a. Special Meetings of the Conference shall be convened only under the  
215 following rules:

216 b. By majority vote of a quorum of the Executive Board, or upon written petition  
217 from at least twenty percent (20%) of the member churches directed to the  
218 Moderator of the Conference.

- 219 c. The meeting will not be held sooner than forty-five (45) days and not later  
220 than sixty-five (65) days from the vote of the Executive Board, or receipt of  
221 the petition.
- 222 d. Notice of the Special Meeting shall be made not less than thirty-one (31) days  
223 in advance. Use of electronic media is permitted when available.
- 224 e. The time and place of the Special Meeting shall be determined by the  
225 Executive Board.
- 226 f. Actions taken at a Special Meeting shall be only on those matters for which  
227 the meeting was specifically called.

228 3. Quorum

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

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

- 234 a. Regular business shall be decided by majority vote of the quorum.
- 235 b. Special or corporate business shall require two-thirds (2/3) majority vote of the  
236 delegates present for passage. (Special or corporate business shall include sale  
237 or disposal of real property, amendments to the Bylaws, the call or dismissal  
238 of the Conference Minister, and approval of a special or new capital funds  
239 budget.)
- 240 c. There shall be no vote by proxy or absentee ballot.
- 241 d. The delegates assembled in Special or Annual Meetings shall be the final  
242 authority for affairs of the Conference.
- 243 e. Members of the professional and support staff of the office of the Southwest  
244 Conference shall have voice but not vote. They may speak to any action that  
245 is before delegates at a meeting of the Conference, but may not initiate an  
246 action to come before that body.

247 All ministers with standing, officers of the Southwest Conference, and delegates  
248 of member churches shall have a vote in all meetings of the Conference.

249 G. COMMITTEES

- 250 1. Permanent standing committees of the Southwest Conference shall be: the  
251 Nominating Committee, the Personnel Committee and the Church and Ministry  
252 Committee.
- 253 2. The Mission Planning Board shall designate those other committees that shall be  
254 called standing committees.
- 255 3. All standing committees shall be responsible for filling vacancies on their  
256 committee between Annual Meetings. Such interim appointments must be  
257 confirmed by the Executive Board. Appointments by the committee are valid  
258 only until the next Annual Meeting when such vacancy shall be filled by election.
- 259 4. The Nominating Committee shall serve between Annual Meetings to nominate  
260 individuals to fill vacancies in offices. Such appointments are subject to  
261 confirmation by the Executive Board.
- 262 5. Committee members shall be elected at the Annual Meeting of the Southwest  
263 Conference.
- 264 6. Each committee shall review its purpose statement annually with the Mission  
265 Planning Board of the Southwest Conference.
- 266 7. Nominating Committee
- 267 a. The Nominating Committee shall consist of six (6) members elected by the  
268 delegates at the Annual Meeting. The Committee shall include one member  
269 from each of the five Historic Associations of the Conference and shall  
270 represent the diversity of the Conference. There shall be a second person from  
271 the greater Phoenix area on the Committee. The Nominating Committee shall  
272 make all nominations to the Conference for officers and other elected persons,  
273 applying, in so far as possible, affirmative action principles. Following  
274 presentation of the Nominating Committee report to the delegates at the  
275 Annual Meeting, there shall be an opportunity for nomination from the floor.  
276 After a suitable period of time, an election shall be conducted. Nominees must  
277 have agreed to serve if elected.
- 278 b. Terms of office shall be two (2) years. A person may serve no more than one  
279 (1) term and then shall not be eligible for re-election for a period of one (1)  
280 year.
- 281 8. Personnel Committee
- 282 a. The conference shall elect to the Personnel Committee four (4) members.  
283 These persons shall be elected at-large from the Conference for a term of three  
284 (3) years except that initially one will be elected for one (1) year, one will be  
285 elected for two (2) years, and two will be elected for three (3) years. The

286 Moderator-Elect shall serve on the Personnel Committee as an Ex-Officio  
287 Member with vote. The Conference Minister may attend all meetings with  
288 voice but not vote.

289 b. The Personnel Committee shall be responsible for the administration of the  
290 Personnel Policy of the Southwest Conference and for the conduct of a  
291 periodic evaluation of all professional staff.

292 c. The Personnel Committee is accountable to the Executive Board and all  
293 reports of its deliberations go to it, except for confidential matters as  
294 determined by the Personnel Committee.

295 d. The Personnel Committee responds to requests from external constituencies  
296 for personnel information/actions only with the consent of the Moderator and  
297 the advice of legal counsel. A person may serve no more than two (2)  
298 successive terms. The Committee shall select its own chairperson annually.

299 9. Committee on Church and Ministry

300 a. The Conference shall elect to the Committee on Church and Ministry twelve  
301 (12) members. There shall be at least four (4) lay members on the committee.  
302 There shall be at least two (2) members from the Central Arizona Association,  
303 and at least one from the other four Associations. Each Association shall be  
304 represented by at least one (1) clergy.

305 b. The Committee shall handle matters of ministerial and church standing  
306 according to the policies, practices and recommendations of the United Church  
307 of Christ as well as its own rules, so long as they are consistent with those of  
308 the United Church of Christ. Terms of office shall be three (3) years. Terms  
309 shall be staggered such that members are elected in three (3) classes, each with  
310 four (4) members. One successive term is permitted. The Committee shall  
311 select its own chairperson annually.

312 **Article IV Mission Planning Board (MPB)**

313 A. Purpose/Mission

314 The MPB bears the responsibility for naming, preserving, and keeping current the  
315 mission of the Conference. It shall keep the mission of the Conference before its  
316 members at all times. It shall undertake an annual evaluation to discern both whether  
317 or not that mission is in keeping with the call of the Holy Spirit in our time, and  
318 whether or not that mission maintains our relevance as an agent of transformation.

319 B. Resources

320 The MPB bears the responsibility for ensuring that every available resource, all

321 covenant partnerships, and all entities created by the Conference are being utilized to  
322 enhance, ensure, and enable the mission of the Conference.

323 C. Composition/Membership

324 1. The MPB shall be composed of one (1) delegate from every church with standing  
325 in the Conference. The MPB will also include the elected officers of the  
326 Conference, and will be chaired by the Conference Moderator. Anyone serving as  
327 a Conference representative to any of the National Bodies of the United Church of  
328 Christ shall also be a member of the MPB. Called staff of the Conference will be  
329 granted voice without vote at all meetings of the MPB. Each local church bears  
330 responsibility for any expense incurred by its elected delegate to attend the  
331 meetings of the MPB.

332 2. Any person elected to serve on the MPB as the representative of his/her local  
333 church is responsible to attend all meetings of the MPB. Absences shall be  
334 reported to the Secretary of the Conference. Any elected representative to the  
335 Board who is unable to attend can, with permission of her/his church governing  
336 Board, send a proxy. If said proxy reports his/her attendance at the meeting to the  
337 Secretary one full week in advance of the meeting, he/she will be granted voice  
338 and vote.

339 3. In addition to attending faithfully all scheduled meetings of the MPB, each  
340 representative will covenant with the Conference to serve as interpreter of the  
341 Conference Mission in and to his/her local church. At the very least, this should  
342 include an oral report to the church following each MPB meeting of the important  
343 and relevant actions being undertaken by the Conference. Representatives should  
344 also consider printed reports to their church governing boards and other  
345 publications utilized by their local church for communication to their active  
346 members (worship bulletins, newsletters, webpages, etc.).

347 D. Election

348 Representatives of the MPB will be chosen by the respective churches to which they  
349 belong.

350 E. Terms

351 MPB members are eligible to serve for two (2) years. After any member has served a  
352 full two (2) year term, the local church represented by that member bears  
353 responsibility for choosing another delegate to represent that local church. A local  
354 church has the option, if it so chooses, to name a new delegate to represent it every

355 year, but no one will be allowed to serve more than two consecutive years. If a  
356 member is unable to complete a term, the local church represented will be asked to  
357 name a replacement by the time of the next MPB meeting. If that new delegate serves  
358 less than one year as a replacement, he/she is eligible to serve a full two year term  
359 after the previous term expires. If the replacement delegate serves for more than one  
360 full year, that delegate will not be eligible for re-election to the MPB when the term  
361 expires. Terms will begin at the first MPB Meeting held by the Conference in each  
362 new year. The Conference will be careful to not schedule its first MPB meeting until  
363 all churches have had time to hold their Annual Meetings and elect their delegates.  
364 Churches are free to elect either a layperson or a clergyperson to represent them.  
365 Churches in formation and churches in the process of affiliating with the United  
366 Church of Christ, but without standing, may ask a member to attend any meeting of  
367 the SWC Mission Planning Board with voice but not vote.

#### 368 F. Duties and Responsibilities

- 369 1. The MPB shall receive and review all written reports submitted by all other  
370 entities of the Conference and discern the extent to which the mission of the  
371 Conference is being either enhanced or compromised by their efforts.
- 372 2. The Conference Office and Staff bear the responsibility for providing all  
373 representatives to the MPB information sufficient to allow them to function with  
374 full awareness of and preparation for the meetings at least one week in advance of  
375 the next scheduled meeting of the MPB.
- 376 3. The Mission Planning Board shall have the power to interpret these Bylaws.
- 377 4. The MPB shall annually provide a list to the Nominating Committee identifying  
378 which skills and/or passions it feels should be represented on the Executive  
379 Board. The MPB shall seek to compile that list as a means of ensuring the greatest  
380 possible outcomes relative to the undertaking of our stated mission.

#### 381 G. Meetings

- 382 1. The MPB shall schedule two meetings each year, one in mid-spring and one in  
383 mid-fall. The dates for those meetings shall be set and announced at the previous  
384 year's fall meeting of the MPB. Those dates shall be communicated to all  
385 churches prior to their Annual Meetings. The MPB shall make use of all current,  
386 affordable, and available technologies to reduce time and travel expenses incurred  
387 by its members.
- 388 2. Meetings of the MPB shall operate according to consensus. It shall not be the

389 practice of the MPB to resolve dispute or conflict among the representatives by  
390 vote.

391 H. Technology

392 The SWC permits the use of available technology to conduct meetings of the  
393 Mission Planning Board, and any decisions reached by the MPB while using  
394 technology designed to enhance communication and reduce cost shall be deemed  
395 binding and effective.

396 **Article V Executive Board (EB)**

397 A. Membership and Election

398 The Executive Board shall be comprised of nine members. All members of the  
399 Executive Board shall be active members in a local church with standing in the  
400 Southwest Conference. Those nine shall include the four officers of the Conference,  
401 and five at-large members. At-large members will serve two year terms and will not  
402 be eligible for renewal at the end of their terms. The Nominating Committee will  
403 present a slate of nominees to fill any vacancies on the EB to the Annual Meeting  
404 delegates, who will vote up or down the entire slate. The Nominating Committee is  
405 asked to give strong consideration to representing the full geography of the  
406 Conference in assembling the EB, but more weight is to be given to ensuring that the  
407 skills and talents called for by the Mission Planning Board are present if at all  
408 possible. Any unexpired term will be filled by consent of the Nominating Committee.  
409 Anyone asked to fill an unexpired term, and who serves less than one year in that  
410 position, is eligible to serve a full term following that if nominated and if elected at  
411 the Annual Meeting. In the first year of the EB's formation, two members will be  
412 asked to serve one year terms, and three will be asked to serve two year terms. The  
413 two who serve one year terms will be eligible for re-election to a full two year term.  
414 For purposes of Arizona law concerning the governance of 501 ( c ) 3 corporations,  
415 the Executive Board serves as the de facto Board of Directors of the Southwest  
416 Conference.

417

418 B. Responsibilities of the Executive Board

419 1. The EB shall have the policy-making responsibilities of SWC between the  
420 meetings of the Conference. This shall include coordinating current programs and  
421 projects, establishing new churches, developing priorities consistent with the  
422 mission of the SWC, and long range plans and strategies. The EB shall make

- 423 decisions with respect to staff and take action on financial matters as may be  
424 necessary or required.
- 425 2. The EB shall control and manage all property of the Conference, and whenever  
426 they shall deem it for the best interest of the Conference may assign, buy,  
427 mortgage, lease, sell, or convey any real or personal property. The deeds,  
428 conveyances, notes, mortgages, pledge agreements, trust deeds, and any  
429 instruments required in such authorized transactions shall be signed by any two  
430 (2) of the following: the Moderator of the Conference, the Moderator-Elect, the  
431 Secretary, or the Treasurer, who shall affix the Conference Seal to such  
432 instruments. The EB shall designate the officers or persons who shall have the  
433 power to sign receipts, endorse checks, deposit funds, and draw checks or other  
434 orders for withdrawal of funds belonging to the Corporation.
- 435 3. Whenever the EB shall authorize the execution of delivery of a conveyance or real  
436 property to a United Church of Christ, it shall be the policy to include in such  
437 conveyance a “Reversionary Clause” providing in substance for the reversion of  
438 the title to the Conference in the event the grantee shall cease to be or function as  
439 a United Church of Christ, or shall fail and neglect to conform to any other  
440 condition that may be prescribed by the grantor in said conveyance. There will be  
441 a recommendation that such “Reversionary Clause” be included in the Bylaws of  
442 the Church.
- 443 4. The EB shall make an Annual Report to the Conference.
- 444 5. The EB shall have the power to interpret these Bylaws.
- 445 6. The EB shall have the authority to create task forces or temporary committees in  
446 order to facilitate the work and mission of the Conference.
- 447 7. Meetings of the EB are open to members of the Conference, except that Executive  
448 Sessions may be called to discuss sensitive personnel matters and certain legal  
449 issues.
- 450 8. Upon notice of a vacancy in the office of the Conference Minister, the EB will  
451 recommend and appoint a Conference Minister Search Committee composed of  
452 nine (9) to eleven (11) members. In addition, the Moderator or Moderator-Elect  
453 may serve Ex-Officio with voice but not vote. Search Committee members will  
454 represent a cross-section of the membership of the churches and associations. The  
455 EB will appoint a chairperson from among the members of the Search Committee.
- 456 9. Meetings of the EB may be conducted with the use of available technology to

457 reduce time and travel costs. All votes taken during and recorded at meetings held  
458 by use of this technology are binding.

459 10. Meetings of the EB will function according to Robert's Rules of Order.

460 C. Officers

461 1. Officers of the Conference shall be the Moderator, who is also the Chairperson of  
462 the MPB and The EB; The Moderator-Elect; the Secretary; and the Treasurer. All  
463 officers serve with voice and vote on both the MPB and the EB.

464 2. Election and Terms

465 a. All Officers shall be elected by the Conference at the Annual Meeting.

466 b. Terms of office shall be two (2) years. The Moderator Elect shall serve one (1)  
467 year as Moderator-Elect and succeed to the office of Moderator without  
468 subsequent election. The Secretary and Treasurer may serve two (2)  
469 consecutive terms, but then are ineligible for re-election to the EB for a full  
470 two years following their time of service.

471 3. Duties

472 a. Moderator

473 The Moderator shall preside at all meetings of the Conference, its MPB and  
474 EB; make a report to the Annual Meeting of the Conference; and do such other  
475 duties as requested by the EB or the MPB. The Moderator shall consult with  
476 the Conference Minister.

477 b. Moderator-Elect

478 The Moderator-Elect shall assume the duties of the Moderator in his/her  
479 absence, or when requested by the Moderator to do so, and others duties as  
480 prescribed by the MPB or the EB.

481 c. Secretary

482 The Secretary shall record the minutes of all meetings, issue the call to the  
483 meetings of the Conference, and conduct such correspondence as requested by  
484 the MPB or the EB.

485 d. Treasurer

486 The Treasurer shall maintain the financial records of the SWC and shall be

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

490 The Treasurer shall report to the MPB, the EB, and the Annual Meeting of the  
491 Conference.

492 In the event of the absence of both the Moderator and the Moderator-  
493 Elect, the Treasurer shall preside at the meetings of the EB and the MPB.

## 494 **Article VI. Ministries of the Southwest Conference**

### 495 A. Purpose

496 Designated Ministries of the Southwest Conference will be formed to facilitate the  
497 mission of the Conference, to build a network of allies from within and outside the  
498 Conference to support that mission, to identify any resources that would help our  
499 covenant partners fulfill that mission, and to find effective ways to communicate  
500 relevant information to those engaged in that mission.

### 501 B. Composition

502 All Ministries of the SWC will remain open to those who feel called to, qualified for,  
503 and passionate about the undertaking of the specific purpose for which the Ministry is  
504 formed. Each year the Mission Planning Board will bear responsibility for discerning  
505 whether or not a Ministry that currently exists should continue, and that decision will  
506 be made by the Board at their Fall Meeting.

### 507 C. Meetings

508 1. Each Ministry will bear responsibility for organizing itself, and for scheduling  
509 meeting times and locations that enable its participants to be fully engaged in the  
510 work of the Ministry. The use of appropriate and available technology to support  
511 time and cost efficiency is strongly encouraged.

512 2. All meetings of the Ministries of the SWC will operate with consensus.

513 3. Each year that a Ministry continues to operate, it will appoint a Chair and a  
514 Recording Secretary. It will inform the Conference Office who it has appointed to  
515 fill these roles. The Chair will work with Conference Staff to arrange and  
516 organize its meetings. The Recording Secretary will document the content of the  
517 meeting discussions, and record any actions agreed to by the Ministry. Copies of  
518 the minutes of Ministry meetings are to be filed with the Conference Office.

### 519 D. Budget

520 The Budget of the SWC will include line items for each Ministry called for by the  
521 Executive Board. Those budgeted funds are to be used to cover the meeting  
522 expenses of the Ministry. If any Ministry anticipates budgetary expenses in  
523 addition to meeting costs, that request must be to the Executive Board no later  
524 than November 1 of the year prior to the one for which the funds are being  
525 requested.

526

526 **Article VII Conference Minister and Staff - Personnel**

527 A. Duties

- 528 1. The Conference Minister shall be an ordained minister in full standing with the  
529 United Church of Christ and shall be the Chief Executive Officer of the  
530 Conference in accordance with the policies established by the EB.
- 531 2. It shall be the Conference Minister's duty to be informed in regard to every phase  
532 of the work undertaken by the Conference.
- 533 3. It shall be the Conference Minister's special duty to organize, direct, and co-  
534 ordinate all the work of the conference so that each phase of the work may be  
535 done with the greatest efficiency, economy, and Christian concern.
- 536 4. The Conference Minister shall represent the Conference before the churches and  
537 in all ecumenical and inter-faith gatherings, unless the Conference specifically  
538 provides otherwise.
- 539 5. The Conference Minister shall be a Pastor to all the ministers and churches, and  
540 shall be available to assist in pastoral placement.
- 541 6. The Conference Minister shall be an advisory and ex-officio member of all  
542 Boards, Committees, and Ministries of the Conference with voice but not vote.  
543 The Conference Minister shall make a report to each meeting of the Boards and  
544 be accountable to the Boards.

545 B. Election

546 The Conference Minister shall be elected by the Conference upon nomination by the  
547 Executive Board and shall serve for an indefinite period which can be ended with two  
548 (2) months notice only by either a.) The Conference Minister submitting a letter of  
549 resignation to the EB, or b.) a 2/3 majority vote of the delegates at an Annual or  
550 Special meeting of the Conference, provided notice has been mailed to all members  
551 31 days in advance of the meeting. The dismissal may be in less than two (2) months  
552 if mutually agreed to by the EB and the Conference Minister. In case of a vacancy in  
553 the office of Conference Minister, the EB shall have power to appoint a Conference  
554 Minister ad interim.

555 C. Professional Associates and Other Staff

- 556 1. The staff shall be employed or dismissed as follows:
- 557 a. Professional Associates of the Conference Minister shall be called and elected  
558 by the Executive Board upon nomination by a subcommittee in consultation  
559 with the Conference Minister. Such Associates serving under specific job  
560 descriptions will be supervised by the Conference Minister and accountable to

- 561 the Conference Minister and the EB.
- 562 b. Professional Associates shall serve for an indefinite period of time which shall  
563 end with two months notice only by either a.) the Professional Associate  
564 submitting a letter of resignation to the Mission Planning Board, or by b.) the  
565 recommendation and approval of the Conference Minister and the Executive  
566 Board.
- 567 c. Clerical staff and other office support staff shall be selected, employed, and  
568 dismissed by the Conference Minister, in accordance with the Personnel  
569 Policies and Procedures of the SWC.
- 570 d. Rates of compensation and other benefits pertaining to all staff members shall  
571 be recommended by the Executive Board and approved by the Mission  
572 Planning Board.

### 573 **Article VIII Rules of Order**

574 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall  
575 govern the Southwest Conference of the United Church of Christ in all cases to which  
576 they are applicable and in which they are not inconsistent with these Bylaws and any  
577 special rules of order the Southwest Conference of the United Church of Christ may  
578 adopt.

### 579 **Article IX Dissolution Clause**

- 580 A. Upon Dissolution of the Conference, no part of its property, not any of its proceeds  
581 thereof, not any of its net assets shall be distributed to or insure to the benefit of any  
582 members of the Conference.
- 583 B. Upon said dissolution, after paying or adequately providing for the Conference's  
584 debts and obligations, the Directors of persons in charge of liquidation shall distribute  
585 all of the Conference's said remaining property, proceeds and net earnings, as  
586 directed by the members of the Conference, to a fund, foundation or church organized  
587 and operated exclusively for religious or charitable purposes that is a subsidiary of or  
588 affiliated with the United Church of Christ or any successor thereto.

### 589 **Article X Endowment Fund**

590 The Southwest Conference is authorized to establish a segregated Endowment Fund  
591 to receive and administer all legacies, conditional gifts, and trust funds which are to  
592 be employed and disbursed only for the uses and purposes for which they have been  
593 received and held, and for the uses and purposes that are in keeping with the mission/  
594 program of the Southwest Conference. The endowed funds are to be invested and  
595 reinvested in accordance with the policy guidelines and under the general direction

596 established by the Conference Mission Planning Board and in keeping with the  
597 provisions of the Arizona statutes.

598 **Article XI Amendments**

599 A. The Bylaws may be temporarily amended by a 2/3 vote of the Executive Board, but  
600 such vote is only binding until the next scheduled meeting of the Conference.  
601 Proposed amendments to the Bylaws must be in writing to the Executive Board one  
602 full week before any meeting at which the temporary amendment will be considered.

603 B. Any Bylaws amendments enacted by 2/3 vote of the Executive Board must be  
604 submitted for vote at the next schedule meeting of the Conference, and will be  
605 permanently ratified only after a 2/3 vote of the delegates at the meeting. Such  
606 amendment proposals must be sent to all churches and clergy of the Conference one  
607 month prior to the scheduled meeting.

608 C. The Bylaws may be amended by a 2/3 vote of any scheduled and duly called meeting  
609 of the Conference. Amendments must be sent to all churches and clergy of the  
610 Conference one month prior to the scheduled meeting.