

BY-LAWS
NORTHEAST AREA OF THE CHRISTIAN CHURCH
(DISCIPLES OF CHRIST) THE SOUTHWEST REGION

I. THE NORTHEAST AREA YEAR

The fiscal and program year of the Area will be January 1 - December 31.

II. AREA MEETINGS

Section 1: The Area shall have **at least one A BI-ANNUAL Assembly each year**, on a date approved by the Administrative Council **AND ONE ANNUAL AREA BUSINESS MEETING IN AUGUST**. **Notice of Assemblies shall be given in a written notice to all congregations of the Area no less than thirty days before the meeting date.**

Section 2: **All members of congregations in the Area are eligible to attend and vote on the business items presented to the Assembly provided they are registered for and in attendance at the Assembly.**

Section 3: All recommendations submitted to the **AREA BUSINESS MEETING** by the Administrative Council shall first be published and distributed to each congregation of the Area no less than thirty days prior to the **Assembly AREA BUSINESS MEETING**, where **the RECOMMENDATION** will be presented for vote.

Section 4: The **Assembly AREA BUSINESS MEETING** shall review and act upon recommendations submitted by the Administrative Council.

- a. Business items may be submitted by individual members, congregations, fellowship groups, and/or related units. All business items must be submitted to the moderator sixty days prior to the Administrative Council meeting in which they are to be considered. **ITEMS DETERMINED TO BE EMERGENCY IN NATURE WILL BE CONSIDERED.**
- b. The Executive Committee of the Area Administrative Council will determine what constitutes an emergency recommendation.
- d. **Recommendations shall be approved, disapproved, or returned to the Area Administrative Council for reconsideration.**
- e. **Amendments, which do not come from Administrative Council members, will be permitted if the substance of the recommendation is not changed.**
- f. A quorum shall consist of those present and voting at the **Assembly AREA BUSINESS MEETING**.

Section 5: All **AREA BUSINESS MEETINGS** shall be governed by Robert's Rules of Order, Revised. The Moderator shall appoint a qualified parliamentarian **prior to the business session of the Assembly** when one is available.

III. OFFICERS

Officers of the Area shall consist of a Moderator, Moderator-Elect, Secretary and Treasurer.

Section 1: Term of Office.

The two-year term to which the officers shall be elected shall run from January 1 following the date of the Assembly where they were selected to December 31 following the Assembly two years hence. No officer may immediately succeed himself/herself having served a full term in any office other than the Treasurer.

Section 2: Representation.

Officers shall be elected in a manner which will consider proportionate representation to the entire geographical area.

Section 3: Vacancies.

Should a vacancy occur among the officers of the Area, the Executive Committee shall select a replacement to complete the unfulfilled term of office.

Section 4: Duties.

- a. **Moderator.** The Moderator shall give leadership to the Area, preside at **THE AREA BUSINESS MEETING**, Area Executive Committee and Area Administrative Council. The Moderator will be an ex-officio member of all standing committees and task forces of the Area. The Moderator shall represent the Northeast Area on the Regional Council of the Christian Church (Disciples of Christ) in the Southwest concurrent with **their HIS/HER** term as Moderator.
- b. **Moderator-Elect.** The Moderator-elect shall assume the duties of the Moderator in the absence of the Moderator, and shall represent the Northeast Area on the Regional Council of the Christian Church (Disciples of Christ) in the Southwest if the Moderator serves on that body in another capacity [elected or appointed]. The Moderator-elect shall also chair the Long Range Planning Committee.
- c. **Secretary.** The Secretary shall properly record the minutes of all regular and called meetings of the Area Executive Committee, Area Administrative Council, and Area **BUSINESS MEETING**.
- d. **Treasurer.** The Treasurer shall disburse funds **AS NECESSARY** and shall be responsible for an accurate recording of all financial transactions of the area.

IV. LEGAL MATTERS

Section 1: Incorporation.

The Northeast Area is incorporated in the State of Texas with a Certificate of Incorporation of the Christian Church (Disciples of Christ) in the Southwest - Northeast Area with charter number 356804-1 on March 4, 1975.

Section 2: Legal Representatives.

The Moderator, Treasurer and Area Minister, jointly, shall be designated as the legal representatives of the Area, and shall have authority to buy, sell, borrow, exchange, and/or acquire and dispose of all securities, properties, holdings and to negotiate all legal affairs of the Area as instructed by the Area Administrative Council.

Section 3: Bonding.

The Treasurer of the Area, Area Minister, Secretary of the Area office and others who customarily handle Area funds shall be bonded.

Section 4: **Audits. FINANCIAL REVIEW.**

The Area financial records **FOR THE PREVIOUS 24 MONTHS** shall be independently **audited REVIEWED** every even year.

V. EXECUTIVE COMMITTEE

Section 1: Composition.

The Executive Committee shall be composed of the Moderator, Moderator-Elect, Secretary, and Treasurer. The Area Minister will attend all Executive Committee meetings.

Section 2: Responsibilities.

- a. The Executive Committee shall be charged with conducting the business of the Area between the Area Administrative Council meetings, except that termination of the Area Minister must be approved by the Administrative Council.
- b. **THE EXECUTIVE COMMITTEE SHALL SERVE AS THE AREA'S PERSONNEL AND LONG RANGE PLANNING COMMITTEES.**
- c. The Executive Committee shall choose standing committee chairpersons **following the Annual Area Assembly EACH YEAR FOR CONSIDERATION AT THE AUGUST AREA BUSINESS MEETING.**
- d. The Executive Committee shall provide reports of its actions to the Area Administrative Council.

VI. ADMINISTRATIVE COUNCIL

Section 1: Composition.

The Administrative Council shall consist of:

- a. The Executive Committee of the Area [Moderator, Moderator-Elect, Secretary **AND** Treasurer, **and Past Moderator**];

- b. Two representatives [one lay, one clergy] from each of the four geographical clusters of the Area [North, East, South, West] elected for two year terms on a rotational basis;
- c. Representatives [one each] from Area Fellowship Groups [Department of Church Women, Department of Church Men, Christian Youth Fellowship, Texas Christian Missionary Fellowship Districts in the Area, and Area Hispanic congregations] elected by these groups to serve a term to be determined by each fellowship group, though no longer than two two-year terms.
- d. Chairpersons of the standing committees of the Area, appointed by the Executive Committee for a designated term; and,
- e. Representatives of related units [Disciples Homes, Jarvis Christian College, Disciples Crossing Camp and Conference Center] will serve as ex-officio members of the Administrative Council.

Section 2: Election.

a. Nominating Committee

The Moderator will select a nominating committee composed of seven members representing broad geographical representation of the Area, and a chairperson. This nominating Committee will be presented for approval to the Administrative Council **EXECUTIVE COMMITTEE WILL HANDLE CARRY OUT THE NOMINATING PROCESS AND MAY ENLIST THE HELP OF OTHERS TO IMPROVE REPRESENTATION.** The committee shall be responsible for nominating Area Officers, representatives from the four clusters of the Area to the Administrative Council, and representatives from the Northeast Area to the Board of Directors of the Disciples Crossing Camp and Conference Center in Athens, Texas. **These nominees will be elected at the Area Assembly THE SLATE OF NOMINEES WILL BE CONSIDERED AT THE AUGUST AREA BUSINESS MEETING.**

1. In selecting nominees for the Officer positions of the Area, consideration will be given to alternating between layperson and clergy.
2. In selecting nominees for representatives of the four clusters, the nominating committee shall consider place of residence and active participating in the congregation from which the nominees come. Each cluster will have one lay person and one clergy on the Administrative Council. Lay and clergy representation from a given cluster may not be from the same congregation. The composition of the Administrative Council will be a representative body for the entire Area.
3. In selecting nominees to represent the Northeast Area on the Board of Directors of the Disciples Crossing Camp and Conference Center, this committee shall seek a wide representation of the Area, both geographically, program usage, and manifested interest or skills useful to the camp.
4. **IN SELECTING NOMINEES, THE EXECUTIVE COMMITTEE WILL POLL THE ADMINISTRATIVE COUNCIL AT THE MAY MEETING AND POLL THE NEA E-MAIL LIST.**

b. Rotation.

One half of the representatives to the Administrative Council from the four clusters of the Area will be elected annually at the Area **BUSINESS MEETING**.

Section 3: Term of Office.

All terms of office shall begin January 1. Each member of the Executive Committee shall be limited to one two year term with the exception of the Treasurer. Each representative of the four clusters shall be limited to two consecutive two year terms after which he/she shall rotate off the Administrative Council for a minimum of one year. Elected representatives of the Area Fellowship groups shall serve terms established by the individual groups. Chairpersons of the standing committees will serve a term designated by the Area Executive Committee. Representatives of related units will serve terms indicated by the Administrative Council.

Section 4: Function.

It shall be the function of the Administrative Council to conduct the Area's business, set policy, recommend an annual Operating Annual Budget to the Area **BUSINESS MEETING**.

Section 5: Meetings.

The Administrative Council shall determine the number of meetings, no less than three, to be required to carry out the policies adopted by the Area **BUSINESS MEETING**, and to efficiently coordinate the work of the Area. Three consecutive unexcused absences will constitute removal. Absences may be excused by letter or email to the **AM AREA MINISTER** or the Moderator in advance. Removal will be effected by a letter from the Secretary of the Administrative Council.

Section 6: Quorum:

A quorum for the Administrative Council at any regular and/or called meeting shall be composed of no less than a **majority ONE-THIRD** of the currently filled positions.

VIII. THE AREA MINISTER

Section 1: Selection.

- a. Search Committee. A Search Committee shall be composed of the officers of the Area, plus four members-at-large appointed by the Moderator and the Regional Minister/President of the Christian Church (Disciples of Christ) in the Southwest ex-officio. Search committee will make recommendation to the Area Administrative Council, who will have the final authority to select and employ the recommended candidate.
- b. Qualifications. He/she shall be a person who:
 1. Shall have standing as an Ordained minister within the Order of Ministry of the Christian Church (Disciples of Christ).

2. Shall have a Master of Divinity degree, or its equivalent, from a theological seminary accredited by the Association of Theological Schools.
 3. Shall have experience as a local congregation pastor.
 4. **Shall possess skills in preaching, pastoral counseling, administration and communication.**
- c. Contract. A contract setting out details of term of office, salary, benefits, health insurance, professional expenses, vacation time, sick leave, continuing education leave, shall be provided to the Area Minister upon employment. This contract shall be formulated by the Search Committee and submitted to the Administrative Council for approval. Upon approval of the submitted contract, and approval of the recommendation of the Search Committee, employment becomes effective.
- d. Termination.
1. The Area Minister may resign on ninety days notice to the Moderator, or in a shorter time, by mutual consent of the Area Minister and the Executive Committee.
 2. An Area Minister may be removed from office for cause, upon recommendation of the **Personnel EXECUTIVE** Committee, by action of the Administrative Council on ninety days notice to the Area Minister.

Section 2: Duties.

- a. Administrative. The Area Minister shall give leadership to the program of the Area; assist in implementing programs and ministries planned; and promote cooperation among the Area congregations. He/She shall assist persons seeking placement within the Area, assist congregations in securing ministerial leadership, and be administratively responsible for the operation of the Area office on a day by day basis: **THE AREA MINISTER WILL BE AN EX-OFFICIO MEMBER OF** all committees, task forces and fellowship groups.
- b. Pastoral. The Area Minister shall be a pastor to ministers and their families and be available to **PROVIDE PULPIT** supply and/or assist congregationS in seeking pulpit supply.
- c. Denominational and Ecumenical Relationships. The Area Minister shall serve as a staff member on the staff of the Christian Church (Disciples of Christ) in the Southwest; be involved in the work of the church on the regional and general manifestation levels; serve as a representative in the ecumenical work of the church.
- d. **MAY GATHER ONE OR MORE PERSONS TO SERVE AS A PASTORAL RELATIONS TEAM FOR GENERAL SUPPORT OF HIS/HER MINISTRY.**
- e. **Communications: THE AREA MINISTER** shall 1) ensure that actions and programs of the Administrative Council are communicated to all congregations; **this committee shall** 2) develop an email list (and a policy for its use) of local church members; **for the Area office to use to increase communication. This committee shall also** 3) seek representatives of local congregations to act as advocates for Area programs and ministries and encourage attendance at Administrative Council meetings.

IX. STANDING COMMITTEES, TASK FORCES, FELLOWSHIP GROUPS

The program of the Area shall be maintained through several standing committees. The membership of each committee shall be selected by the Area Executive Committee, in consultation with the Chairperson of the Committee, and the Area Minister.

Section 1: Standing Committees.

- a. **Committee on the Ministry:** This committee shall assist the Committee on the Ministry of the Christian Church (Disciples of Christ) in the Southwest in the licensing and ordination to the Order of Ministry for this Area. This committee will seek to be nurturing in their promotion of better understanding between congregations and their ministerial staff; welcome new ministers to the Area, and where requested, assist in their service of installation; provide opportunities for the continuing education of ministers; and provide opportunities for fellowship among the Area's ministers. This committee shall operate the educational component of the requirements for Licensed Ministry. The chairperson of this committee serves as the Northeast Area representative on the Committee on the Ministry of the Christian Church (Disciples of Christ) in the Southwest.
- b. **Leader Development Committee:** This committee shall assist congregations in providing training for leaders within congregation in such areas as: **EVANGELISM, CHURCH GROWTH, STEWARDSHIP**, selection of church school curriculum, training of church school teachers, and others resources specifically related to effective ministry within a local congregation, as well as be responsible for the planning, promotion, and implementation of the **Annual BI-ANNUAL** Area Assembly.
- c. **Evangelism/Church Growth Committee:** This committee shall focus on the work of church growth as it relates to the evangelistic imperative of our faith. Opportunities will be planned for local congregations to assist in their evangelism/growth plan. Additionally, this committee will design and implement a strategy to assist congregations in revitalization and improving their ministry in their local context.
- d. **New Church Development:** The primary task of this committee shall be the establishment and nurture of new congregations within the Area.
- e. **Youth Ministry Committee:** The NEA Youth Ministry Committee is a committee of the NEA Administrative Council. It exists to give structure, coordination, and oversight to the Area youth programs. The NEA Youth Ministry Committee is under the direction of and reports to the NEA Administrative Council. Further information and details regarding accountability, responsibilities, and membership are contained in the Youth Ministry Policy Manual of the TBA, NTA, and NEA (Tri-Area) of the Christian Church (Disciples of Christ) in the Southwest in Section 5, pages 1-3. Said Section 5 is an Addendum to these By-Laws.
- f. **Stewardship/Finance Committee:** This committee shall be responsible for receiving budget requests from the various standing committees and to draft and present to the Administrative Council and Area **BUSINESS MEETING** a **RECOMMENDED** operational budget for the Area.

Additionally, this committee will monitor, along with the Area Treasurer the income and expenses of the Area operational budget. This committee will also seek to provide guidance to local congregations in budget building and financial aspects of their local ministry. **Northeast Area Foundation:** This **FOUNDATION WILL BE A SUB-COMMITTEE OF THE STEWARDSHIP/FINANCE COMMITTEE AND WILL** design and implement an effective program to secure permanent funds for the Area's ministries following the guidance of the Permanent Gift Policy of the Northeast Area. The chairperson of this committee shall act as the Chairperson of the Trustees of this Foundation.

- g. **Evangelism/Church Growth Committee:** This committee shall focus on the work of church growth as it relates to the evangelistic imperative of our faith. Opportunities will be planned for local congregations to assist in their evangelism/growth plan. Additionally, this committee will design and implement a strategy to assist congregations in revitalization and improving their ministry in their local context.
- h. **Communications Committee:** This committee shall ensure that actions and programs of the Administrative Council are communicated to all congregations. This committee shall develop an email list (and a policy for its use) of local church members for the Area office to use to increase communication. This committee shall also seek representatives of local congregations to act as advocates for Area programs and ministries and encourage attendance at Administrative Council meetings. **[MOVED TO SECTION 2: DUTIES]**
- i. **Outreach Committee:** This committee's primary responsibility is to keep outreach issues which affect our life together before the Area for an effective response. This committee shall also be responsible for the receiving of and recommendation of Area Reconciliation grants to the Administrative Council for our constituent congregations.
- j. **Long Range Planning Committee:** This committee shall be responsible for designing the Area's long range plan. The Moderator-elect will chair this committee.
- k. **Pastoral Relations Committee:** This committee shall be responsible for meeting with the Area Minister no less than bi-annually regarding personal needs, issues facing the Area, and other items agreed upon by the Area Minister and the Chairperson. The Chair of the Committee on Ministry shall also serve on this committee. The committee shall have no more than 5 members.
- l. **Northeast Area Foundation:** This committee will design and implement an effective program to secure permanent funds for the Area's ministries following the guidance of the Permanent Gift Policy of the Northeast Area. The chairperson of this committee shall act as the Chairperson of the Trustees of this Foundation. **[MOVED TO 'F']**
- m. **Personnel Committee.** This committee shall be responsible for the Area Minister's Annual Performance Review prior to the budget process. Any complaint regarding the Area Minister's job performance shall initially be handled by this committee. They shall attempt to follow the Area Conflict Resolution Manual in an attempt to handle all complaints. If conflicts are unable to be resolved to the satisfaction of the Personnel Committee, the Area Minister shall be given 90 days

probation to remedy the problem, before it is referred to the Administrative Council for vote. The Moderator-elect and the Chair of the Stewardship Committee shall also serve on this committee. The Committee shall have 5-7 members.

Section 2: SPECIAL TASK FORCES

The Moderator may appoint Special Task Forces for specific purposes with termination upon the completion of their function.

Section 3: FELLOWSHIP GROUPS

- a. **Department of Disciples Women:** This group shall be led by a Coordinator of Consultants and three Area Consultants who shall administer an Area program for the women of our congregations. The Coordinator of Consultants will represent the Department of Church Women on the Administrative Council.
- b. **Department of Church Men:** This group shall be led through a Coordinator along with an executive committee to administer a program for the men of our congregations. The Coordinator of the Department of Church Men will represent this group on the Administrative Council.
- c. **Christian Youth Fellowship:** Details regarding the CYF are to be found in the Youth Ministry Policy Manual of the TBA, NTA, and NEA (Tri-Area) of the Christian Church (Disciples of Christ) in the Southwest in Section 5, pages 1-3.
- d. **Texas Christian Missionary Fellowship:** This group consists of traditionally African American congregations within the Area. They have their own officers and develop their own program as do the other fellowship groups. Traditionally they have an annual meeting during the summer at Jarvis Christian College. A representative of District 1 and District 3 will represent this group on the Administrative Council.
- e. **Hispanic Congregations Fellowship:** This group consists of congregations in the NEA that are predominantly Hispanic in origin and conducting services mostly in Spanish. A representative of this group will represent them on the Administrative Council.
- f. **Retired Ministers Fellowship:** A representative of Retired Disciples ministers in the NEA will represent them on the AC. This representative will work toward holding several fellowship events each year, and attempt to develop and increase involvement of Retired Ministers in all aspects of the NEA.

X. EMPLOYED NON-PROFESSIONAL STAFF

The Area Minister shall be authorized to employ and/or release all non-professional staff personnel.

XI. DOMICILE

The registered office of the Northeast Area shall be at a location recommended by the Administrative Council and approved **AT** the Area **BUSINESS MEETING**.

XII. DISSOLUTION

Upon the dissolution of the Northeast Area of the Christian Church (Disciples of Christ) in the Southwest, the Area Executive Committee shall, after paying or making provision for the payment of all the liabilities of this corporation, dispose of all the assets of the corporation by giving them to one or more incorporated organizations (charitable, educational or missionary) then directly affiliated with the Christian Church (Disciples of Christ) in the Southwest. The final Area Executive Committee of the Northeast Area will make the selection.

XIII. AMENDMENTS

The By-laws of the Northeast Area may be amended by a $2/3$ vote of those present and voting at any Administrative Council meeting which has been duly called and for which at least one month's notification of proposed amendments has been communicated to members of the Council.

Approved by Northeast Area **Board ADMINISTRATIVE COUNCIL - December 3, 2006 – AUGUST 21, 2010, TO TAKE EFFECT JANUARY 1, 2011 .**