

BYLAWS
of the
ASSOCIATION OF STATED CLERKS
(Amended October 4, 1996: October 3, 1997: October 3, 1998: November 5, 2004: November 1, 2005)

ARTICLE I

Name

The name of this organization is the Association of Stated Clerks.

ARTICLE II

Purposes

This organization exists to promote the office of stated clerk within the Presbyterian Church (U.S.A.), to advocate for the office of stated clerk, to provide training to embark on that office, to provide continuing education for stated clerks and mentoring and mutual support among clerks.

This organization and its members are bound by the provisions of the most recent edition of the Constitution of the Presbyterian Church (U.S.A.).

ARTICLE III

Members

Members shall be:

1. Voting Members: Voting members are those who have paid current dues. *(amended 10/98)*
2. Affiliate Members: Persons not currently in active service as stated clerks, but who formerly served at least five years as a stated clerk and who have paid current dues; or persons not currently in active service as stated clerks but who support the purposes of the organization, who serve as instructors in polity, or who wish to embark upon training preparatory to election as a stated clerk, and who have paid current dues.
3. Honorary Members: Other persons elected to that status by the organization, ordinarily upon nomination by the Board of Governance. Dues are optional.

ARTICLE IV

Officers

1. The officers of this organization shall be a President, a Vice-President, a Secretary, a Treasurer, and seven Regional Representatives. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.
2. At the Annual Meeting, a Nominating Committee of three members shall be elected by this organization. It shall be the duty of the Nominating Committee to nominate candidates for

the offices to be filled at the next Annual Meeting. Before the election of officers at the next Annual Meeting, additional nominations from the floor shall be permitted.

3. The officers, except for the Regional Representatives, shall be elected at the Annual Meeting by ballot of the members present and voting, to serve for one two-year or until their successors are elected. Their terms of office shall begin at the close of the Annual Meeting at which they are elected. *(amended 10/98)*

The nominating committee shall present the slate of officers to the 1 998 Annual Meeting in two classes of two, except where initial classes of one or three years is needed to establish a regular rotation. *(inserted 10/98)*

4. The Regional Representatives shall be elected at the Annual Meeting by ballot of the voting members of each region of this organization to serve for two years or until their successors are elected, and their terms of office shall begin at the close of the Annual Meeting at which they are elected. The Representatives representing the odd-numbered regions shall be elected in the odd-numbered years and those representing the even-numbered regions shall be elected in even-numbered years. *In the event of a resignation in a region, the Executive Committee shall appoint a replacement until the region can elect a representative. (Inserted 10/3/97)*

5. In electing officers, the principles of participation and representation set forth in the *Book of Order* (G-4.0403) shall be followed. Ordinarily at least one officer shall be a stated clerk whose tenure in office is less than five years. Ordinarily at least two officers shall be stated clerks who are elders. Ordinarily at least one officer shall be a synod stated clerk. To fulfill these goals, the Executive Committee may annually appoint up to four additional Representatives, apportioned among the regions.

6. The regions of this organization, and their constituent synods, are:

- i. Northwest: Alaska-Northwest, Pacific, and Rocky Mountains.
- ii. Southwest: Southern California and Hawaii, and Southwest.
- iii. Northcentral: Covenant, Lakes and Prairies, and Lincoln Trails.
- iv. Southcentral: Mid-America, and Sun.
- v. Northeast: Boriquen en Puerto Rico, and Northeast.
- vi. Eastcentral: Mid-Atlantic, and Trinity
- vii. Southeast: Living Waters, and South Atlantic.

7. No member shall hold more than one office at a time, and no member shall be eligible to serve by election or appointment more than one two-year term in the same office, except when setting up the initial classes. *(amended 10/98)*

8. The President of this organization shall be the presiding officer of the Executive Committee and the chief administrative officer of this organization. The Vice President shall perform the duties of the President in the absence or disability of the President. The Treasurer shall

collect the dues and maintain the records and financial accounts of this organization. The Secretary shall maintain a written record for this organization.

9. The Vice-President shall become President, whenever the office of President becomes vacant. Whenever there is a vacancy in the offices of Vice-President, Secretary, Treasurer, or Nominating Committee, the Executive Committee may appoint an interim person until such time as the Association meets and elects a successor.

ARTICLE V

Meetings

1. The Annual Meeting of this organization shall be held in conjunction with the annual training conference for stated clerks sponsored by the Office of the General Assembly, Presbyterian Church (U.S.A.). In any year that such training conference is not held, the Annual Meeting shall be held in conjunction with the meeting of the General Assembly of the Presbyterian Church (U.S.A.).
2. Special meetings of this organization shall be held at the call of the Executive Committee or upon the written request of one quarter of the voting members. The business to be conducted at special meetings shall be limited to those items listed in the call of the meeting.
3. Regional meetings are important to accomplish the purposes of this organization. The Representatives are encouraged to cooperate with existing patterns and programs to facilitate regional meetings. Regions are free to adopt operating procedures for themselves.

ARTICLE VI

The Executive Committee

1. The officers of this organization, including the Representatives, **plus the chairperson of the Nominating Committee**, shall constitute the Executive Committee.
2. The Executive Committee shall have general supervision of the affairs of this organization between its meetings, fix the hour and place of meetings, make recommendations to this organization, and shall perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to the orders of this organization, and none of its acts shall conflict with action taken by this organization.
3. Unless otherwise ordered by the Board, meetings of the Executive Committee shall be held at the call of the President or at the written request of three members of the Board. Meetings of the Executive Committee may be held by telephone conference.
4. The Executive Committee shall nominate the three members of the Nominating Committee to be voted on at the Annual Meeting of the Association of Stated Clerks.
(amended 10/98)
5. The Association of Stated Clerks may hire an Executive Secretary. The method of engaging, term, duties, accountability, and reimbursement of the Executive Secretary shall be set forth in a position description approved by the Executive Committee.
(amended 11/2004)

ARTICLE VII Committees

1. Program Committee: A program committee of five members shall be appointed by the President promptly after the Annual Meeting, whose duty it shall be to plan the program of this organizations annual conference. This committee's report shall be submitted to the Executive Committee for its approval.
2. Newsletter Committee: A newsletter committee of seven members, one from each region, shall be appointed by the President promptly after the Annual Meeting, whose duty shall be to publish at least quarterly a newsletter of activities and items of interest to the members of this organization.
3. Nominating Committee: A Nominating Committee of three members shall be elected at the Annual Meeting, whose duty shall be to nominate candidates for the offices of this organization to be elected at the next Annual Meeting. No member of this Nominating Committee may serve more than two years. (*amended 10/98*)
4. Such other committees, standing or special, shall be appointed by the President of this organization or by the Executive Committee as it shall from time to time deem necessary to carry on the work of this organization. The President shall be ex officio a member, without vote, of all committees except the Nominating Committee.

ARTICLE VIII Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the Constitution of the Presbyterian Church (U.S.A.), these bylaws, and any special rules of order this organization may adopt.

ARTICLE IX Amendment of Bylaws

1. These bylaws may be amended by a majority of the voting members of this organization, either at the Annual Meeting with advance written notice or by written mail ballot.
2. Amendments may be proposed by the Executive Committee on its own initiative.
3. The Executive Committee shall transmit to the voting members within one hundred twenty days of receipt, unchanged but accompanied by comment or by a counterproposal, any proposal for amendment which is initiated by a petition from any twenty voting members.

Article X Dues

The Executive Committee shall annually set the amount for dues to support the purposes and work of the organization, not to exceed fifty dollars.