

**Amended By-laws for the Austin/Capital Texas District  
Organization of United Methodist Men**

**Section 1 Conduct of Business**

The business for the organization shall be conducted in an orderly and business-like manner according to the current Discipline of the United Methodist Church and the Constitution and By-laws. Any question not covered by the above shall be decided in compliance with the latest edition of Robert's Rules of Order.

**Section 2 Duties of Officers**

All officers shall be elected or appointed and serve as specified in Article 7 of the Constitution. Elections will be held at the meeting in the first quarter.

All officers' terms shall commence on the Monday following the close of Annual Conference in the year they are elected.

- A. President.** The President is the presiding officer and responsible for the general oversight of the organization. The President will preside at regular and special meetings of the organization and the steering committee. The President will be an ex-officio member of all committees and task forces. President is an elected officer.
- B. Vice President.** In the absence of the President, the Vice President will preside over any organizational meeting where the President would normally preside. During this period of absence, it is the responsibility of the Vice President to work toward the fulfillment of the purpose, goals, and objectives of the organization. The Vice President shall assist the President and accept other duties and responsibilities assigned to him by the President. The primary role of the Vice President will be promoting efficient and effective communications within the organization. The Vice President is automatically nominated to run unopposed for President at the completion of his first term of office. Vice President is an elected officer.
- C. Secretary.** The Secretary will be responsible for keeping the minutes of all meetings of the organization and steering committee. The Secretary will maintain all records of the organization in a professional manner to facilitate historical filing. The records kept by the Secretary are the property of the organization and are held in trust. Secretary is an elected officer.
- D. Treasurer.** The Treasurer will collect and disperse all funds from an account in the name of the organization in a nationally insured financial institution. Adequate records shall be kept and a financial report will be made at all meetings of the organization and steering committee. The treasurer will disperse funds when directed to do so by action of the steering committee. Treasurer is an elected officer.
- E. Prayer Advocate.** The Prayer Advocate will have the responsibility to promote prayer in the life of the church. The Prayer Advocate will serve as the primary link between the Upper Room and the organization to promote a direct and intentional emphasis on prayer. Prayer Advocate is an appointed officer.

**F. Spiritual Advisor.** The Spiritual Advisor will be responsible for setting the atmosphere of prayer at all meetings of the organization and steering committee. The Spiritual Advisor will also serve Holy Communion at any meetings of the organization when requested to do so by the President or steering committee. The Spiritual Advisor will be an ordained minister either active or inactive in the district. Spiritual Advisor is an appointed officer.

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**G. Scouting Coordinator.** The Scouting Coordinator will act as a liaison between the organization and all Scouting activities within the **Austin** Capital Texas District of the United Methodist Church. Scouting Coordinator is an appointed officer.

**H. Other.** The President, with approval of the steering committee, may appoint other officers deemed necessary to carry out the purpose and objectives of the organization.

### **Section 3 Committees and Task Forces**

**A. Steering Committee.** The steering committee makes plans for and evaluates the organization. It transacts interim business. However, all actions must be reported to the organization at its next regular or special meeting. The steering committee shall meet at the call of the President or the Vice President in the absence of the President.

**B. Nominating Committee.** The nominating committee will consist of two (2) members of the organization not on the steering committee plus the immediate Past President. The immediate Past President will serve as the chair of this committee. The nominating committee will present its nominees for all organization positions to be filled to the steering committee for their approval.

**C. Task Forces and Committees.** The President, with the approval of the steering committee, may appoint additional committees and task forces deemed necessary to carry out the purpose and objectives of the organization.

### **Section 4 Regular Meetings**

Regular meetings of the organization will be held quarterly at the time and place to be determined by the President and steering committee. One of these meetings may be held at the conference retreat. Other regular or special meetings will be on call of the President or the steering committee.

### **Section 5 Voting Procedures**

Voting in an election of officers or on other matters at all regular or special meetings shall be by voice vote, show of hands, or standing, unless specified otherwise by a majority vote of the members of the organization present.

### **Section 6 Vacancy**

When a vacancy occurs in an office, a committee, or task force, the vacancy shall be filled by the President with the approval of the steering committee. A vacancy in the Presidency shall be filled by the Vice President for the duration of the term. An appointed, acting Vice President will not automatically be nominated for President at the conclusion of the appointed term.

### **Section 7 Amendment of By-laws**

The By-laws may be amended by two-thirds majority vote of all members of the organization present at a regular or called meeting provided thirty (30) day notice is given to the Secretary to permit distribution of information to the officers and local units.