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Bylaws

The Virginia Conference United Methodist Men

Article I Organization

Section 1 — Name

The name of the conference organization shall be the Virginia Conference United Methodist Men (“Virginia Conference UMMen”, “Conference UMMen”, or “Cabinet”), auxiliary to the United Methodist Men of the Southeastern Jurisdiction (“SEJUMM”), and the General Commission on United Methodist Men (“GCUMM”).

Section 2 — Authority

The Virginia Conference UMMen shall have the authority to:

- (a) Promote its work in accordance with the plans, responsibilities, and policies of the GCUMM, and
- (b) Operate as an autonomous organization.

Article II Purpose

The purpose of all United Methodist Men (“UMMen”) of the Virginia Conference shall be to declare the centrality of Christ in the lives of men and in all their relationships; to seek to know Jesus Christ; to grow spiritually; and to seek His will daily.

Article III Officers and Appointees

Section 1 — Elected Officers

The elected officers of the Virginia Conference UMMen shall consist of President; Vice President, Spiritual Life; Vice President, Membership & Development; Secretary; Treasurer; and Chaplain.

- (a) To be nominated for the office of President, an individual must have
 1. Served at least two (2) years as a District President or team member, and have a history of either forming and/or supervising an existing District Cabinet or being an active member of a District team;
 2. Demonstrated ability to establish and direct goals and plans for a District Cabinet;
 3. Worked closely with the leadership of Local Church fellowships;
 4. Represented UMMen on District committees as required, or upon request by their District Superintendent;
 5. Served as a Lay Delegate/Alternate to the Virginia Annual Conference;
 6. Shown regular attendance at Conference UMMen Cabinet meetings; while supporting and promoting all Conference UMMen-sponsored events and ministries, *or*
 7. Served at least two (2) years as an *elected* Cabinet officer.
- (b) All elected officers *must* be members of a United Methodist Church on the Virginia Conference.
- (c) Officers of the Virginia Conference UMMen shall be elected each year for a one-year (1) term beginning July 1, following the date of election. Officers shall serve for no more than four and one-half (4 1/2) consecutive years in any one office.
- (d) If an elected officer is unable to complete his term, the Cabinet shall elect a replacement to serve until the next Annual Meeting.
- (e) The President elected immediately before the current President shall serve as Immediate Past President and shall chair the Nominations Committee. Should that individual be unable or unwilling to serve, the office of Immediate Past President shall remain vacant, and the President will appoint a Nominations Chairman.

Section 2. — Required Appointments

The Virginia Conference UMMen President shall appoint qualified individuals annually to advocate for the following ministries or serve as:

- (a) Prayer Advocate
- (b) Hunger Relief
- (c) Heart Havens and Shenandoah Valley Houses
- (d) Camp Rainbow Connection & Commission on Disabilities
- (e) Conference Scouting Coordinator
- (f) Prison Ministries Coordinator to include:
 - 1-All God's Children
 - 2-Disciple Bible Outreach Ministry
 - 3-Good News Jail Ministry
 - 4-Grace Inside
 - 5-Kairos
- (g) YoungER Men's Ministry
- (h) *The BEACON* Editor (See Article XII Section 2)
- (i) And any others as needed

Appointees are *not* required to be a member of a United Methodist Church on the Virginia Conference.

ARTICLE IV OFFICER'S DUTIES

Section 1. — President

The President is the executive officer of the Virginia Conference UMMen and shall:

- (a)** Preside at all Annual, Cabinet, Special, and Executive Committee meetings;
- (b)** Provide general oversight and information regarding the work of the Conference UMMen in the Virginia Conference, Southeastern Jurisdiction ("SEJ"), and the general church;
- (c)** Be an ex-officio member of any and all Virginia Conference UMMen committees, except the Nominating Committee;
- (d)** Develop, recommend, and present goals and activities for the Virginia Conference UMMen for approval at his first Cabinet meeting;
- (e)** Prepare a Calendar of Events;
- (f)** Appoint members to an Audit Committee to audit the Cabinet's financial records prior to the Treasurer's report being delivered at the Annual Meeting;
- (g)** Designate one of the Vice Presidents to represent the Virginia Conference UMMen in his absence, provided such attendance is consistent with both the bylaws of the organization where such representation is required and with the subject matter to be presented or discussed;
- (h)** Be a member of the Conference Board of Laity;
- (i)** Be a member of the Conference Common Table for Church Vitality ("Common Table"); and
- (j)** Represent the Virginia Conference UMMen at SEJUMM and National Association of Conference Presidents annual meetings.

Section 2. — Vice President, Spiritual Life

The Vice President, Spiritual Life shall:

- (a)** Assist the President by performing such duties as assigned by the President;
- (b)** Perform the duties of the President in the absence or incapacity of the President;
- (c)** Perform the duties of the Vice President, Membership & Development in the absence or incapacity of the Vice President, Membership & Development;
- (d)** Promote spiritual growth and development at all levels of the Virginia Conference UMMen;
- (e)** Be the Program Committee Chairman for the annual Spiritual Retreat/Advance, if held;
- (f)** Mentor and support the District Retreats/Advances, if held; and
- (g)** Support and mentor:
 - 1-Chaplain
 - 2-Prayer Advocates
 - 3-Men's Ministry Specialists
 - 4-Scouting Advocate
 - 5-AMENDING Through Faith Advocates
 - 6-Wesleyan Building Brothers Advocates
- (h)** Promote participation in the SEJUMM Gathering and the quadrennial National Gathering of UMMen at locations designated by the SEJUMM and the GCUMM, respectively.

Section 3. — Vice President, Membership & Development

The Vice President, Membership & Development shall:

- (a) Assist the President by performing such duties as assigned by the President;
- (b) Perform the duties of the President in the absence or incapacity of the President;
- (c) Perform the duties of the Vice President, Spiritual Life in the absence or incapacity of the Vice President, Spiritual Life;
- (d) Keep an accurate roster of all chartered units (fellowships) in the Conference;
- (e) Report the status of all chartered units, by district, at each Cabinet meeting;
- (f) At the direction of the President, assist in the identification of individuals qualified to serve as District President in Districts not having a President;
- (g) Serve as a member of the Finance Committee;
- (h) Foster and promote EMS (Evangelism, Mission and Spiritual Life) and Legacy Builders and report on the status of EMS/ Legacy Builders at each Cabinet meeting; and
- (i) Support and mentor the following Cabinet positions:
 - 1- *The BEACON* Editor
 - 2- Hunger Relief
 - 3- Camp Rainbow Connection
 - 4- Heart Havens and Shenandoah Valley Houses
 - 5- Prison Ministries
 - 6- YoungER Men's Ministry
 - 7- District Presidents/Team Leaders

Section 4. — Secretary

The Secretary's duties include the recording of all votes and preparation of the minutes of all proceedings of the Executive Committee, Cabinet and other meetings. The Secretary shall be responsible for:

- (a) Safekeeping of Conference UMMen records for retention as permanent records;
- (b) Distributing minutes of all meetings to Cabinet members within a reasonable time after each meeting;
- (c) Sending notices of all meetings of the Executive Committee, Cabinet and other committees, as requested by the President;
- (d) Maintaining an accurate roster of the names, addresses, phone numbers, and electronic mail addresses of all members of the Cabinet;
- (e) Posting items to the Conference UMMen page of the Conference website, as requested by the President; and
- (f) Performing other duties that may be requested by the President.

Section 5. — Treasurer

The Treasurer shall be responsible for and have supervisory custody of the funds and securities of the Conference UMMen. The Treasurer shall:

- (a) Provide full and accurate accounting of receipts and disbursements to be kept in safekeeping as permanent records;
- (b) Ensure that all Cabinet funds and securities to be promptly deposited in such depositories as approved by the Cabinet;
- (c) Ensure all such accounts are to be in the name of the Virginia Conference United Methodist Men of the United Methodist Church;
- (d) Make a full written report of the financial condition and all income and expense transactions for presentation at each Cabinet meeting, Annual Meeting, and at such other times at the request of the President;

- (e) Disburse funds only upon authorization of the Cabinet, Executive or Finance Committee, or in an emergency by written voucher (up to \$250) signed by the President;
- (f) Serve as a member of and regularly consult with the Finance Committee; and
- (g) Submit an annual report to the Virginia Annual Conference Treasurer.

Section 6. — Chaplain

The Chaplain is the Cabinet’s spiritual leader and shall:

- (a) Ensure that a devotional is prepared and presented at the opening of each Cabinet meeting, Annual Meeting, and at such times requested by the President;
- (b) Ensure that a mealtime blessing is offered at all meals during Cabinet and Executive Committee meetings; and
- (c) Assist the Vice President, Spiritual Life by performing such duties that may be assigned.

Article V Cabinet

Section 1. — Membership

The Cabinet shall be comprised of the offices of:

- (a) President
- (b) Vice President, Spiritual Life
- (c) Vice President, Membership & Development
- (d) Secretary
- (e) Treasurer
- (f) Chaplain
- (g) District Presidents
- (h) Conference Lay Leader (or designated representative)
- (i) Resident Bishop (or designated representative of the Bishop’s Cabinet)
- (j) Conference Staff Representative.
- (k) Immediate Past President and Conference Past Presidents
- (l) Appointed positions as determined by the President (See Article III Section 2)

Section 2. — Duties

The function of the Cabinet shall be to:

- (a) Build and support the District organizations of UMMen in developing resources to meet the needs and interests of men and the concerns and responsibilities of discipleship;
- (b) Empower personal witness and evangelism;
- (c) Enable outreach in individual and group mission and ministry;
- (d) Encourage and support spiritual growth and faith development;
- (e) Publish a Calendar of Events;
- (f) Promote the objectives and responsibilities of the GCUMM; and
- (g) In the absence of a District organization, the Cabinet, in consultation with the District Superintendent, shall fulfill the District responsibilities.

Article VI Executive Committee

Section 1. — Membership

The Executive Committee shall be comprised of the offices of:

- (a) President
- (b) Vice President, Spiritual Life
- (c) Vice President, Membership & Development
- (d) Secretary
- (e) Treasurer
- (f) Chaplain
- (g) Selected appointee(s) as determined by the President

Section 2. — Duties

The function of the Executive Committee is to exercise the authority of the Cabinet in the intervals between meetings of the Cabinet, which may from time to time be required.

Article VII Meetings

Section 1. — Annual Meeting

The Annual Meeting may be held in conjunction with the Annual Conference Breakfast Meeting or at any other time, place, or media the Executive Committee agrees upon. The purpose of the Annual Meeting of the Virginia Conference UMMen is to:

- (a) Install duly elected officers, by Immediate Past President;
- (b) Provide a special program of information and leadership training for the UMMen at all levels of the Conference; and
- (c) Present an annual report that may include, but is not necessarily limited to, the President's State of the Men message, a program plan for the coming year, a financial report, and for the transaction of such other business as may properly come before the meeting. These reports may also be presented in *The BEACON* within 1 month of the Annual Meeting.

Section 2. — Cabinet Meetings

The Cabinet shall meet not less than twice each calendar year in accordance with the Cabinet's published Calendar of Events. The dates chosen by the President and approved by the Cabinet, should avoid holiday weekends. The President may call additional meetings as necessary.

Section 3. — Executive Committee Meetings

The Executive Committee shall meet at the request of the President, typically preceding or following a Cabinet meeting on the same day.

Section 4. — Special Meetings

A Special Meeting may be called:

- (a) By the President if a Special Meeting of the Cabinet, Executive Committee, committees of the Cabinet, or the Annual Meeting is required; and
- (b) If for any reason the Annual Meeting is not held, it shall be scheduled as soon as possible as a Special Meeting of the Cabinet in accordance with Article VII Section I, thus fulfilling the requirement for an Annual Meeting.

Section 5. — Annual Breakfast Meeting

A Virginia Conference UMMen Annual Breakfast Meeting shall be scheduled during Annual Conference, and all men of the Conference shall be encouraged to attend.

Section 6. — Conduct of Meetings

All meetings shall be conducted in accordance with Robert's Rules of Order, or as otherwise stated in the Book of Discipline of the United Methodist Church.

Section 7. — Quorum

The number of members present shall constitute a quorum for all meetings.

Article VIII Notices

Section 1. — Manner of Notice

Whenever any notice is required to be given or delivered to any Cabinet or Executive Committee member, or a committee thereof, or to the general membership, an announcement with ample written notice prior to the meeting date shall be provided by the most practical method. These may include e-mail or publication in the official newsletter, *The BEACON*.

Section 2. — Waiver of Notice

Whenever any notice is required to be given or delivered to any Cabinet or Executive Committee member, or a committee thereof, or to the general membership under these Bylaws is not given, for any reason, a waiver of notice of such meeting may be achieved with a vote by the affected body in accordance with ARTICLE IX, Section 1 of these Bylaws, and shall be deemed equivalent to the required notice.

Article IX Voting

Section 1. — Eligibility and Method

Voting privileges shall be as follows:

- (a) Cabinet or Executive Committee members, or their representatives present, have one vote each.
- (b) UMMen at all levels of the Conference present at the Annual Meeting or any Special Meeting, except for those meetings expressly called for Cabinet or Executive Committee members, shall have one vote each.
- (c) The method of voting shall be determined by the meeting chairman and may be by voice, show of hands, paper ballot, or electronic voting.
- (d) Electronic voting shall be conducted anonymously. Only one vote is permitted per person or IP address.

Article X Financial Management

Section 1. — Finance Committee

The Finance Committee provides the Virginia Conference UMMen on-going financial advice and shall:

- (a) Be comprised of the President; Vice President, Membership & Development; and the Treasurer;
- (b) Review all financial reports from the Treasurer and provide recommendations to the Cabinet, if required, to ensure that receipts and expenses are in line with the current operating budget;
- (c) Prepare a budget for the upcoming fiscal year to be considered by the Cabinet; and
- (d) Arrange for an audit by the Conference Treasurer's Office to conduct a review of the financial records of the Virginia Conference UMMen.

Section 2. — Source of Funds

The source of funds for the Virginia Conference UMMen will generally be received from within its own constituency.

- (a) The Cabinet has authority to accept financial contributions from other persons and organizations outside of its own constituency.
- (b) All monies received shall be used to support the programs of the Virginia Conference UMMen.

Section 3. — Budget

The Finance Committee shall prepare and submit a pro forma annual budget for the upcoming calendar year for review and adjustments, if any, by the Cabinet.

- (a) All Cabinet members are invited to participate in the budgetary process by providing budget requests for line item amounts to be included in the budget accompanied by a justification for each line item request.
- (b) Budget requests must be submitted in writing and received by a date specified by the Finance Committee.
- (c) The Cabinet must approve an annual balanced budget for the upcoming calendar year no later than the December Cabinet Meeting.

Section 4. — Banking and Investments

Funds received by the Virginia Conference UMMen shall be deposited only in:

- (a) Banks or savings and loan institutions approved by the Cabinet, and
- (b) Institutions that are insured by the Federal Deposit Insurance Corporation.

Section 5. — Cabinet Member Expenses

Cabinet members may, upon request, be reimbursed for expenses incurred in the performance of their duties, except for attendance at Conference UMMen sponsored events (e.g., Spiritual Retreats or Advances). Expenses submitted for reimbursement should be forwarded to the Treasurer in a format that includes date, description of the expenses, claimant's signature, and accompanied with original receipts.

Article XI Nominating Committee

Section 1. — Nominations

The Nominating Committee shall consist of the Immediate Past President and all District Presidents.

- (a) The Immediate Past President shall serve as Chairman. If the Immediate Past President is unable or unwilling to serve, the President shall appoint one of the Past Presidents or a District President to serve as Chairman.
- (b) There shall be at least one called meeting of the Nominating Committee prior to, but no later than the first Cabinet meeting of the calendar year.
- (c) A slate of nominees for elected positions shall be developed and presented via *The BEACON* to the local fellowships no later than June 1. Nominations may be received from the fellowships (as announced in *The BEACON*) no later than May 15 with nominees to be vetted by the Chairman in consultation with the Nominating Committee.
- (d) Nominees shall be contacted to ensure their willingness to serve prior to inclusion of their names on the slate.
- (e) Each officer not being nominated for his current office shall be informed prior to the first Cabinet Meeting of the calendar year.

- (f) The Nominating Committee shall present all vetted nominees for electronic voting prior to the Annual Meeting.

Article XII Miscellaneous Provisions

Section 1. Fiscal Year

The Cabinet is currently using a calendar year, January 1 through December 31, as its fiscal year.

Section 2. — Official Publication

The Cabinet shall determine the title and publishing frequency of the official publication of the Virginia Conference UMMen. The current title of the official publication is *The BEACON*.

Section 3. — Biblical Theme

The adopted theme of the Virginia Conference UMMen is: “But be ye doers of the word, and not hearers only, deceiving your own selves.” (James 1: 22 - KJV).

Section 4. — Theme Song

The Cabinet’s adopted theme song is: “Here I am, Lord” (Hymn 593 The United Methodist Hymnal).

Article XIII Amendment

The Cabinet shall have authority to make, amend, or repeal these Bylaws and such action by the Cabinet shall be binding from the date of the Cabinet’s action, or such other date as the Cabinet may specify, until the next Annual Meeting or Special Meeting called for that purpose. Changes to the Bylaws by the Cabinet shall either be confirmed or rejected by a majority vote of members present and such action shall then be controlling. Any amendment or change proposals originating with a member(s) of a District Cabinet or chartered UMMen units must be presented to the Cabinet for review and recommendation no later than the Cabinet meeting date immediately prior to the Annual Meeting.