

Allegheny Mennonite Conference Organization

Introduction

Allegheny Mennonite Conference, hereafter called Conference, has had a good structure that has served its purposes well, but with changes across the conference, it has seemed good to explore a different model in order to better join in God's work. On March 5, 2011, delegates decided to try on a new model which incorporates these changes. Following the acceptance of revised bylaws, we will implement this model for two years beginning August 7, 2011. This trial period will be followed by a year of evaluation, before deciding whether or not this new model is what best helps us to join in God's work at this stage in our lives together. We will be assisted in our evaluation by the work of an ad hoc committee, whose goal will be to monitor and evaluate. Members of the ad hoc committee will be named by the Leadership Council.

Let us joyfully follow Christ into the world, allowing him to breathe fresh life into Conference members, churches, and the world around us.

SECTION I. Conference Meetings and Delegates

- A.** Conference is an association of congregations whose purpose is to serve its members, assist its congregations to notice and join in with God's work in the world, and to serve as a connector between the local congregation and the broader church entity named Mennonite Church USA. Congregations act officially in Conference through delegates.
- B.** The final authority of Conference shall be vested in the Conference delegate body. Conference shall establish at least two annual meetings, set by the Leadership Council. The Moderator shall lead the Delegate sessions of the Conference delegate body. The fiscal year begins on July 1, and all elected positions commence immediately after the annual summer delegate session.
- C.** The Conference delegate body reserves for itself the right of final responsibility in all matters of policy, appointments, finances, or other matters relating to the function and conduct of Conference, except as delegated between assemblies to its Leadership Council. Additional responsibilities of delegates include:
 - 1.** Represent and report the views of the congregations.
 - 2.** Keep informed of congregational and Conference matters.
 - 3.** Assist in defining the Conference goals and objectives.
 - 4.** Relate to matters in their respective interest areas.
 - 5.** Attend Conference-wide delegate sessions.
- D.** The annual meetings shall be:
 - 1.** Faith and Life Gathering
Foundational to our polity of relational accountability, member congregations of Conference shall participate in regular meetings to discern what God is doing and how we can participate in God's work. The purpose of this one-day gathering is to make decisions necessary to the work of Conference, such as budgetary and electoral decisions, and to discern matters important to our faith and life in our home communities, regions, and throughout the world. Normally, this gathering will take place the first Saturday in March.
 - 2.** Celebration of Congregations and Conference
Because relationships are important to us, we will set aside a weekend each year to gather together for the purpose of worship and fellowship, to hear one another's stories and to

43 strengthen our ties to one another. While decisions that cannot wait until the next Faith and
44 Life Gathering may be made here, the main focus will not be decision-making, but will be
45 relationship-building. Normally, this celebration will take place the first full weekend in
46 August.

47 **3. Other meetings**

48 Normally, a third meeting will take place the first Saturday of November. This meeting can be
49 scheduled, as needed, by the Leadership Council. Other meetings can be called as deemed
50 necessary by the Leadership Council by notifying the delegates no less than thirty days in
51 advance.

52 **4. Notifications will be given to delegates in writing. All information for delegates will be posted**
53 **on the Conference web site.**

54 **E. Composition and Voting Privileges**

55 Delegates to annual Conference meetings will be appointed as follows:

56 **1. Each member congregation shall be eligible to send up to seven (7) delegates who represent**
57 **their congregation. Congregations are strongly encouraged to include the following in their**
58 **delegation.**

59 **a. Pastors and Associate pastors**

60 **b. Any person serving Conference through an elected or appointed position**

61 **c. Youth and young adults including Youth Cabinet representatives.**

62 **2. Non-delegates and guests are welcome and encouraged to attend and may participate in**
63 **discussions, but will not have voting privileges.**

64 **F. Quorum**

65 A quorum shall consist of those delegates present for any duly called meeting. A majority vote is
66 needed to approve any action unless a different vote is specified.

67 **SECTION II. Leadership Council**

68 **A. Purpose**

69 Between annual meetings, the Leadership Council shall function on behalf of the member
70 congregations and their delegates in matters of establishing policy, legal decisions, Conference
71 Minister oversight, and all other matters necessary and convenient to conference affairs, within
72 the parameters established by the Conference bylaws and organization documents and except as
73 exclusively reserved to the delegates. (For legal purposes Leadership Council shall serve as
74 Board of Directors of the corporation.)

75 **B. Composition**

76 **1. Moderator**

77 **2. Moderator-elect**

78 **3. Treasurer**

79 **4. Four at-large Representatives**

80 **5. Constituency Leadership Council Representative**

81 **6. Youth Cabinet Representative**

82 **7. Conference Staff**

83 **C. Function, Frequency of Meetings, Responsibilities**

84 **1. The Leadership Council shall:**

85 **a.** Be accountable to the conference delegate body for its actions.

86 **b.** Insure that the decisions of the delegates are carried out between conference sessions.

87 **c.** In conversation with the member congregations, articulate and promote a relevant vision for
88 the conference.

89 **d.** Approve the agenda for conference delegate meetings.

90 **2.** The Leadership Council shall physically meet in a common location no less than once per year
91 and ordinarily no more than four times per year. The Council may also conduct meetings by
92 teleconference and take actions using electronic media without a meeting, by written consent,
93 as permitted by law.

94 **3.** The Leadership Council shall have the power to appoint persons or committees to serve across
95 the conference as needs and visions arise (e.g., News editor; Archivist; Parliamentarian; etc.).

96 **4.** The Leadership Council shall appoint persons to complete unexpired terms. Persons filling
97 unexpired terms may be re-appointed by the designated body for that appointment.

98 **5.** Conference staff shall be non-voting members of the Leadership Council.

99 **6.** The Leadership Council shall appoint a person to serve as Secretary to maintain required
100 minutes and records of the Leadership Council and Conference Meetings.

101 **7.** When Conference Representation on the Board of another organization, or some other formal
102 representation, is invited by that organization and desired by Conference, the Leadership
103 Council will make the appropriate appointments and facilitate necessary reporting. i.e., MCC
104 East Coast Representative, Conference Resource Advocate, college representatives, etc.

105 **8.** Allegheny Mennonite Conference shall send Conference delegates to the Mennonite Church
106 USA Delegate Assembly according to the by-laws of the Mennonite Church USA.

107 **a.**Conference representatives serving on the Constituency Leaders Council shall be delegates
108 by virtue of their office. The following shall serve on the Constituency Leaders Council:

109 **(1.)**The Conference Minister,

110 **(2.)**The Moderator, and

111 **(3.)**The elected Constituency Leaders Council Representative

112 **b.**The Moderator Elect shall serve as a delegate (assuming membership in Allegheny
113 Mennonite Conference is high enough, otherwise they will serve as an alternate delegate). If
114 additional delegates or alternate delegates are needed they shall be elected from a slate of
115 candidates drawn up by the Nominating Committee and will serve for two years (they may
116 serve two consecutive terms).

117 **9.** Quorum: A majority of current Council members shall constitute a quorum.

118 **D. Leadership Council Chair**

119 **1.** The Moderator shall serve as Leadership Council Chair and shall lead the Delegate Meetings
120 of the Conference Delegates. (For legal purposes the Moderator shall serve as president of the
121 corporation.)

122 **2.** If the Moderator is not present, the Moderator-Elect shall lead the Delegate Meetings of the
123 Conference Delegates or Leadership Council meetings.

- 124 **3.** The Moderator-Elect shall succeed the Moderator. (For legal purposes the Moderator-Elect
125 shall serve as secretary of the corporation.)

126 **E.** Treasurer

- 127 **1.** The Treasurer shall be accountable to the Leadership Council. (For legal purposes the
128 Treasurer shall serve as treasurer of the corporation.)

129 **F.** Executive Committee

- 130 **1.** Comprised of Moderator, Moderator-elect, and Treasurer to deal with personnel matters and to
131 advise the Treasurer.

132 **SECTION III. Nominating Committee**

133 **A.** Membership

134 The Nominating Committee shall be responsible to the Leadership Council and consist of
135 four members. Members are selected by the Leadership Council and affirmed by the delegates
136 at the Spring delegate meeting.

137 On a rotational basis one or two members shall be selected each year for three-year terms
138 and may not be re-selected again for two years. Annually the Leadership Council will appoint
139 the chairperson from among the members.
140

141 **B.** Functions

- 142 **1.** Search out persons exercising the gifts needed for the Conference responsibilities and submit a
143 slate of the nominees to Leadership Council prior to annual elections at the Spring delegate
144 session.
145 **2.** Give consideration to Conference representation and balance of gifts, offering to the delegates
146 a slate for delegates to affirm during the Spring delegate meeting.
147 **3.** Prepare a candidate slate for all elected offices and for delegate positions to the Mennonite
148 Church USA Delegate Assembly.

149 **C.** Guidelines for Election

- 150 **1.** The at-large Representatives and the Treasurer shall have terms of three years each which shall
151 be spaced so that one or more is elected each year and may not serve more than two successive
152 terms.
153 **2.** The Moderator-Elect shall be elected every two years. This person will serve an additional two
154 years subsequently as Moderator.
155 **3.** The Constituency Leaders Council Representative shall be elected every two years on
156 alternating years from the Moderator-Elect and may not serve more than two successive terms.
157 **4.** Any qualified member of any congregation within Conference is eligible for any position
158 unless otherwise specified.
159 **5.** Persons may serve in only one elected office at a time.
160 **6.** Elections shall take place at the Spring delegate meeting.
161 **7.** Persons having served the full tenure of their office as outlined in points 1.-5. above are not
162 eligible for any elected office within Conference for two years. This two year ineligibility shall
163 not apply:
164 **a.** to candidates for Moderator-Elect,
165 **b.** to members who were appointed for the purpose of filling out an unexpired term.
166

167 **SECTION IV. Conference Staff**

168 A Conference staff team may be employed upon recommendation of the Leadership Council and
169 confirmed by the delegates. Accountability, specific terms, and job descriptions shall be developed by the
170 Executive Committee/Leadership Council and are available on request. An employment review shall be
171 held mid-term for all staff persons. Conference staff may include the following: Conference Minister;
172 Minister of Children and Youth; Missional Leader; Conference Administrator

173 **A. Oversight of staff**

- 174 **1.** Both the Conference Minister and the Minister of Children and Youth shall be affirmed by the
175 delegate body of Allegheny Mennonite Conference upon recommendation by the Leadership
176 Council. A 2/3 majority will be required.
- 177 **2.** Staff shall be accountable to the Leadership Council through Executive Committee.
- 178 **3.** The Leadership Council shall establish and maintain a relevant job description for the Staff
179 that reflects the vision and values of the conference while maintaining a reasonable workload.
- 180 **4.** The Leadership Council shall develop a Covenant of Understanding that outlines such matters
181 as (but not be limited to): periodic reviews, basis for remuneration including benefits,
182 sabbatical policy, and a termination policy.
- 183 **5.** The Treasurer will annually update the salary and benefits based on the salary guidelines from
184 Mennonite Church USA for the succeeding year, subject to final approval by the Leadership
185 Council.

186 **SECTION V. Amendments**

187 This Allegheny Mennonite Conference Organization may be amended or altered by a simple majority of
188 all votes cast by the delegates of Conference, providing a notice of the proposed change is given at least
189 thirty (30) days in advance of the vote, or without notice, providing two-thirds majority of all delegates
190 present vote in favor at any regularly called meeting.