

**York River District  
United Methodist Men Council Bylaws  
Approved 11-07-2017**

**Article 1. Officers of the Council**

- a) The council officers of the York River District United Methodist Men shall be:  
Council Chair, Assistant Council Chair, Secretary, and Treasurer.
- b) Should a council officer, be unable to fulfill his position the council chair shall appoint a replacement to serve.
- c) Should the Council Chair be unable to fulfill his duties, the Council Chair Assistant shall fill that position.
- d) All council officers must be members of a York River District United Methodist Church.
- e) Officers the Council of the York River District United Methodist Men have no term limits.

**Article 2. Committees**

- a) The York River District United Methodist Men Council Chairman shall appoint chairmen and, with the assistance of each chairman, committee members for the following standing committees of the York River District United Methodist Men (however, such committees may be deemed unnecessary by the President):
  - 1. Finance
  - 2. Evangelism, Mission and Spiritual Life (EMS)
  - 3. Scouting Coordinator
  - 4. Commission on Disabilities – which includes Heart Haven and Camp Rainbow
  - 5. Auditing
  - 6. Regional Laity Advocate
- b) The York River District United Methodist Men Council Chair may appoint chairmen and committee members for ad hoc (for this) committees as necessary for normal operations. Such typical committees may be:
  - 1. Projects and special events
  - 2. Constitution and Bylaws
  - 3. Others
- c) The immediate Past Council Chair of the York River District United Methodist Men normally becomes the District Director upon completion of his position as council chair. He normally will be deemed chairman of the Advisory group of Past UMMen Presidents / Council Chairs should the Council Chair request it.

**Article 3. Duties of Officers**

- a) Council Chair;
  - 1. The Council Chair shall be the Executive Officer of the York River District United Methodist Men and shall preside at all Regional General, Executive Cabinet, and special meetings.

2. Shall represent the district organization of United Methodist Men on the various boards, councils, commissions, and committees of the district as the constitutions, bylaws and rules of such agencies provide.
  3. Shall provide general oversight of all the work of the United Methodist Men in the local, district, and higher jurisdiction when his assistance is requested.
  5. Shall develop a recommended calendar of events, a list of goals and a list of activities for the York River District United Methodist Men for each year in which he is in office and shall present these items at the General meeting in January.
  6. May suggest and obtain approval from the Executive Cabinet for the use of cluster or regional leaders as deemed necessary.
  7. Shall appoint members of the Audit Committee which shall audit the records of the Treasurer and shall report to the Annual General Fall meeting.
  8. Shall appoint committees and individuals identified in Article 2 above as needed.
- b) Assistant Council Chair;
1. The council chair assistant shall assist the council chair by performing such duties as assigned by the council chair. He shall perform the duties of the council chair in the absence or incapacity of the council chair.
  2. Shall serve as the program chairman.
  3. Shall act as the chairman of membership and attendance. Acts as contact to all local presidents and furnishes planned attendance figures to the host church at least 5 days in advance of all regularly scheduled meetings.
- c) Secretary
1. The Secretary shall keep records of all Executive Council meetings and all General meetings. Copies of the minutes of the Executive Council meetings shall be made available to all presidents of the local United Methodist Men fellowships within a Reasonable time after each Executive Cabinet meeting.
  2. Shall send notices of all special meetings as instructed by the council chair at least 10 days prior to the meeting date.
  3. Shall maintain an accurate roster of the local fellowships and contact information of all local presidents in the district.
- d) Treasurer
1. The treasurer shall receive and disperse all funds as is appropriate.
  2. Shall maintain adequate records and shall submit a written monthly report to the Executive Council and present a report at each scheduled General meeting. Shall present a report to the council chair upon request.
  3. Shall disburse funds upon authorization of the Executive Council or written voucher signed by the council chair.
  4. Shall maintain records in a permanent file for future reference.
  5. Shall promptly deposit all funds received, in a bank account, in the name of the York River District United Methodist Men of the United Methodist Church. The bank is to be a reputable banking institution in the state of Virginia.
  6. Shall submit financial records to the Audit Committee when requested by the council chair.

7. The treasurer and the council chair (or a representative appointed by the council chair), shall be the two signatures on the banking account.

#### **Article 4. Executive Cabinet**

- a) Membership - The Executive Cabinet shall be composed of Council Chair, Assistant Council Chair, Secretary, and Treasurer, the District Superintendent, the District Lay Leader and others the Council Chair may choose.
- b) Duties - The Executive Cabinet shall determine the course of the York River District United Methodist Men, as required in the Book of Discipline, Article 2 – Responsibilities of the district organization.

#### **Article 5. Meetings**

- a) There shall be an Annual General meeting of the York River District United Methodist Men normally held in the fall each year.
- b) The Executive Council shall meet as needed. The dates shall be chosen by the council chair. The purpose of the meeting must be stated in the notice.
- c) Special Regional or General Meetings may be called by the council chair as necessary to conduct required business of the York River District United Methodist Men.
- d) A District Prayer Breakfast shall be held once a year if deemed feasible
- e) All meetings shall be conducted according to the newly revised Robert's Rules of Order or as stated in the Book of Discipline of the United Methodist Church.

#### **Article 6. Voting**

- a) Voting privileges of the executive council will be the Council Chair, Assistant Council Chair, Secretary, Treasurer and Committee Chairs.
- b) Voting privileges at all York River District United Methodist Men meetings shall provide each member one vote.
- c) The method of voting may be by voice, show of hands, or ballot as directed by the President.

#### **Article 7. Finances**

The York River District United Methodist Men shall be financed from within its own constituency and operate as an autonomous organization. Financial projects and total expenditures should be included in the annual report. All money received shall be used to support the programs of the United Methodist Men.

#### **Article 8. Nominating Committee**

- a) The Nominating committee shall consist of the Council Chair plus three additional members as appointed by the Council Chair.
- b) The Council Chair shall serve as the Chairman.
- c) Each year there shall be at least one called meeting of the Nominating Committee prior to the Annual General Fall meeting.

d) A slate of officers for all positions shall be developed and shall be presented to the Executive Cabinet for information and voting. At the Annual General Fall meeting all positions will be announced for the following year.

### **Article 9. Themes**

- a) The adopted theme of the Virginia Conference and the York River District United Methodist Men is: "Be ye doers of the Word and not hearers only".(James 1:22)
- b) The adopted theme song of the Virginia Conference and the York River District United Methodist Men is: "Rise up, O'men of God" (Hymn 576, The United Methodist Hymnal)

### **Article 10. Amendments to the Bylaws and Constitution**

The Bylaws and Constitution of the York River District United Methodist Men may be amended at any Annual General Fall meeting of the York River District United Methodist Men by a majority of all voting members present. Any amendments must be presented to the Council Chair and the Executive Council in writing at least 30 days prior to the Annual General Fall meeting. The proposed amendments shall be presented to all local chartered fellowship presidents at least ten days prior to the Annual General Fall meeting.