

BYLAWS
(Amended May 2009)

ARKANSAS CHAPTER
THE FELLOWSHIP OF UNITED METHODISTS IN
MUSIC AND WORSHIP ARTS

Article I
NAME

Section 1. NAME: The name of the organization shall be “The Arkansas Chapter of the Fellowship of United Methodists in Music and Worship Arts”, hereinafter designated as “the chapter”.

Section 2. RELATIONSHIP: The Chapter shall be a chapter of The Fellowship of United Methodists in Music and Worship Arts, hereinafter called “The Fellowship”, and shall adhere to its constitution. The chapter shall yearly submit a line item budget requests to the *Arkansas Conference* to support the expenses incurred for the annual Worship Fair. The chapter shall be self-governing.

Section 3: BOUNDARIES: The geographical boundaries of the chapter shall be defined as follows: *the state of Arkansas.*

Article II
OBJECT

Section 1. PURPOSES AND OBJECTIVES: The purposes and objectives of the chapter shall be in keeping with The Fellowship. In addition, the chapter is organized to provide, secure leadership and promote an annual Worship Fair as an event to enhance the members’ service in their local churches. A quarterly newsletter shall be published to further support the chapter’s members in their endeavors of worship.

Article III
MEMBERSHIP AND DUES

Section 1: MEMBERSHIP: Membership is open to all interested persons regardless of denominational affiliation. All members of The Fellowship that live within the geographical boundaries of the chapter shall be considered members of the chapter, unless the member makes a request to be in another chapter. Fellowship members outside the geographical boundaries of the chapter may request to be considered a member of the chapter rather than the chapter in which they reside.

Section 2: DUES: Membership dues shall be assessed by the national Council of The Fellowship. No additional fees or dues shall be charged members without written consent of the Council of The Fellowship.

Article IV
OFFICERS

Section 1. OFFICERS: The elected officers shall be: President, Vice-President (President Elect), Secretary, Treasurer, and four At-Large Members. These officers shall be considered the chapter council. All Elected officers must be members of The Fellowship.

Section 2. TERM OF OFFICE: The officers shall be elected for a two year term to begin on January 1 of odd-numbered years following their election. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms on the council in the same office.

Section 3. DUTIES OF THE OFFICERS SHALL BE:

- a. The *president* shall preside at the chapter and council meetings, appoint committees and coordinate their work, convene the council, serve as ex-officio member of all committees, file with the national Fellowship office an annual report which reflects chapter events, membership, current officers and other pertinent data related to maintaining the chapter's active status, shall be responsible for the publication of the Chapter newsletter, shall be an ex-officio member of the chapter council for one year following presidency.
- b. The *vice-president (president-elect)* shall carry out the responsibilities of the president in his/her absence; serve as program director, coordinating all aspects of programs and meetings.
- c. The *secretary* shall keep the minutes of the council meetings, communicate the chapter's plans by mail to chapter members; write appropriate letters of appreciation; work with the vice-president to be sure that information on upcoming programs/meetings is communicated to members. Upon retirement from office the secretary shall turn over all records in good order to the incoming secretary.
- d. The *treasurer* shall keep accurate records of all moneys received from The Fellowship, workshops, festivals, etc: and disburse all moneys. An annual reporting of these moneys shall be given to the council, The Fellowship, and the chapter members. Upon retirement from office the treasurer shall turn over all records in good order to the incoming treasurer.

Section 4. NOMINATING COMMITTEE

Before Oct. 1 of odd numbered years, the president shall appoint a nominating committee of 3 persons. This committee shall make one nomination for each office and submit these names by mail to the membership 60 days prior to the annual August meeting (or June 15). These nominations should provide broad representation of all geographic areas.

Each candidate shall have been contacted by the nominating committee and shall have expressed a willingness to serve. The nominating committee shall coordinate the election process. The committee's duties are accomplished with the installation of new officers.

Section 5: ELECTION AT THE AUGUST MEETING: When there is an August meeting, the slate of nominations shall be presented. Additional names may be nominated from the floor. The member making the nomination shall have contacted the nominee prior to the meeting and nominee shall have expressed a willingness to serve.

Section 6: ELECTION BY MAIL: If there is no August meeting, election may be held by mail. The June 15 notification of nominations may also serve as the election, though nominations may be made by mail as long as they are returned to the nominating committee by July 1. The member making the nomination shall have contacted the nominee and the nominee shall have expressed a willingness to serve. If nominations are received from the membership, an additional vote shall be taken by mail before July 15, with ballots due by August 1.

Section 7: ELECTION: A simple majority of all votes for any office shall constitute an election. In case of a tie, the membership will vote again until there is an election. In case of a tie, an additional name for the office in question may be submitted, or a person may withdraw her/his name from consideration.

Section 8: INSTALLATION: Officers will be installed and/or take office on January 1 of the following odd year.

Section 9: VACANCIES: If any officer is unable to complete a term of office, the council may either appoint a replacement or reassign the officer's duties to other members of the council for the remainder of the term.

ARTICLE V **MEETINGS**

Section 1. Meetings of the chapter shall be scheduled by the council. Members shall be notified of meetings by mail at least 6 weeks in advance. Official business of the chapter may be conducted at any meeting. Regular meetings shall be held at least annually.

Section 2. QUORUM: The quorum shall be the number of members present at any called meeting.

ARTICLE VI **THE COUNCIL**

Section 1. COUNCIL MAKEUP: The council shall consist of the elected officers of the chapter. Other appointed members may serve on the council but with no vote. They may include: newsletter editor, conference worship chairperson and others as deemed necessary by the council.

Section 3. A majority of the council shall be considered a quorum.

ARTICLE VII **COMMITTEES**

Section 1. COMMITTEES: Committees to accomplish specific tasks may be established by the council. The members of these committees shall be appointed by the president.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

The rules contained in the current of Robert's Rules of Order Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the chapter may adopt.

ARTICLE IX

Section 1. These bylaws may be amended by a two-thirds majority of the votes received by a mail ballot, provided that the amendment(s) has (have) been submitted to the membership in writing 30 days in advance.

Section 2. The bylaws may be suspended for the purposes of practically by a two-thirds majority of the votes received, either at a meeting of the chapter membership or by mail.