

Suggested By-Laws for a Local United Methodist Men's Unit

Article I The Order of Business for this unit shall be conducted in an orderly and business-like manner according to the Constitution and By-Laws. Any question not covered by the By-Laws shall be decided in accordance with *Robert's Rules of Order*.

Article II Duties of Officers

A. President: The President shall be the presiding officer of the unit and shall preside at the annual, regular, and special meetings of the unit and the Executive Committee. He shall have general oversight over the work of the unit. He shall be an ex-officio member of all committees and task forces, except the Nominating Committee. He shall be familiar with the work of the General Commission on United Methodist Men and that of the District President and Conference President.

B. Vice President: The Vice President shall assist the President, accept assignments made to him, preside in the absence of the President, and assume full responsibility for that office.

C. Secretary: The Secretary shall be responsible for keeping the minutes and all records shall include all meetings of the unit and the Executive Committee—annual, regular and special. The Secretary shall be responsible for keeping records suitable for historical filing.

D. Treasurer: The Treasurer shall collect and disburse all funds. Adequate records shall be kept and a report made at all meetings of the unit and the Executive Committee. Requests for disbursements of funds not approved in the budget shall be made by the President, Executive Committee, or the unit.

Article III Committees

A. Executive Committee: The Executive Committee makes plans for the unit and evaluates same. It transacts interim business. However, all transacting must be approved by the unit at its next regular or special meeting. The Executive Committee shall meet at the call of the President or as often as it deems necessary.

B. Projects: The Projects Committee shall plan and execute all projects of the unit.

C. Program: The Program Committee shall plan all programs both on a short-range and a long-range basis.

D. Nominating: The Nominating Committee shall be elected from the floor at the regular annual meeting of the unit. The Nominating Committee shall consist of five persons, including the pastor and lay leader. The Nominating Committee shall present its slate of officers and chairmen of all standing committees at the annual meeting. Additional nominations may be made from the floor.

E. _____

F. _____

Article IV Appointment of Committees and Task Forces: The President, in consultation with the Executive Committee, shall appoint additional committees and task forces deemed necessary in order to carry out the purpose and objectives of the unit.

Article V Regular Meetings: Regular Meetings of the _____ Unit of United Methodist Men shall be held on the _____ at a place and time to be determined by the President and the Executive Committee.

Article VI Voting Procedures: Voting in an election for officers shall be by secret ballot unless otherwise decided. Voting on other matters at all regular and special meetings shall be by voice vote, show of hands, or by standing unless otherwise ordered by vote of unit.

Article VII Vacancy: When a vacancy occurs in an office or a committee, the vacancy shall be filled by the President in consultation with the Executive Committee.

Article VIII The By-Laws may be amended at any annual, regular, or special meeting of the unit by a two-thirds majority vote of all members present provided the notice of such proposed amendment is given 10 days in advance.

(These are suggested By-Laws. Please feel free to make changes, additions, or deletions as desired.)