

Constitution and Bylaws

of the

Illinois South Conference

of the

**UNITED CHURCH
OF CHRIST**

Diverse Minds, Covenant Hearts, Made One In the Body of Christ

the latter address social issues of concern to the churches.

Section 2 Meetings of the Regions

A. Region meetings shall be held regularly (never less than once each year) for the purposes of:

- mutual support and accountability for stewardship of the gospel and the wider mission of the Conference and United Church of Christ;
- cooperative engagement in God's mission within the region;
- encouragement of each congregation to assess its own strengths and readiness for growth and engagement in the mission;
- worship, fellowship, and education concerning the total work of the Church.
- identification of persons with gifts to offer leadership in Conference ministry teams and settings.

Regions will be convened by their respective representatives to the Conference Council.

Section 3 Special Meetings of the Conference may be called by the Council or by petition of at least one third of the churches.

Section 4 Ecclesiastical Councils of the Conference acting as an Association shall be called by the Committee on Ministry or Conference Council.

Section 5 Notice of annual meeting, special meetings and Ecclesiastical Councils of the Conference shall be sent by postal service or e-mail to all ministers and churches of the Conference not later than thirty days prior to the date thereof. If necessary and properly communicated to the delegates of the Illinois South Conference, an annual meeting, special meeting or Ecclesiastical Council may be conducted remotely by one (1) or more means of remote communication through which all voting members may participate and vote in the meeting if the number participating constitutes a quorum. The purpose of each special meeting or Ecclesiastical Council shall be stated in the call, and only the business so stated may be transacted.

Section 6 Preparation of Agendas

A. The Executive Committee of the Council shall prepare the agenda for all Conference meetings.

B. The Committee on Ministry shall prepare the agenda for all Ecclesiastical Councils.

ARTICLE V CONFERENCE COUNCIL

Section 1 The Conference Council shall consist of nine members, approximately one half of whom shall be lay persons and approximately one half of whom shall be clergy, nominated and elected at the annual meeting of the Conference. Membership shall be comprised as follows:

A. Five (5) At-Large members from across the Conference selected by the Recruitment Committee, with no more than two from the same regions.

B. Region conveners shall be ex officio members of Conference Council.

C. The four (4) officers of the Conference shall be members of the Council.

Section 2 The terms of office for members of the Council shall be two years, beginning with the conclusion of the annual meeting at which they have been elected. A member may serve two consecutive terms, after which one year shall have elapsed before that member is eligible for re-election. Council members shall be of two classes, one half to be elected each year.

Section 3 The officers of the Council shall be the Moderator, the Vice Moderator, the Secretary, and the Treasurer, all of whom shall be nominated and elected by the Conference. These officers shall constitute the Executive Committee of the Council. The Moderator shall be the President of the Corporation; the Vice Moderator shall be the Vice President; the Secretary and Treasurer shall be the Secretary and Treasurer of the Corporation, respectively. The Conference Minister shall be the Chief Administrative Officer of the Corporation.

Section 4 The Conference Council as a whole is charged with:

- acting as the corporate entity by conducting the business affairs for the Illinois South Conference between official meetings of the Conference;
- planning, evaluating, and guiding the mission priorities and implementing the actions of the official meetings of the Conference;
- assuring the functioning of the regions;

- filling vacancies in elected positions of the Conference.

Section 5 Meetings:

- A. The Council shall meet every other month.
- B. A quorum shall consist of five (5) voting members of the Council including at least two (2) at large members.
- C. Any meeting of the Conference Council may be conducted by one (1) or more means of remote communication through which all voting members may participate and vote in the meeting if the number participating constitutes a quorum.

Section 6 The Executive Committee of the Council

- A. The Executive Committee of the Council shall be comprised of the Officers of the Council.
- B. The functions of the Executive Committee of the Council shall be:
 - 1. to manage Council policy and planning;
 - 2. to act for the Council as interim and be accountable to the Council;
 - 3. to deal with sensitive issues and report findings to the Council if further action is indicated;
 - 4. to plan the agendas of Council meetings as well as Annual and Special Conference meetings.
- C. The Executive Committee shall meet on call.
- D. Any meeting of the Executive Committee may be conducted by one (1) or more means of remote communication through which all voting members may participate and vote in the meeting if the number participating constitutes a quorum.

**ARTICLE VI
COMMITTEES AND MINISTRIES OF
THE CONFERENCE COUNCIL**

Section 1 The Council shall have standing committees to fulfill on-going responsibilities of the Conference. Each Committee shall be comprised of six to twelve members. Members shall be elected to serve two-year terms, and are eligible to serve two terms, for a total of four years, after which one year must elapse before they are eligible for election to the same committee. Any meeting of a Conference Standing Committee may be conducted by one (1) or more means of remote communication through which all voting

members may participate and vote in the meeting if the number participating constitutes a quorum. The standing committees are:

- A. The Personnel Committee:
 - 1. The Personnel Committee shall be comprised of a chairperson and five members nominated by the Recruitment Committee and elected by the Annual Meeting Delegates, three of whom shall be clergy and three of whom shall be lay.
 - 2. It shall be the responsibility of the Committee to:
 - a. Review, recommend and update personnel policies for the Conference staff, including DuBois Center staff, and recommend those policies to the Conference Council for adoption.
 - b. Define, review and update job descriptions for all program and administrative staff.
 - c. Ensure that job performance review procedures are in place and implemented annually.
 - d. Review annually staff salaries and recommend to the Budget Committee compensation, including salary and benefits, for the coming year.
 - e. Consult with the Conference Minister or Director of Outdoor Ministries regarding the calling, hiring or dismissal of staff.
- B. The Property Committee:
 - 1. The Property Committee shall be comprised of a chairperson and five (5) members nominated by the Recruitment Committee and elected by the Annual Meeting Delegates.
 - 2. It shall have stewardship of all Conference properties and equipment, including DuBois Center.
 - a. It shall develop a plan for the maintenance of all Conference properties.
 - b. It shall work closely with the Outdoor Ministries Team to assure the maintenance and safety of the site and facilities for their intended usage. It shall appoint one of its members to serve on the Outdoor Ministry Team, voice without vote.

- c. It shall receive a minimum of 2 bids or proposals for contracted construction or maintenance of facilities with an estimated cost greater than \$5,000 for recommendation to the Conference Council.

C. The Recruitment Committee:

- 1. The Recruitment Committee shall be comprised of a Chairperson, chosen by the Conference Council, and five (5) representatives from across the Conference who are elected by the Annual Meeting Delegates.
- 2. The Recruitment Committee shall:
 - a. prepare a slate of nominees for all elected offices of the Conference, including delegates to General Synod, according to the terms specified in the bylaws;
 - b. identify persons, in collaboration with the regions, with gifts and calling to serve as members of all standing committees;
 - c. identify persons, in collaboration with the regions, who have the gifts and calling to be considered for election to the Conference Ministry Teams;
 - d. seek representation on each standing committee and ministry team that is inclusive of laity, clergy, males, females, racial and ethnic minorities and age diversity.

Section 2 The Conference Council may establish additional standing committees as it deems necessary.

**ARTICLE VII
CONFERENCE MINISTRY TEAMS**

Section 1 The Conference shall engage in its ministries and functions through the efforts of six (6) ministry teams. Each team shall be comprised of a chairperson nominated by the Recruitment Committee and elected by the Annual Meeting, and six (6) to twelve (12) members nominated and elected by the Conference. All elected and appointed team members shall serve for two-year terms, and may serve one additional term, after which one year will have to elapse before they are eligible for appointment or election to the same team.

Section 2 Conference Ministry Teams may co-opt as temporary members persons with the specific

skills and/or resources who are able to assist in meeting the Team’s specific responsibilities, and may create task forces to accomplish specific tasks.

Section 3 Any meeting of a Conference Ministry Team may be conducted by one (1) or more means of remote communication through which all voting members may participate and vote in the meeting if the number participating constitutes a quorum. The Conference Ministry Teams are:

A. The Church and Ministry Team

- 1. The Church and Ministry Team shall consist of twelve (12) members. The Team shall deal with all matters relating to the preparation, authorization and standing of ordained, commissioned and licensed ministers, and the standing and welfare of congregations in the Conference.
- 2. It shall adopt a procedure for regular review of authorized ministers for the purpose of providing needed support and accountability.
- 3. It shall report regularly to the Conference Council.
- 4. It shall assure that an accurate record is kept of all actions taken.
- 5. The Church and Ministry Team’s scope of work will include all matters relating to:
 - a. the preparation for, and authorization of, Commissioned, Licensed, and Ordained ministers, and persons ordained in another denomination seeking Privilege of Call or Dual Standing.
 - b. the standing and oversight of Commissioned, Licensed and Ordained ministers. This includes development, nurture, maintenance and oversight of the covenantal relationship between authorized ministers of the Illinois South Conference and the United Church of Christ.
 - c. Care for the standing and welfare of our covenantal congregations of the Illinois South Conference.
- 6. Each person will be elected for a three (3) year term, renewable once before going off the Team for at least a year.