

**ADMINISTRATIVE PERSONNEL ASSOCIATION
PRESBYTERIAN CHURCH (USA)
BYLAWS**

ARTICLE I – NAME AND AFFILIATION

The name of this organization shall be the Administrative Personnel Association, Presbyterian Church (U.S.A.). This organization is related to the Presbyterian Church (U.S.A.) through a covenant with the Office of Vocation (a joint office of the General Assembly Council and the Office of the General Assembly).

ARTICLE II – OBJECTIVE

The objective and purpose shall be to provide a supportive organization for promoting continuing education, individual growth, communication and fellowship for its members; to deepen and strengthen lives spiritually and professionally, and to work for the mission of the church universal.

ARTICLE III – MEMBERSHIP

A. Eligibility – All persons engaged in administrative support work in any local church or church-related institution, governing body or agency of the Presbyterian Church (U.S.A.), the Reformed Church in America, the Presbyterian Church in Canada, or any church organization on a full or part-time basis.

B. Classification of Membership

1. Active Member – Persons employed in positions, listed above, whose dues are paid annually. However, to vote at the national business meeting dues must be current. May vote and hold office immediately upon becoming a member.

2. Affiliate Member – May be issued to a member of APA who has been employed by a local church, church-related institution, governing body or agency of the Presbyterian Church (U.S.A.) or any church organization on a full or part-time basis for a minimum of 5 years, or has begun the Certification process and is no longer employed due to a life-changing event. Must pay dues and registration for conferences; may hold office and vote.

3. Honorary Member – May be conferred on a person deemed by the Executive Committee to have contributed significantly to the organization. Members are not eligible. The recipient may not vote or hold office.

4. Inquirer – An Inquirer may attend any conference or continuing education event in a given year without paying dues and without receiving credit toward certification. If within the same calendar year the Inquirer decides to join APA,

classes taken will be credited towards certification as long as membership dues and the Level I certification fees have been paid.

5. **Life Member** – May be issued to any former member who has served the Administrative Personnel Association as either a regional or national officer, elected or appointed, upon retirement, resignation, or termination, at the request of the member or Region. May vote, may hold an appointed office. If in an elected office, may complete the current term. Payment of dues is not required. A 50% registration fee will be charged for National conference attendance, and will be responsible for paying for meals, hotel and any extra activities. Once awarded, this may not be rescinded or revoked.

6. **Retired Member** – is a member who automatically qualifies upon retirement. May vote, may hold an appointed office. If in an elected office, may complete the current term. Payment of dues will be at 50% of the stipulated dues.

(NOTE) Should either a **Life Member** or a **Retired Member** return to the workforce with the PC(USA) for twenty (20) hours per week or more, *and* wish to participate in APA as a voting, dues paying member, and wish the privilege of holding elected office, a letter stating such should be sent to their regional membership chair and their regional president. They will be restored to active membership. When the member retires permanently, a letter stating such should be sent to their regional membership chair and their regional president.

7. **Non-Active Member** – May be issued to those members who are away in the armed forces, who are taking a leave of absence from their job, or have been terminated. These members may remain a member of APA by writing a letter to the National President, who then notifies the Executive Board and Executive Committee. The membership fee will be waived for up to two years or until they return to active employment, whichever comes first.

8. **Volunteer Member** – Same as active member, except cannot hold office.

9. **Organizational Member** – Churches, presbyteries, synods, *and* related institutions or agencies may hold membership. These organizations may send representatives to conferences. The representatives may not vote or hold elected/appointed office. Certification is not applicable. Staff members of these organizations must hold individual membership in their own name to apply for certification.

ARTICLE IV – DUES

With the exception of Life, Non-Active, Volunteer and Honorary members, all other members will be assessed dues on a calendar basis, in an amount determined by the Executive Committee, and

passed by the Association during the national business meeting. Dues will be reviewed annually. In areas where Regions are established, dues will be divided 40/60 between Regional and National treasuries. Members whose dues are delinquent after the date of the Regional Conference will be notified by the Regional Membership Chairperson. Unless membership dues are paid within a calendar year, they will be dropped from the roll.

ARTICLE V - OFFICERS AND ELECTION

All active and affiliate dues paying members are eligible to hold office – either appointed or elected

A. **Officers** of the association shall be: President, President - Elect, Treasurer and Secretary.

B. Terms of Office

1. President and President-Elect shall be elected in even years.
2. President and President-Elect shall serve one (1) two (2) year term.
3. Treasurer and Secretary shall be elected in odd years.
4. Treasurer and Secretary shall be eligible to serve a second two (2) year term.
5. Members can serve in one elected or appointed position at the National level and one elected or appointed position at the Regional level concurrently.

C. Election

1. A Nominating Committee shall be formed.
2. When there is one nominee for each office, officers shall be elected by voice vote, when there is more than one nominee per office, the vote shall be by ballot.
3. Elections will be held during the National or Regional annual business meeting; Officers take office at the conclusion of the conference

D. Vacancy - Un-expired Term

1. In the case of a vacancy, the Nominating Committee will fill the vacancy.
2. If a person fills an un-expired term, they are eligible to serve their own single two-year term.

E. **Removal from Office**– Any officer or committee chair may be removed from office for failure to execute the duties and responsibilities of his/her position. The process may be started only upon receipt of written complaint.

ARTICLE VI - OFFICERS' DUTIES

A. President

1. Will preside at the Annual Conference, National Business Meeting
2. Will preside at Annual Executive Board Meeting or any electronic meetings of the Executive Committee or Executive Board.
3. Will appoint committee chairpersons, upon beginning term of office and when a vacancy occurs .

4. Will serve as ex officio member of all committees except Nominating Committee.
5. Will chair the Executive Committee.
6. Will maintain regular communication with Staff and Executive Committee.
7. Will assume other duties as they arise.
8. Will be available to promote the organization whenever and wherever possible.

B. President - Elect

1. Will serve when the President is unable to serve.
2. Will serve as chairperson of the Nominating Committee.
3. Will be responsible for the Policies and Procedures and By Laws.
4. Will serve on the Executive Committee and Personnel Committee.
5. Will be available to promote the organization whenever and wherever possible.

C. Secretary

1. Will record minutes of all meetings.
2. Will handle correspondence as requested by the president

D. Treasurer

1. Shall receive all funds
2. Chair the Finance Committee

E. Immediate Past President

1. Will serve as advisor on the Executive Committee for two years, or until there is a new Immediate Past President

F. **Regional Officers** shall be President, President-Elect, Secretary, Treasurer, and Immediate Past President. Their duties shall be outlined in The Manual of Operations.

ARTICLE VII – MEETINGS/CONFERENCES

A. **Annual Meetings** – A regular meeting of the Executive Committee shall be held at least annually prior to the National Business Meeting. The Business Meeting of the membership shall be held annually during the National Conference, which is usually held the third weekend in July. The membership votes on changes in dues structure, by laws and the election of national officers. A regular meeting of the Executive Board shall be held at least annually.

B. **Special Meetings** – Special meetings may be called at any time by the National President or Committee Chairs. Notice/agenda will be sent and will include the purpose and business of the special meeting. No business shall be transacted at a special meeting other than as set forth in the notice/agenda.

All Special Meetings may take place via conference call, electronic email, or in person.

C. **Regional Conferences** – will be held annually.

D. National Conferences – Will be held on the third weekend in July. Regions shall rotate having the National Conference in their area.

E. National Executive Board - Annual Meeting will be held in the fall at the site of the upcoming National Conference.

ARTICLE VIII – National Executive Board shall be composed of the following: National President, National Treasurer, National Secretary, National Immediate Past President, National President-Elect, National Certification Council Chair, and National Membership Chair.

ARTICLE IX - National Executive Committee shall be composed of the following: The National Executive Board, all Regional Presidents or designees. The following appointed Committee Chairs and Vice Chairs: Certification, Communication, Membership, Life Membership, Scholarship, and Associate for Office of Vocation. All members of the committee shall have voice and vote. The following attendees of the Executive Committee will have voice, no vote: Office Manager, and Parliamentarian

ARTICLE X- COMMITTEES

The following constitutes the Committees of the association: Bylaws, Communications, Finance, Nominating, Life Membership, Membership, Personnel, Scholarship. The chairperson who will moderate the committee meetings will be appointed by the President (either National or Regional) except the Nominating Committee, which is chaired by the President-Elect.

Other Standing or Special Committees may be appointed as deemed necessary to carry on the work of the association.

ARTICLE XI – LEGACIES AND GIFTS

Legacies and gifts, not specifically designated to be endowment or trust funds, may be used for the general purposes of the Corporation.

ARTICLE XII – AMENDMENTS

To adopt, amend, rescind or *suspend* these Bylaws a 2/3 (two-thirds) vote is required by those eligible and in attendance at the National Business meeting.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these by laws and the Presbyterian Church USA.

ARTICLE XIV – DISSOLUTION CLAUSE

In the event of dissolution of the Administrative Personnel Association, Presbyterian Church (U.S.A.), (which would require a two-thirds vote of the voting membership present at a National Meeting), the appropriate division of the Presbyterian Church (U.S.A.), or its successor, will become the legal owner of any assets and will be entitled to receive all benefits of said organization and will be obliged to administer the same in all respects and in accordance thereof.

Formally adopted August 5, 1994 in Charleston, SC
Amended September 21, 1997 in Cincinnati, OH
Amended May 16, 1998 in Ft. Myers, FL
Amended July 24, 1999 in Seattle, WA
Amended August 5, 2000 in Williamsburg, VA
Amended October 12, 2001 in Lancaster, PA
Amended September 28, 2002 in Las Vegas, NV
Amended July 19, 2003 in Sarasota, FL
Amended July 24, 2004 in Houston, TX
Amended July 16, 2005 in Clarksville, IN
Amended July 15, 2006 in Nashville, TN
Amended July 14, 2007 in Sacramento, CA