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~~CONSTITUTION AND BYLAWS~~
CONSTITUTION AND BYLAWS
OF THE PENN NORTHEAST CONFERENCE
OF THE UNITED CHURCH OF CHRIST

ARTICLE I – NAME

101. The name of this corporation shall be PENN NORTHEAST CONFERENCE OF THE UNITED CHURCH OF CHRIST.

ARTICLE II - PURPOSES

201. The purposes of this organization shall be:

~~a. To continue without break the ecclesiastical and legal identity of the East Pennsylvania Synod, as a judicatory of the Evangelical and Reformed Church and as an acting Conference of the United Church of Christ; Lehigh Synod, as a judicatory of the Evangelical and Reformed Church and as an acting Conference of the United Church of Christ; Susquehanna Synod, as a judicatory. To do everything which a Conference of the United Church of Christ may do in the spirit of Christianity and to extend the Gospel, to advance true religion, to promote education and to encourage Christian charity;~~

~~b.a. To acquire by purchase, gift, devise, bequest or otherwise and to own, hold, invest or dispose of property both real and personal for such religious, educational, and philanthropic and other related work as the Conference may undertake; to purchase, own, receive, hold, manage, care for and transfer, rent, lease mortgage or otherwise encumber, sell, assign, transfer and convey such property for the general purpose of the conference; to receive and to hold in trust both real and personal property for churches, congregations, boards, institutions and instrumentalities of the United Church of Christ and to invest or reinvest the same; and to make any contracts for promoting the objects and purposes of the Conference which are not inconsistent with the laws of the state of Pennsylvania.~~

~~e.b. To exercise the functions of an Association of the United Church of Christ;~~

~~e.c. To maintain relations with other Christian fellowships and ecumenical bodies within the boundaries of the Conference to the end that mutual understanding and cooperation may be advanced;~~

~~e.d. In general, to exercise all and every power for which nonprofit corporation organized under the Nonprofit Corporation Law of Pennsylvania and IRS rules and guidelines, can be authorized to exercise; provided, however, that no substantial part of its activities shall include the carrying on of propaganda or otherwise attempting to influence legislation, or participating in, or intervening in, any political campaign on behalf of any candidate for public office.~~

Commented [CM1]: These purpose statements have been removed as they are historical in nature and subsequently do not belong in this current document.

ARTICLE III – AFFILIATIONS

301. This Conference shall have that relation to the General Synod of the United Church of Christ as is described in those portions of the Constitution and By-Laws of the United Church of Christ, and which relate to Conferences of the United Church of Christ.

ARTICLE IV – VOTING MEMBERSHIP

49 401. The Voting membership of the Conference shall be the authorized ministers (~~ordained, licensed and~~
50 ~~commissioned ministers~~) holding standing in the Conference and lay delegates selected by and
51 representing the Local Church (heretofore referred to the Local Congregation) local congregations of the
52 Conference and such other persons as the By-Laws shall provide. The control of the Conference shall
53 reside in its voting members and may be exercised directly at any annual meeting or other meeting of the
54 Conference or through and by a Board of DirectorsConference Board elected by the Conference.
55

Commented [CM2]: These changes have been made to align with the Manual on Ministry and to reflect the structural changes in the PNEC Committee on Ministry and reflects the change of the name of the governing body of the church.

56 ARTICLE V – DIRECTORS

57
58 501. There shall be a Board of DirectorsConference Board, which shall administer the business, and affairs of
59 the Conference. Membership of the Board of DirectorsConference Board shall be elected at an annual
60 meeting of the Conference, and shall have such powers and duties as are usual and customary to a Board
61 of DirectorsConference Board under the laws of the State of Pennsylvania and as provided in the By-Laws
62 of the Conference.

Commented [CM3]: Now that the conference has returned to having two meetings a year, an annual meeting, is more clear than the annual meeting.

63 502. The Board of DirectorsConference Board may elect from its members an Executive Committee which
64 shall possess and exercise such powers and functions of the Board of DirectorsConference Board as the
65 Board, from time to time may delegate to it.

66 503. The By-Laws shall specify the number of delegates and shall provide for a method of election, term of
67 office, meetings, powers and duties of the Board of DirectorsConference Board, its Executive Committee
68 and other committees.
69

70 ARTICLE VI – OFFICERS

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72 601. The ~~officers of this Conference shall be a~~ Conference Minister ~~who~~ shall be the President, ~~the chief executive~~
73 ~~and administrative officer, and the spiritual leader of the conference. The Conference Minister shall be a~~
74 ~~member of a United Church of Christ congregation. Additionally,-~~ a Secretary, a Treasurer and such other
75 officers as the conference, ~~from time to time, may determine~~ are necessary, may be elected,- each of
76 whom shall be or become a member of a local churchcongregation of this Conference. The power and
77 authorities and duties- of the officers of theis Conference shall be set forth in the By-Laws, ~~provided,~~
78 ~~however, that the conference Minister shall be the chief executive and administrative officer and spiritual~~
79 ~~leader of the Conference.~~
80

Commented [CM4]: These changes reflect the roles of the Conference Minister and Conference Board officers more clearly.

81 ARTICLE VII – MEETINGS

82
83 701. The Conference shall hold an annual meeting and such other meetings as may be necessary, at such time
84 and place and upon such notice as may be provided in the By-Laws.

85 702. ~~At any duly held meeting of the Conference a majority vote of those present and voting shall be necessary~~
86 ~~for the transaction of any business except as otherwise provided in the By-Laws. Procedures~~ Procedures
87 for conducting Conference Meetings shall follow Robert's Rules of Order Newly Revised.
88

Commented [CM5]: This change allows us to follow the changes in Robert's Rules without having to change the constitution each time a revision is made.

89 ARTICLE VIII – COVENANTAL RELATIONSHIPS LOCAL CHURCHCONGREGATIONES

90
91 801. The Conference and the local congregations are in covenant with each other and with the national setting
92 of the United Church of Christ, supporting and nurturing the furtherance of the Gospel. ~~The local~~
93 ~~church~~ congregationes of the United Church of Christ have, in covenant, a God-given responsibility for
94 that Church, its labors and its extension, even as the United Church of Christ has, in covenant, a God-
95 given responsibility for the well being and needs and aspirations of its local churches. In mutual Christian

Commented [CM6]: Changes to this section align more closely with UCC statements of covenant.

96 concern and in dedication to Jesus Christ, the Head of the Church, the one and the many share in common
97 Christian experience and responsibility.

98 ~~802.~~ Nothing in the Constitution or By-Laws of the Conference shall destroy or limit the right of any covenantal
99 partner, each local church in the management of its own affairs. Each has the responsibility to respect and
100 consider the decisions made by other covenantal partners.

101 ~~803-802.~~ Actions by, or decisions or advice emanating from this Conference should be held in the highest
102 regard by every local church congregation.

Commented [CM7]: This statement is removed as it is a basic condition of the covenantal relationships defined in the UCC constitution.

104 ARTICLE IX – INTERPRETATION

106 901. The Constitution ~~of the Penn Northeast Conference~~ is intended to be in agreement accordance with the
107 Constitution and By-Laws of the national setting of the United Church Church of Christ. If any provision
108 of this Constitution and By-Laws is inconsistent with the Constitution and By-Laws of the United Church
109 of Christ the latter shall prevail.

Commented [CM8]: We affirm this statement but have clarified the language.

112 ARTICLE X – AMENDMENTS TO THE CONSTITUTION & BYLAWS

114 1001. The Penn Northeast Conference ~~is~~ Constitution and Bylaws may be amended by a two-thirds vote of those
115 present and voting, at a duly called meeting, provided that such amendment shall have been:

116 a. Recommended by the Governing Board or submitted by a group of not less than 5% of the duly
117 authorized Conference delegates;

118 b. A copy of the amendments is distributed to members of the Conference, as defined in this
119 Constitution not less than 60 days prior to the meeting at which the action on the proposed
120 amendments is to be taken.

121 c. This Constitution and Bylaws shall be in force and effect immediately upon their adoption.

122 a. ~~Presented to the Conference at the last previous regularly called meeting of the Conference and~~
123 ~~signed by duly authorized persons of not less than 5% of the local churches of the Conference; or:~~

124 b. ~~Recommended to the Conference by the Board of Directors~~ Conference Board and a copy thereof
125 distributed to each church and minister of the Conference not less than sixty days prior to the meeting
126 at which action on the proposed amendment is to be taken.

Commented [CM9]: This timing can become problematic. We believe a. thru c define the process of amendments clearly.

128 ARTICLE XI – THE BY LAWS

130 ~~1101.~~ The By-Laws of this Conference may be amended by a majority vote of those present and voting, at a duly
131 called meeting, provided that such amendment shall have been:

132 a. ~~Presented to the Conference at the last previous regularly called meeting of the Conference and~~
133 ~~signed by duly authorized persons of not less than 5% of the local church of the Conference; or:~~

134 b. ~~Recommended to the Conference by the Board of Directors~~ Conference Board and a copy thereof
135 distributed to each church and minister of the Conference not less than sixty days prior to the meeting
136 at which action on the proposed amendment is to be taken.

Commented [CM10]: This information has been moved to the Bylaws.

138 ARTICLE XII – ADOPTION

140 ~~1201.~~ This Constitution and By-Laws shall be adopted by a majority of the voting members of this Conference
141 present and voting at a meeting duly called for that purpose.

142 ~~1202.~~ This Constitution and By-Laws shall be in force and effect immediately upon their adoption.

Commented [CM11]: We believe this article is redundant.

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BY-LAWS PENN NORTHEAST CONFERENCE OF THE UNITED CHURCH OF CHRIST
PREAMBLE

100. These By-Laws, ~~consistent with the Constitutions of the Penn Northeast Conference and the United Church of Christ, further define and regulate the Constitution of the~~ Penn Northeast Conference, ~~and those instrumentalities which recognized, established or responsible to it, and describe the free and voluntary relationships which the local churches and ministers maintain with the Penn Northeast Conference and with each other. The pattern of relationships and procedures so described is recommended to local churches and ministers, to enable them more effectively to accomplish their tasks and the mission of the United Church of Christ.~~

Commented [CM12]: This section has been simplified.

ARTICLE 1 – MEMBERSHIP

101. This Conference shall be composed (1) of all local congregations which are members of the United Church of Christ and which are located in ~~the general geographical area comprising the counties of Bradford, Carbon, Columbia, Lackawanna, Lehigh, Luzerne, Monroe, Montour, Northampton, Pike, Sullivan, Susquehanna, Wayne, Wyoming and such other churches in adjoining counties which shall have petitioned for, and shall have been accepted into, membership in this Conference~~ those geographical areas determined by the General Synod of the United Church of Christ; and (2) of all ~~ordained, licensed and commissioned~~ authorized ministers who have standing in ~~the~~ is Conference.

Commented [CM13]: In most case we have moved to “congregations” rather than “churches” so that the emphasis is on the people and not the structure.

102. This Conference, with the approval of the ~~Board of Directors~~ Conference Board, under such provisions as the Board may deem wise, may continue in fellowship or establish fellowship with a local ~~church~~ congregation which is not part of the United Church of Christ. The names and statistics of such congregations shall be kept separately; their numbers shall not be counted in determining the number of delegates which this Conference is entitled to send to General Synod; nor shall a member of such a ~~church~~ congregation be a delegate to General Synod. No direct or indirect participation by any such ~~church~~ congregation in the work of the Conference shall be construed as making it a part of the United Church of Christ.

Commented [CM14]: Again, we align the bylaws with the Manual on Ministry.

103. An ordained minister of another denomination, serving as pastor of a ~~church~~ congregation in this Conference shall apply ~~to the~~ to the Committee on Ministry for dual standing in the Conference for the duration of that pastorate, with all the rights and privileges of such membership.

104. The ~~Board of Directors~~ Conference Board Committee on Ministry shall keep an accurate list of all the ministers and ~~church~~ congregationes that are members of the Conference.

ARTICLE II – DUTIES AND RESPONSIBILITIES

201. In the interest of the local churches/ congregations, this Conference shall discharge those duties and provide those services which will strengthen the witness of the United Church of Christ, such as:
- a. Furthering the life, mission, witness, worship and fellowship of the member church/ congregations.
 - b. Extending the mission, witness and outreach of the United Church of Christ in the Conference area ~~and to cooperate with other denominations and religious agencies in the mission of the Christian Church/ Congregation in the State.~~
 - c. Serving as a liaison with the local church/ congregations and the General Synod
 - d. Assisting the local church/ congregations and ministers in developing their own programs.
 - e. Rendering counsel to local church/ congregations and ministers in situations calling for help beyond their own resources.
 - f. Rendering advisory service to local church/ congregations and ministers with reference to pastoral placement.
 - g. Sponsoring in-service training/ continuing education for ministers; and conducting conferences, retreats, clinics and workshops in ~~all~~ areas of religious life and service.
 - h. Maintaining relationships hips for mission, witness and outreach with other religious bodies to the end that mutual understanding, cooperation and fellowship may be advanced.

Commented [CM15]: We find the latter part of this unnecessary as letter "h" speaks to our ecumenical and inter-faith relationships.

Commented [CM16]: More accurately describes the requirements for ministers

ARTICLE III – OFFICERS

301. The officers of the Conference shall be a Conference Minister, a Moderator, an Assistant Moderator, a Secretary and a Treasurer, and such other officers as the Conference, from time to time may determine.
302. The Conference Minister shall be the chief executive and administrative officer and spiritual leader of this Conference. He/she shall be an ordained minister with standing in the United Church of Christ. The Conference Minister shall have general supervision of all phases of the Conference program and shall be a counselor to church/ congregations and ministers, shall represent the Conference at meetings of the church/ congregations and at denominational and inter-denominational gatherings. He/she shall be ex officio a member of the Board of Directors/ Conference Board and the Executive Committee, without vote. The Conference Minister shall give guidance to the Conference Board and be subject to its direction and decisions. The Conference Minister advises the Committee on Ministry and its chairs. The Conference Minister supervises ~~all~~ staff and Ministry Team Coordinators. The Conference Minister shall be president of the corporation and as such shall perform all legal functions assigned by the Board of Directors/ Conference Board and authorized by them. He/she shall perform such duties as are assigned by the Constitution and By-Laws of the United Church of Christ.
303. If the position of Conference Minister becomes vacant, the Conference Board may employ an Interim or Designated Conference Minister to provide leadership to the Conference. The Interim or Designated Conference Minister shall perform all the functions and responsibilities of the Conference Minister position.
304. The search for the Conference Minister follows the guidelines and recommendations of the national setting of the United Church of Christ.
305. When the search for the Conference Minister has been completed, the Conference Board shall present to the Conference, at an Annual or Special Meeting, the name of a candidate for such office. The Conference shall determine whether or not it wishes to call the person so recommended. The Conference Board shall determine the salary and conditions of employment. -These shall be set forth in a call. The service of the Conference Minister may be terminated upon 60 days notice either by the Conference Minister or by (2/3) two-thirds of the members of the Conference Board.

Commented [CM17]: The wording no further delineates the role of the Conference Minister with the ministry functions of the conference.

Commented [CM18]: There was no provision for interim or designated Conference Ministers being used.

Commented [CM19]: This section affirms our desire to align with the practices of the national setting.

238 ~~303-306.~~ The Moderator shall be elected at an Annual Meeting for a one-year term and may be
239 ~~relected~~relected for an additional one-year term. No person shall be elected for more than two consecutive
240 terms. The Moderator shall have had previous Conference board experience or have served as the
241 Assistant Moderator of the Conference Board. The Moderator shall ~~preside~~preside at the Annual and
242 Special meetings of the Conference and shall be the chairperson of the ~~Conference Board~~ Board of
243 ~~Directors~~ and the Executive Committee. He/she may represent the Conference at meetings of the
244 ~~church congregations~~ or other bodies, as requested by the Conference Minister. The Moderator shall be
245 the first Vice-President of the Corporation. ~~If the position of Conference Minister is vacant, the Board of~~
246 ~~Directors~~~~Conference Board~~ may appoint an acting Conference Minister until an Interim Conference
247 Minister or Conference Minister is elected. ~~The acting Conference Minister or Interim Conference~~
248 ~~Minister shall perform all the functions and responsibilities of the Conference Minister position.~~

249 ~~304-307.~~ The Assistant Moderator shall be elected for a one-year term and may be re-elected for a second
250 one-year term. No person shall be reelected for no more than two consecutive terms. The Assistant
251 Moderator shall perform the duties of the Moderator in his or her absence or when requested to do so.
252 He/she shall be the second Vice-President of the Corporation.

253 ~~305-308.~~ The Secretary shall keep the minutes of ~~the~~ Annual and Special Meetings of the Conference and
254 of the ~~Conference Board~~ Board of Directors ~~Conference Board~~ and the Executive Committee. He/she shall
255 sign legal papers as Secretary of the Corporation, as directed and authorized by ~~the~~ Board of
256 ~~Directors~~ Conference Board and shall carry on such correspondence as is pertinent to the office. The
257 Secretary shall be appointed by the Conference Board. The Secretary is an ex officio member of the
258 Conference Board, with voice but no vote.

Commented [CM20]: This change is made so that the secretary, a difficult position to fill, may be appointed rather than elected and retained as long as possible. As an appointed person, the committee felt voice but no vote was appropriate.

259 ~~306-309.~~ The Treasurer shall be the Treasurer of the Corporation and shall ~~receive~~ hold and disburse the
260 funds of the Conference subject to the direction of the ~~Board of Directors~~ Conference Board or its designee.
261 He/she shall be responsible for keeping accurate accounts of all monies, funds and properties committed
262 to his/her care and shall make regular financial reports to the ~~Board of Directors~~ Conference Board and to
263 the Annual Meeting of the Conference. The Treasurer shall be bonded as the ~~Board of~~
264 ~~Directors~~ Conference Board provides. The Treasurer shall be appointed by the Conference Board. The
265 Treasurer is an ex officio member of the Conference Board, with voice but no vote.

Commented [CM21]: This change is made so that the Treasurer, a difficult position to fill and to find qualified candidates for, may be appointed rather than elected and be retained as long as needed. As an appointed person the committee felt voice but no vote was appropriate.

266 ~~307.~~ ~~When the office of Conference Minister becomes, or is about to become vacant, the Board of~~
267 ~~Directors~~ Conference Board, in consultation with the Committee on Ministry, shall present
268 to the Conference, at an Annual or Special Meeting, the name of a candidate for such office. The
269 Conference shall determine whether or not it wishes to call the person so recommended. ~~He/she shall be~~
270 ~~elected to serve a term of six years and shall be eligible for re-election. The Board of Directors~~ Conference
271 ~~Board~~ shall determine the salary and conditions of employment. These shall be set forth in a call. The
272 service of the Conference Minister may be terminated upon 60 days notice either by the Conference
273 Minister or by (2/3) two thirds of the members of the Board of Directors ~~Conference Board~~.

Commented [CM22]: This is stated in new section 305.

274 ~~308-310.~~ The Moderator ~~and~~; Assistant Moderator, Secretary and Treasurer shall be elected at the Annual
275 Meeting. If the Moderator or Assistant Moderator are appointed to fill a vacancy, they shall have voice
276 but no vote, until their election.; ~~not elected members of the Board of Directors~~ Conference Board, they
277 shall be members ex officio with vote, during their term of office. The Moderator and Assistant Moderator
278 shall be elected for a term of one year and may be re-elected; no person may serve in one of these offices
279 for more than two consecutive years. ~~The Secretary shall be elected for a term of two years and may be~~
280 ~~re-elected; no person shall serve as Secretary for more than four consecutive years. The Treasurer shall~~
281 ~~be elected for a term of two years and may be re-elected but no person shall serve as Treasurer for more~~
282 ~~than six consecutive years.~~ After a lapse of one year, a person may be re-elected to the Board or as an
283 officer of the Conference.

Commented [CM23]: Much of this section is redundant as it is covered in other sections.

284 ~~309-311.~~ The terms of office of all elected officers shall begin following the Annual Meeting at which they
285 are elected and shall terminate at the close of the Annual Meeting at which their successors are elected.

286 312. If any elected officer moves from the Conference area or ceases to be a member of a
287 church congregation holding full membership in the Conference, his/her tenure of office shall cease.

288 313. If any of the elected officers (except the Conference Minister) resigns or becomes unable or
289 ineligible to serve, the Board of Directors Conference Board shall appoint elect a person to fill the
290 remainder of the term.

291 314. If the position of Conference Minister becomes vacant, the Board of Directors Conference Board
292 may employ an Interim Conference Minister to provide leadership to the Conference. The Interim
293 Conference Minister shall perform all the functions and responsibilities of the Conference Minister
294 position. Prior to the employment of an Interim Conference Minister or a Conference Minister, the Board
295 of Directors Conference Board may appoint one of the Associate Conference Ministers as an Acting
296 Conference Minister.

Commented [CM24]: This information is noted in other sections of the document.

297
298 ARTICLE IV – BOARD OF DIRECTORS CONFERENCE BOARD

300 401. The Board of Directors Conference Board shall consist of 12 persons in addition to the four officers. -
301 officio members. Each year four six members directors shall be elected to serve for a term of three years
302 or until their successors are elected. Authorized Ordained ministers may constitute not more than one-
303 half of the Board of Directors Conference Board. A conference board member director who has completed
304 a three-year term shall be eligible for re-election for one additional term. If a conference board
305 member director serves for two terms, he/she may be elected as an officer and thus serve on the Board ex
306 officio.

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Commented [CM25]: The decision to streamline the size of the Conference Board is not made lightly, but enables the smaller board to be more flexible, nimble, and make decisions more easily.

307 a. The Conference shall elect two youth/young adult (14-21) representatives of the Board of
308 Directors Conference Board with voice but no vote. The youth/young adult representative will be in
309 addition to the regularly elected members of the Board.

310 402. The Board of Directors Conference Board shall be the governing board of the Conference and shall do all
311 things needful to develop and further its program and work, in accordance with the provisions of this
312 Constitution and the will of the Conference expressed at Annual or Special Meetings, consistent with the
313 Constitution and By-Laws of the United Church of Christ. The Board of Directors Conference Board
314 grants and removes ministerial standing-

Commented [CM26]: This is a function of the Committee on Ministry.

315 403. The corporate powers of the Conference shall be vested in the Board of Directors Conference Board who
316 shall have and exercise the general control and management of its property, funds and affairs, subject to
317 its charter, the provisions of this Constitution and the laws of the state. The Board of Directors Conference
318 Board may, by a majority vote of the Board, incur indebtedness and assign, buy, sell, lease, convey or
319 mortgage any real or personal property. The Board of Directors Conference Board shall designate the
320 officers or other persons who shall have power to sign receipts, checks and other instruments for the
321 withdrawal of funds from banks or savings institutions.

322 404. The Board of Directors Conference Board shall meet at least quarterly, at such time and place as it shall
323 determine.

324 405. Between meetings of the Board of Directors Conference Board, its functions shall be carried on by an
325 Executive Committee consisting of the officers plus three six other members of the Board, appointed
326 elected by the Conference Board. This Committee shall meet, as needed, between meetings of the Board.

327 406. Special meetings of the Board of Directors Conference Board or the Executive Committee may be called
328 by the Conference Minister, the Moderator or upon written request by three members of the Board.

329 407. Notices of all meetings of the Board shall be distributed to all Board members at least 14 days prior to the
330 meeting, unless this requirement is waived by two-thirds of the Board members present and voting.

331 408. A quorum of the board of Directors Conference Board shall consist of a majority of the elected members.

332 409. The term of office of directors (except the Conference Minister) shall begin following the Annual Meeting
333 at which they are elected and shall terminate at the close of the meeting at which their successors are
334 elected.

- 335 410. If any director moves from the Conference or ceases to be a member of a church congregation which holds
 336 membership in the Conference, his/her membership on the Board of DirectorsConference Board shall
 337 cease.
- 338 411. If any member of the Board of DirectorsConference Board resigns or is unable or ineligible to serve, the
 339 Board shall elect a person to fill the remainder of the term.

342
 343 ARTICLE V – COMMITTEES, TEAMS AND TASK FORCES

- 345 501. The Board of DirectorsConference Board shall have the authority to ~~appoint~~ establish committees, teams
 346 and task forces to assist it in carrying on its mission.
- 347 502. The Conference Minister and Moderator shall be ex officio members of all committees, teams and task
 348 forces without vote.
- 349 503. The Conference Board recognizes ~~There are three categories of Committees in Penn Northeast~~
 350 ~~Conference. They are:~~ Standing Committees, Teams and Task Forces.

Commented [CM27]: Some committees are elected.

352 Standing Committees are authorized by the Board of DirectorsConference Board and are ongoing.
 353 ~~Standing Committee members are elected by the Conference at its Annual Meeting. Each committee, at~~
 354 ~~its last meeting prior to the Annual Meeting of Conference, will select its chairperson for the next year.~~
 355 ~~Standing Committees will make regular reports to the Board of Directors. Each Standing Committee will~~
 356 ~~have a Staff representative assigned to it by the Conference Minister. The chairperson of the committee~~
 357 ~~or another assigned person will be the liaison with the Board of Directors.~~

Commented [CM28]: Standing Committees are established by the Conference Board and their establishment does not require Conference approval. This aligns with Robert's Rules of Order.

359 Standing Committee detailed responsibilities can be found in the PNEC Way of Work. The structure and
 360 responsibilities of the Standing Committees are authorized by the Conference Board.

362 Standing Committees include but are not limited to:
 363 Committee on Ministry – elected for up to two consecutive 3-year terms
 364 Staff and Personnel – elected for up to two consecutive 3-year terms.
 365 Nominating – elected for up to two consecutive 3-year terms.

367 Teams are authorized by the Board of DirectorsConference Board and are ongoing

369 ~~The Board of Directors and/or its Executive Committee shall be responsible for overseeing disbursements~~
 370 ~~of all endowed funds.~~

Commented [CM29]: This is defined by the Endowment documents and the policies. Individual disbursements do not need to be overseen by the Conference Board.

372 Task Forces are ad hoc and short term. Staff, the Board of DirectorsConference Board, Standing
 373 Committees or Teams can create Task Forces. Task Forces exist for a specific purpose and are not on
 374 going. The organizing group selects Task Force members.

Commented [CM30]: These committee have been changed and are addressed in other sections.

376 ~~The following are presently, though not limited to these, the Standing Committees of the Penn Northeast~~
 377 ~~Conference: Committee on Ministry with working groups sub-committees of
 378 Authorization, Oversight and Local Church Support; Staff and Personnel; Nominating;
 379 Ordained Church and Ministry; Ordaining In Care; Licensed and Commissioned Ministry; Licensing and
 380 Commissioning In Care; Ministerial Compensation; Investment; Ecumenical Interfaith; GEM Fund; YEA
 381 Fund; and G.T. Williams Fund.~~

383 The following are presently, though not limited to these, Teams of the Penn Northeast Conference: Search
384 & Call; Conflict Resource; Response; Peace and Justice; Annual Meeting Planning; Stewardship; Mission
385 Interpretation; and Youth & Young Adult Ministry.

388 504. Terms of Office:

389 Standing Committee members serve for a three-year term. A member may be re-elected upon expiration
390 of his/her term. Terms of office begin immediately following election at the Annual Meeting of
391 Conference. If there is a resignation from a committee the Nominating Committee, with approval by the
392 Board, will appoint a replacement. Standing Committee Members may serve for two terms and after that
393 there must be a lapse of one year before they can serve again.

395 Team members are appointed ~~and authorized for an indefinite period based on their individual skills and~~
396 ~~abilities. Teams should strive for diversity and effective representation of the conference. Team members~~
397 ~~agree to serve an annual commitment which is renewable based on the needs of the conference and the~~
398 ~~individual. No term limits are established. If there is a resignation from the Team, the Team will secure~~
399 ~~another person to fill the vacancy.~~

Commented [CM31]: These changes clarify the rules and selection criteria for Team Members.

404 ARTICLE VI – STAFF

406 601. The Conference ~~Board shall have the authority to approve and/or modify the conference staff~~ structure.

408 The Conference Board shall have the authority to form a Conference Minister Search Committee for purpose of
409 calling the Conference Minister.

411 ~~at an Annual or Special Meeting shall have the authority to create and terminate all program staff positions. The~~
412 ~~conference Board of directors shall have the authority to create and terminate all administrative staff positions.~~

413 601-602. The Conference Minister shall have the authority, subject to approval by the Conference ~~Board of~~
414 ~~Directors~~ Conference Board, and in consultation with the Staff and Personnel Committee, to organize a
415 search for, offer a call to, and terminate the employment of all program staff members, consistent with
416 pertinent personnel policies and job positions established by the Conference ~~Board of Directors~~ Conference
417 Board. The Conference Minister, in consultation with the Staff and Personnel Committee, shall have the
418 authority to organize a search for, offer employment to, and terminate the employment of all administrative
419 staff members, consistent with pertinent personnel policies established by the Conference ~~Board of~~
420 ~~Directors~~ Conference Board.

421 602-603. The Conference Minister, in consultation with the Staff and Personnel Committee shall supervise
422 all program and administrative staff members, consistent with pertinent personnel policies and job
423 descriptions, ~~established by the Conference Board of Directors.~~

Commented [CM32]: Once the staff structure is approved it is the work of the Conference Minister to fill the positions for the staff structure. Conference Ministers are the heads of staff.

425 ARTICLE VII - FINANCES

427 701. The Conference shall be supported by voluntary contributions of the ~~church~~ congregations and
428 individuals. The ~~Board of Directors~~ Conference Board shall establish an appropriate goal-setting process
429 for Our Church's Wider Mission and shall implement that process annually with Conference

430 church congregations. This goal will reflect each church congregation's share of support for the
431 Conference and worldwide program of mission.

432 702. The Conference Board determines, on an annual basis, its retention percentage of OCWM monies, consults
433 on a regular basis with the national setting of the UCC-Office of General Ministries, acting on behalf of
434 the General Synod, to reach mutual agreement upon the percentage or dollar amount, of the undesignated
435 gifts for Our Church's Wider Mission to be retained for its own support.

Commented [CM33]: This aligns with current practice.

436 703. The Conference may conduct such special appeals for funds as it shall determine and which may be
437 recommended by the Board of Directors Conference Board.

438 704. The Board of Directors Conference Board shall prepare a proposed Conference budget which shall be
439 submitted to the Conference. At its Annual Fall Meeting the Conference shall adopt a budget for the
440 following year.

Commented [CM34]: The budget will be approved in the fall of the previous year

441 705. The budget and financial records of the Conference shall be kept on the basis of the calendar year.

442 706. Books and accounts of the Conference shall be reviewed audited annually by a certified public accountant
443 selected by the Board of Directors Conference Board. An audit by a certified public accountant will be
444 scheduled every three – five years.

Commented [CM35]: This reflects practice

445 707. Investments of Conference endowment and capital funds shall be done by the Conference Investment
446 Committee in accordance with the policies of the Conference, provision of the documents, as most
447 currently ratified by the Board of Directors, entitled, "Statement of Investment Policy and Guidelines for
448 Endowment and Capital Campaign Funds" and "Objectives of Conference Endowment Funds and the
449 Role of the Investment Committee." Investment of all other Conference funds shall be done by the
450 Conference Treasurer, in consultation with the Investment Committee and Conference Board as necessary,
451 and other committees designated by the Board of Directors.

Commented [CM36]: Policies govern our implementation of investment practices but the conference needs to rely on the expertise of the Investment Team for ongoing decision-making

452 ARTICLE VIII – MEETINGS

453 801. The Annual meetings of the Conference shall be held at such times and places as the Board of
454 Directors Conference Board shall determine. Special meetings may be called by the Board of
455 Directors Conference Board.

Commented [CM37]: This reflects a change in the frequency of meeting of the conference.

456 802. The Board of Directors Conference Board may appoint such committees as are required to carry on the
457 meeting.

458 803. Notice of the Annual and Special Meetings shall be distributed to all authorized ministers (ordained,
459 licensed and commissioned ministers) holding standing in the Conference and to an appropriate lay officer
460 of each member church congregation at least 30 days prior to the meeting. Notice shall be given by the
461 Secretary, as directed by the Board of Directors Conference Board.

Commented [CM38]: Reflects changes in the Manual on Ministry

462 804. At all Conference Meetings, in addition to its ministers, each local church congregation shall be entitled to
463 be represented by two lay delegates if at least one is a youth/young adult (14 – 21 years). Furthermore,
464 each local church congregations with more than 500 members shall be entitled to be represented by one
465 additional lay delegate for every additional 500 members or major fraction thereof as shown in the Penn
466 Northeast Conference Yearbook most recently published prior to the date of the call of the meeting. Each
467 local church congregation should choose alternate delegates who shall serve in case its delegates are unable
468 to attend. Visitors are welcome. The members of the Board of Directors Conference Board shall be
469 members ex officio of the Conference with vote.

470 805. At any meeting of the Conference 100 persons entitled to vote shall constitute a quorum. If there is the
471 lack of a quorum, members present at any scheduled meeting of the Conference may hear and receive
472 reports without taking actions thereon and may adjourn the meeting to such a time and place as a majority
473 of those who are present and entitled to vote shall determine.

474 ARTICLE IX – NOMINATING COMMITTEE AND ELECTIONS

- 479 901. ~~The Nominating Committee shall consist of ten persons, including one youth elected at each Annual~~
 480 ~~Meeting, who shall serve until their successors are elected. This Committee shall nominate one or more~~
 481 ~~candidates for each position to be filled by election at the Annual Meeting, including the Nominating~~
 482 ~~Committee to serve during the following year.~~
 483 902. ~~If any member of the Nominating Committee resigns or is unable to serve, the Board of Directors shall~~
 484 ~~fill the vacancy.~~
 485 903. ~~The Nominating Committee shall maintain records of suggested nominees and their qualifications.~~
 486 904. ~~In addition to those nominations made by the Nominating Committee, nominations may be made from the~~
 487 ~~floor under the rules of the Annual Meeting.~~
 488 905. ~~Elections shall be held at the Annual Meeting, under the direction of the Moderator. Elections shall be by~~
 489 ~~ballot, except that when only one candidate has been nominated for an office, that office may be filled by~~
 490 ~~voice vote.~~
 491 906. ~~The term of office of persons elected at the Annual Meeting shall begin at the conclusion of the meeting~~
 492 ~~and shall terminate when their successors are elected.~~
 493 907-901. ~~(The term of office for the youth/young adult representatives on the Board of Directors shall be~~
 494 ~~one year.)~~

Commented [CM39]: These are defined in Ways of Work and in other sections of this document.

495
496 ARTICLE X – RELATION TO GENERAL SYNOD

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498 1001. The Conference shall be related to the General Synod as provided in the Constitution and By-Laws of the
 499 United Church of Christ.
 500 1002. The Conference shall elect delegates and alternate delegates to the General Synod as required by the
 501 Constitution and By-Laws of the United Church of Christ. They shall be nominated by the Nominating
 502 Committee and elected at an annual meeting. ~~There shall be two nominees for each position. The person~~
 503 ~~with the highest number of votes will be the delegate and the person with the next number of votes will~~
 504 ~~become the alternate delegate.~~

Commented [CM40]: The process and number of delegates nominated may change and is outlined in ways of work.

505
506 ARTICLE XI – COMMITTEE ON CHURCH AND MINISTRY

- 507
508 1101. The Standing of authorized ministers ~~(ordained, licensed and commissioned ministers)~~ and
 509 ~~churchescongregations~~ is held in the Penn Northeast Conference acting as an Association. The
 510 Conference, through the Committee on Ministry, receives ministers and local ~~churchcongregations~~ into
 511 the United Church of Christ. The ~~Board of Directors~~Conference Board Committee on Ministry grants and
 512 removes ministerial standing.
 513 ~~1101.~~1102. In all cases the Committee on Ministry functions within the policies of the Conference and the
 514 Manual on Ministry, as developed by the National Setting of the United Church of Christ.
 515 ~~(The report of the service of installation or recognition of a~~an authorized~~minister shall be signed by~~
 516 ~~the Conference Minister. The Conference Minster shall forward copies of it to the Secretary of the United~~
 517 ~~Churchchurch of Christ and to the Parish Life and Leadership Ministerial Excellence, Support and~~
 518 ~~Authorization Team of the United Church of Christ.~~
 519 ~~1102.~~1103. The Conference Minister shall promptly notify the Secretary of the United Churchchurch of Christ
 520 when it is learned that a pastor or a local church has decided to terminate the pastoral relationship. ~~He/she~~
 521 ~~shall promptly report all such vacancies to the Secretary of the United Churchchurch of Christ.~~
 522

Commented [CM41]: Section 1102 has been changed to align with the Manual on Ministry

Commented [CM42]: This is identified as a practice in the Manual on Ministry and does not need to be in this document.

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524 ARTICLE XII – DISSOLUTION

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1201 Upon dissolution of the Penn Northeast Conference, unless it forms a new conference within the United Church of Christ, its assets and all property and interest, including any devise, bequest, gift, or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution, shall be transferred to the United Church of Christ, Cleveland, Ohio, a tax exempt organization pursuant to Internal Revenue Code section 501 © (3) or its successor(s). In no event shall any of the above-described property be distributed to individual members of any organizations without tax exempt status.

Commented [CM43]: This prepares for possible mergers or unification with another conference, retaining assets for the new conference entity.

Latest changes made and approved at: