

BYLAWS OF THE
NORTHEASTERN JURISDICTION NATIVE AMERICAN
MINISTRIES COMMITTEE
OF THE UNITED METHODIST CHURCH

Article 1

OFFICE AND NAME

The Northeastern Jurisdiction Native American Ministries Committee (NEJNAMC) is the official agency of the United Methodist Church that does business for the church relative to those issues regarding Native Americans within the Northeastern Jurisdiction.

Article 2

The Bylaws of the NORTHEASTERN JURISDICTION NATIVE AMERICAN MINISTRIES COMMITTEE shall comply with the provisions of the current Book of Discipline of the United Methodist Church. No action of this committee by its members, its officers, its Executive Committee, its committees, or its agents, may be taken which is in violation of the Book of Discipline of the United Methodist Church.

Article 3

ORGANIZATION

A. MEMBERSHIP

Membership shall consist of three (3) representatives chosen each year by the Conference Committee on Native American Ministries (CoNAM), they would be designated as the voting members. The CoNAMs shall also designate two (2) alternates. All members of the CoNAMs are encouraged to attend the NEJNAMC Annual

Meeting. All persons present have an equal voice in all discussions.

B. ELECTED OFFICERS

At the organizational meeting each quadrennium, the NEJNAMC upon nomination by its nominating committee shall elect:

- A Chairperson
- A Vice Chairperson
- A Secretary
- A Treasurer
- Chair of the Communications Committee
- Chair of the Nominating Committee

C. EXECUTIVE COMMITTEE

The members of the Executive Committee present shall constitute a quorum at a properly announced meeting or properly announced conference call. If the Chairperson or Vice Chairperson are not in attendance, any of the other Executive Committee members can chair that meeting.

The Executive Committee shall:

- Consist of the NEJNAMC Chairperson and Vice Chairperson, Secretary, Treasurer, Chair of the Communications Committee and Chair of the Nominating Committee.
- Invite a representative from the host conference to be a part of the Executive Committee to assist with the logistics of the next Annual Meeting. The representative would have voice but no vote.
- Have authority to act on behalf of the NEJNAMC between annual meetings.
- Set the agenda of the Annual Meeting.
- Lead the Committee in setting long-range strategy.
- Fill vacancies of the Executive Committee and other Committees between quadrenniums.

- Provide a report on the work of the Executive Committee through Chair Report presented at the Annual Meeting.
- Appoint an Archivist.
- Designate other committees as deemed necessary.

DUTIES OF THE ELECTED OFFICIALS

1. The Chairperson shall be the presiding officer; shall be the Chairperson of the Executive Committee; shall consult frequently with the Executive Committee about the issues and concerns of the life of the NEJNAMC; shall sign all vouchers, contracts and official agreements approved by the full membership and/or the Executive Committee; shall be EX-OFFICIO member of the continuing committees without vote; and shall represent NEJNAMC as the major elected officer.

2. The Vice Chairperson shall perform all the duties of the Chairperson in his/her absence; shall assume the duties and responsibilities of the Chairperson should a vacancy occur; will hold these duties until there is an election of another Chairperson; and will perform duties directed by the Executive Committee.

3. The Secretary shall be responsible for the minutes of all Annual and Executive Committee meetings; keep the membership/contact list updated and shall perform such duties as assigned by the Executive Committee and Chairperson.

4. The Treasurer shall maintain all financial reports; shall be signer of checks; shall make quarterly reports; shall make a financial report at Annual Meetings; shall be bonded and be the chair of the Finance Committee.

E. TERMS OF OFFICE

Individuals may serve no more than two consecutive quadrenniums in any given office, however, the Nominating Committee can request an extension for any office for an additional quadrennium.

The recommendation must be presented to voting members 30 days before an election and voted on at the next scheduled meeting. Acceptance of such a recommendation will require approval by a simple majority of voting members present.

F. DUTIES AND COMPOSITIONS OF CONTINUING COMMITTEES

The NEJNAMC shall elect the Chairs of the Continuing Committees and the Chairs will select their members at the organization meeting; the requirements are:

1. There shall be up to 5 members on each committee.
2. Work will be done by face to face, conference calls, phone and emails.
3. Each committee will make a report at the Annual Meeting.
4. If there is a resignation from the committee, the chair of that committee will recommend another person to the Executive committee and which will be approved by the Executive Committee.

G. CONTINUING COMMITTEES

1. COMMUNICATIONS COMMITTEE

The Communications Committee shall:

- A. Write and distribute new articles relative to the work of NEJNAMC.
- B. Develop and provide materials such as brochures, compile resources related to Native American Ministries Sunday (NAMS) and have a speaker's bureau list.
- C. Provide oversight of all communications pertaining to the website.

2. NOMINATING COMMITTEE

The Nominating Committee shall:

- A. Nominate the officers of the NEJNAMC.
- B. Recommend to the NEJNAMC the assignment of continuing and special subcommittee members.
- C. Present a name or names of persons to the Executive Committee to fill open positions until the next regular election.

3. FINANCE COMMITTEE

The Finance Committee shall:

- A. Annually review and recommend an NEJNAMC budget for approval.
- B. Provide for an annual review of funds and an annual financial report to the NEJNAMC.
- C. Research funding sources and get information and forms to apply for funding.
- D. Plan and present a yearly fundraising activity to encourage support for the NEJNAMC.

H. SPECIAL COMMITTEES

NEJNAMC may authorize special committees to perform whatever duties and serve for whatever length of time is needed in order to complete the activity or project. Between meetings of the NEJNAMC, the Executive Committee is authorized to appoint such special committees as may be needed. All special committees shall report to the NEJNAMC.

I. APPOINTMENTS

At its discretion, the NEJNAMC or the Executive Committee may

appoint persons beyond the membership of the Committee with special expertise to serve on the continuing and special committees.

J. COMPENSATION

Members shall not receive compensation or honoraria for services performed on behalf of or for NEJNAMC except for expenses that may be allowed for performance of official NEJNAMC business.

Article 4

MEETINGS

A. CALL OF MEETINGS

There shall be at least an Annual Meeting of the NEJNAMC in each calendar year. Additional meetings may be called by vote of the NEJNAMC or by the Executive Committee.

B. QUORUM

A quorum will consist of the voting members present at a properly announced meeting.

C. VOTING

Decisions shall be made by consensus of the voting members present. If a consensus cannot be reached, there can be a motion to make the decision by simple majority vote, which will occur if the majority approve.

D. PRESIDING OFFICER

The Chairperson shall preside at the Annual Meeting. If the Chairperson is not able to preside, the Vice Chairperson shall preside. If neither of these individuals are not able to preside, a member of the executive committee can be designated by the NEJNAMC to chair the Annual Meeting.

E. MINUTES

Minutes will be taken at the Annual Meeting. A draft copy of the minutes will be sent out to all NEJNAMC members after the annual meeting and members can send in corrections. The minutes will not be valid until approved by the NEJNAMC at the next Annual Meeting. After the minutes are approved, copies will be circulated to all NEJNAMC members.

F. ARCHIVING OF RECORDS

NEJNAMC materials will be archived at Drew University, which is the site where the Northeastern Jurisdiction archives its materials. An appointed archivist shall collect, store and make records of the archived materials.

G. VALIDITY AND AMENDMENTS OF THE BYLAWS.

The NEJNAMC shall operate under these Bylaws unless or until they are rescinded or amended.

H. AMENDMENTS OF BYLAWS

The Bylaws may be amended by two-thirds majority vote of the voting members present at a regular or special meeting of the NEJNAMC, provided written notice to such amendments has been given to the members and the vote thereon shall be delayed at least one day.

10/22/11 Approved by the Task Force, 10/1/12 approved by Executive Committee.

12/29/13 Executive Committee editing approval.

10/1/15 Present revision pending approval.

10/8/15 Brought to members of at NEJNAMC Annual Meeting.

10/10/15 Approved as corrected at NEJNAMC Annual Meeting

10/6/16 Approved as corrected at NEJNAMC Annual Meeting

09/8/17 Present revision pending approval.

09/14/17 Approved as corrected by Executive Committee

10/13/17 Approved by NEJNAMC Annual Meeting

10/12/18 Approved by NEJNAMC Annual Meeting

