



## Overview of Proposed Revisions to the October 2006 By-Laws

For Assembly Business Session, each revision will be considered separately. These changes have all been approved by Administrative Council, and come Recommended for Adoption.

Guide to reading 2016 Proposed By-Laws:

- The lines in the left column indicate a change to that section
- Both Red and Blue printed pieces show insertions and deletions (edits were made by two different authors)

- Revision #1     Article I Section B  
Membership is defined to include all officially recognized congregations as listed in the current Yearbook. A note was added stating that those congregations that are currently congregations in formation in November 2016 will be grandfathered, having membership privileges through the close of Regional Assembly of 2018 at which time they must be chartered to be officially recognized congregations.
- Revision #2     Language revisions to update Present Practices
- *Voting representatives updated, stated more clearly—Section C*
  - *Licensed or Licensing changed to Commissioned or Commissioning*
    - Article I Section C #1
    - Article VI Section B #5
    - Article VII Section A #2
  - *Secretary changed to Corporate Secretary*
    - Article II #3
    - Article IV Section A #1 & #2
    - Article IV Section B #3
  - *Regional Hispanic Pastor changed to Hispanic Moderator or representative*
    - Article II #3
    - Article III #2
  - *Meeting formats changed to includes not only in person but also video and phone conferencing, and email votes and conversations.*
    - Article I Section G #2
    - Article II #5
    - Article III #6
  - *Staff Relations added as a Ministry Team delineating responsibilities*
    - Article VI Section D #1-4
    - Article VII Section A #3 & #5
  - *Regional Minister Search added use of the Disciples Executive Search Process*
    - Article VII Section B #2
  - *Representative to General Board was changed to Moderator or Vice Moderator*
    - Article VIII Section B
- Revision #3     Article VII Section B #3  
Regional Minister and President term language and term limits were removed.



**2016 Proposed By-laws**  
**Last Adopted Edition - October 2006**  
**BY-LAWS OF THE CHRISTIAN CHURCH**  
**(DISCIPLES OF CHRIST) IN ARIZONA, INC.\***  
**(\*Hereinafter referred to as the Region)**

**ARTICLE I THE REGIONAL ASSEMBLY**

**SECTION A. Purpose**

Ultimate responsibility for the Regional Church shall be vested in the Regional Assembly, which shall normally meet biennially at a time and place agreed upon by the preceding Assembly or by the Mission Focus Team. The Assembly shall normally provide for worship, for the education of its members, for fellowship, and for the transaction of business by voting representatives from the congregations.

**SECTION B. Membership**

Includes all officially recognized congregations of the Region. Officially recognized congregations are Arizona congregations, ~~and congregations in formation~~ listed in the current Yearbook of the Christian Church (Disciples of Christ) and those subsequently recognized in accordance with current regional policies for recognition. (Note: Those congregations that are currently congregations in formation in November 2016 will have membership privileges through the close of Regional Assembly of 2018 at which time congregations in formation must be chartered to be considered officially recognized congregations-with privileges of membership.)

**SECTION C. Voting**

Members of officially recognized congregations shall have all privileges of the Assembly except that voting privileges shall be limited to the following:

1. ~~Voting representatives from congregations. Each officially recognized congregation of the Region shall be entitled to seven voting representatives to the Assembly and two additional representatives for each one hundred participating members or major fraction thereof over the first one hundred as listed in the current Yearbook and Directory of the Christian Church (Disciples of Christ). These voting representatives from congregations shall be in addition to the following person who in addition— have voting privileges not include ordained or licensed ~~licensed~~ commissioned ministers, who are voting delegates.~~
2. 1. Ministers serving or living in Arizona who have ministerial standing in the Region. Such standing is determined by inclusion in the current Yearbook and Directory listing or approved for standing by the Arizona Commission on the Ministry.
3. 2. Members of the Administrative Council and Mission Focus Team, not otherwise having voting privileges.
4. 3. Representatives from other church bodies as approved by the Regional Assembly.

**SECTION D. Notifications**

The Regional Minister and President and/or Moderator shall insure that each congregation will be notified of the number of voting representatives to which it is entitled six weeks prior to the opening of the Assembly. Each congregation shall file with the specified Regional Staff the names of its

representatives before the opening of the Assembly.

#### **SECTION E. Nominations**

1. All officially recognized congregations will be invited to nominate officers and other elected positions. These nominations will be submitted to the Nominating Committee
2. The Region and its leaders will strive to be inclusive and seek to provide a balance (male, female, clergy, lay, ethnic, geographical, congregation, gifts and skills) when filling positions.
3. The Moderator, in consultation with the Regional Minister and President, will appoint a Chair and members of the Nominating Committee to be comprised of 2 members of Administrative Council, 2 members of Mission Focus Team and at least 5 additional members.
4. The committee shall submit to the Assembly one nominee for each of the following offices: Moderator; Vice-Moderator; Treasurer; Secretary; and 5 members-at-large of the Administrative Council and 5 members-at-large of the Mission Focus Team.
5. Congregations will be notified in writing of the list of nominees at least 60 days prior to the Assembly.
6. Nominations for regional officers may be made from the floor of the Assembly, with the provision that any nominee has given prior consent to submitting his/her name in nomination and that such nomination shall be to replace a specific nominee and of the same position.

#### **SECTION F. Resolutions**

1. Resolutions proposing policy or position statements, topics for study or similar proposals may be submitted for consideration by the Assembly to the Resolutions Committee.
2. Resolutions may be submitted by an officially recognized congregation, a regional commission or ministry team, or any group of ten or more members of the Region, and must be received by the Regional Office not less than 100 days prior to the Assembly. No other resolutions, except those of an emergency nature, may be brought before the Assembly for official action. The Administrative Council may edit or revise any resolution, or may combine two or more resolutions, so long as the intent of the original resolution is not changed. The Administrative Council shall recommend approval, referral, or rejection of the resolution.
3. The Administrative Council will serve as the Resolutions Committee.
4. Congregations will be notified in writing of resolutions to be considered at least 60 days prior to the Assembly.
5. Emergency resolutions are those of such nature that they could not be filed 100 days prior to the Assembly. They may be brought before the Assembly if a simple majority of the Administrative Council present and voting reviews and concurs that they have met the emergency resolution criteria.

#### **SECTION G. Emergency Regional Assembly**

1. An Emergency Session of the Regional Assembly may be called by either Administrative Council or the Mission Focus Team. The Regional Minister & President and/or Moderator shall notify each recognized congregation in writing of the time, place, and purpose of the session no less than 30 days in advance, and request each officially recognized congregation to file the names of its voting representatives with the specified Regional Staff before the announced date of meeting.
2. Should the Administrative Council or Mission Focus Team decide that pending business can be decided without a meeting of voting representatives, the Regional Minister & President and/or Moderator shall poll all who have voting privileges, setting a deadline after which mailed or emailed votes shall not be counted. Polling shall provide voters an opportunity to request convocation of voting representatives for discussion before the vote is taken. When one-third of polled voters so request, the Moderator will call an Emergency Assembly session.

### **ARTICLE II ADMINISTRATIVE COUNCIL**

1. Will provide administrative oversight and legal and fiduciary accountability within the policies set by the Regional Assembly and the General Assembly of the Christian Church (Disciples of Christ).
2. Will function as the Corporation's Board of Directors.

3. Will include the Moderator, Vice-Moderator, Treasurer, [Corporate](#) Secretary, Regional Minister and President, ~~Regional Hispanic Pastor or~~ [Hispanic Moderator or](#) representative and 5 Members at Large.
4. [Officers and](#) Members [at large](#) will be elected by the Regional Assembly for a two-year term.
5. Will meet at least ~~3~~ [2](#) times per year and as needed. [Meeting formats may include in person, video conference, phone conferencing, email conversations and votes.](#)
6. Will be responsible for consideration of resolutions submitted to Regional Assembly.

### ARTICLE III MISSION FOCUS TEAM

1. Will provide vision and direction for engaging in the mission and ministry of the Region, including leader call and development, creation and coordination of ministries and programs of the Region, necessary for the fulfillment of its mission.
2. Will include Moderator and/or Vice-Moderator, Regional Minister & President, Regional Staff, ~~Regional Hispanic Pastor or~~ [Hispanic Moderator or](#) representative, Chairpersons/leaders representing ~~existing~~ [current](#) Ministry Teams and the Commission on Ministry, 5 members at large as elected by the Regional Assembly, and other Regional leaders as appropriate.
3. Members-at-large will be elected to a 2 year term.
4. Will be convened by the Vice Moderator or Moderator with Regional Minister and President.
5. Will be responsible for the planning of Regional Assembly and other gatherings and may appoint Task Forces as needed.
6. ~~Will be responsible for evaluating personnel needs and annual review~~ [on recommendations from the Staff Relations Team.](#)
7. ~~6.~~ Will meet at least 2 times per year and as needed. [Meeting formats may include in person, video conference, phone conferencing, email conversations and votes.](#)

### ARTICLE IV OFFICERS

#### SECTION A. Organization

1. Officers will be: Moderator; Vice-Moderator; Treasurer; [Corporate](#) Secretary and Regional Minister and President. The Administrative Council shall serve as the Board of Directors for the Corporation.
2. Each of these officers - Moderator, Vice-Moderator, Treasurer and [Corporate](#) Secretary will be a member of an officially recognized congregation of the Region. They will be elected at a business session of the Regional Assembly and take office immediately upon the adjournment of the Assembly at which they were elected. They will be elected for two-year terms and serve no more than two consecutive terms in the same office. The Mission Focus Team shall fill vacancies occurring among these elected officers and members-at-large between assemblies.

#### SECTION B. Duties of Officers

1. The Moderator shall preside at all business meetings of the Regional Assembly and Administrative Council. The Moderator shall make appointments as provided in these By-Laws, and appoint any additional committees or ministry teams deemed necessary to fulfill the mission and nurture of the church. The Moderator shall be a member of all committees. The Moderator of the Region shall serve as the regional representative to the Conference of Regional Ministers and Moderators. The Moderator shall appoint a Parliamentarian who shall rule on matters of parliamentary procedure at sessions of the Regional Assembly. The Moderator shall normally serve one term in this position.
2. The Vice-Moderator shall preside in the Moderator's absence, assist the Moderator in presiding at sessions of the Regional Assembly, and may chair the Mission Focus Team. Upon completing one term in office, the Vice-Moderator shall normally succeed to the office of Moderator for an additional two-year term.
3. The [Corporate](#) Secretary shall perform the duties usually pertaining to such office. The

responsibility of recording minutes of the Assembly and the Administrative Council may be delegated as appropriate.

4. The Treasurer shall perform the duties usually pertaining to such office and shall be capable of interpreting the financial matters of the Region to the Assembly, and Administrative Council and will serve as Chair of the Commission on Finance.
5. Regional Minister and President shall serve as the chief executive officer of the Region and perform other duties as designated in Article VII Section A.

## ARTICLE V CONGREGATIONAL REPRESENTATIVES

1. Congregations will elect one member to serve as their Congregational Representative for a two year term, coinciding with the Regional Assembly.
2. Representatives will be affirmed by the Regional Assembly.
3. This person will be the primary link between that congregation and the Region. He/She will be responsible for communication, interpretation, promotion and registrations between the Region and their congregation.

## ARTICLE VI COMMISSIONS AND MINISTRY TEAMS

### SECTION A. Responsibilities

Commissions and Ministry Teams are responsible to the Mission Focus Team or Administrative Council (as indicated in bylaws). The Region will strive to be inclusive and seek to provide a balance (male, female, clergy, lay, ethnic, geographic, congregations, gifts and skills) when filling positions.

### SECTION B. Commission on Ministry

1. The chair of the Commission on the Ministry shall be appointed for a two-year term by the Moderator in consultation with the Regional Minister. The Commission Chair may be reappointed once for a total of four years. Term begins January 1.
2. The chair, in consultation with the Regional Minister and Moderator, shall appoint the members of the Commission. The Commission shall consist of at least five members.
3. The Commission on Ministry will determine member terms and term limits.
4. The Commission on Ministry will be responsible to the Mission Focus Team.
5. Within policies and criteria established by the General Assembly of the Christian Church (Disciples of Christ) the Commission on Ministry on behalf of the Region is assigned the responsibility for establishing procedures to evaluate applicants, admit to candidacy, care for their nurture, authorize, and supervise the acts of ordination and ~~licensing~~ [commissioning](#). The Commission on Ministry is also responsible for establishing proper criteria for [granting standing](#) to persons seeking Disciple standing and for certification of the ongoing standing for clergy in the Arizona Region.

### SECTION C. Commission on Finance

1. The Treasurer will serve as Chair of the Commission on Finance.
2. The chair, in consultation with the Regional Minister and the Moderator, shall appoint the members of the Commission. The Commission shall consist of at least five members.
3. The Commission on Finance will determine member terms and term limits.
4. The Commission on Finance will be responsible to the Administrative Council.
5. The Commission on Finance will be responsible for:
  - ⌘ Preparation of the General Fund Budget
  - ⌘ Oversight & approval of other regional budgets (New Church, Youth, etc)
  - ⌘ ~~On-going~~[Ongoing](#) oversight of operating budgets and finances
  - ⌘ ~~On-going~~[Ongoing](#) oversight of all financial accounts including checking, savings, investment and endowment funds
  - ⌘ Education and promotion of Regional Mission

## ⌘ Fund-raising and planned giving

### SECTION D. Staff Relations Team

1. The Vice Moderator shall serve as the chair of the Staff Relations Team.
2. The chair, in consultation with the Regional Minister and Moderator, shall appoint the members of the team which shall consist of the Regional Minister, two Mission Focus members, and two Administrative Council members. Additional members may be included as appropriate.
3. The team shall have a hybrid relationship with Mission Focus and Administrative Council.
4. The Staff Relations Team will be responsible for
  - ⌘ Conducting a review of Regional Minister and President
  - ⌘ Receiving the report of annual staff reviews for Regional staff
  - ⌘ Assisting the Regional Minister and President in screening and interviewing Regional staff applicants when appropriate
  - ⌘ Working with Regional Minister and President in resolving personnel issues

### **SECTION DE. Ministry Teams**

1. Ministry Teams will be determined by the Mission Focus Team. The Regional Moderator, in consultation with the Regional Minister, will appoint Team chairs. The Chairs, in consultation with the Mission Focus Team will appoint Team members.
2. Ministry Teams will determine member terms and term limits. Terms will begin January 1 unless otherwise determined.
3. Ministry Teams are responsible to Mission Focus Team.
4. Ministry Teams in place at the time of this by-law revision are:
  - ⌘ Congregational Vitality
  - ⌘ Hispanic Ministries
  - ⌘ Men's Ministries
  - ⌘ New Church Ministries
  - ⌘ Reconciliation/Anti-Racism
  - ⌘ Women's Ministries
  - ⌘ Youth and Children Ministry Team
  - ⌘ Youth Council

## **ARTICLE VII REGIONAL STAFF**

### **SECTION A. The Regional Minister and President**

1. The Regional Minister and President has executive responsibility for coordinating and administering the total program of the Region, as authorized by the Regional Assembly, the Mission Focus Team and the Administrative Council.
2. The Regional Minister and President shall exercise pastoral care and nurture of the ministers and congregations within the Region. He/she shall assist ministers and congregations in such matters as ordination, ~~licensing~~ commissioning, ministerial relocation, establishment and dissolution of pastoral relationships, and installations of ministers.
3. The Regional Minister and President shall be the chief executive officer of the Region. He/she shall supervise the regional staff and those who volunteer to assist it. In coordination with the Mission Focus Staff Relations Team he/she shall have responsibility for screening and interviewing applicants, prepare job descriptions and other statements of duties and responsibilities, recommend terms of employment, and annually review the performance and compensation of paid regional staff members other than the Regional Minister.
4. The Regional Minister and President shall be a member of the Administrative Council and Mission Focus Team. Additionally, the Regional Minister and President will serve, or designate a Regional Staff person to serve on all Commissions or Ministry Teams. He/she shall represent the Region in all Christian Church (Disciples of Christ) and ecumenical interests unless another representative is designated.

5. A review of the Regional Minister and President shall be conducted by Staff Relations Team who will report to the Administrative Council. This review will be conducted at least every four years

#### **SECTION B. Calling of Regional Minister**

1. The Moderator will appoint a Search Team for the position of Regional Minister and President, which will be comprised of 2 members of the Administrative Council, 2 members of the Mission Focus Team and at least 4 members of officially recognized congregations of the Region. The Moderator will serve as a member with vote. Regional Staff will not be included.
2. The Regional Minister Search Team will follow the Disciples Executive Search Process including the guidance of a General Church Consultant.
3. The Regional Minister and President shall be elected by the Regional Assembly upon nomination by the Search Team. ~~He/she shall be called serve an initial full term of six years from the date of first election and may serve additional full or partial terms as approved by the Regional Assembly.~~ In the election or re-election of the Regional Minister and President, a two-thirds vote of those present and voting in the Regional Assembly shall be required.
- 3.4 The Regional Minister and President may be removed from office by a two-thirds vote of the Regional Assembly.
- 4.5 The Regional Minister and President Search Team shall execute a Letter of Call with the Regional Minister and President reflecting actions of the Regional Assembly. This Call shall enumerate terms of employment, including a termination clause.
- 5.6 The Search Team may fill a temporary vacancy in the office of Regional Minister and President by calling an Interim Regional Minister and President.

#### **SECTION C. Regional Staff**

The Regional Staff, in addition to the Regional Minister, shall consist of full and part time paid and unpaid positions determined by the Mission Focus Team. The Regional Minister and/or Staff Relations shall have responsibility for screening and interviewing applicants for approved staff positions and recommend candidates and terms of employment to the Mission Focus Team. Upon favorable action by the Mission Focus Team, a contract enumerating the terms of employment, including provisions for termination shall be approved and executed by the Administrative Council.

### **ARTICLE VIII REPRESENTATIVES TO THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)**

#### **~~SECTION A.~~ SECTION A. Forum of Regional Moderators**

The Moderator of the Region shall serve as the Regional representative to the Conference of Regional Ministers and Moderators.

#### **SECTION B. General Board Representative**

~~The Mission Focus Team shall elect t~~The Regional Representative to the General Board of the Christian Church (Disciples of Christ) shall be the Moderator or Vice Moderator.

#### **~~SECTION C.~~ SECTION C. General Assembly**

The Mission Focus Team shall elect the Regional representatives to the General Assembly of the Christian Church (Disciples of Christ). These voting representatives shall include both laymen and laywomen.

### **ARTICLE IX REGIONAL BUDGET**

Commission on Finance in consultation with the Regional staff, Administrative Council and Mission Focus Team, shall prepare the regional budget. The budget shall be presented to the Administrative Council for approval. ~~Current budgets shall be part of the printed docket of the Regional Assembly.~~

### **ARTICLE X LEGAL PAPERS**

Regional Minister and President or Regional Officers are authorized to execute legal documents in

accordance with Corporate Resolutions approved by Administrative Council or the Regional Assembly.

**ARTICLE XI AMENDMENTS AND REVISIONS**

By-Laws may be amended or revised by a majority vote of qualified voting representatives at the Regional Assembly, provided that such proposed amendments or revisions have been submitted to the Administrative Council in accordance with Article I Section F.

**ARTICLE XII ENACTMENT AND REPEAL**

These By-Laws shall be in effect upon majority approval of the voting representatives of the recognized congregations of the Region present and voting in the Regional Assembly of the Christian Church (Disciples of Christ) in Arizona in Mesa, Arizona, November 5, 2016. ~~October 28, 2006~~. All articles of previous Constitutions and By-Laws are hereby repealed.