

**CONSTITUTION  
(CHARTER)**

Recorded June 18, 1962

**PENNSYLVANIA SOUTHEAST CONFERENCE  
of the  
UNITED CHURCH OF CHRIST**

- FIRST           The name of this Corporation shall be: Pennsylvania Southeast Conference of the United Church of Christ.
- SECOND         The location and post office address of its registered office shall be at Pottstown, Pennsylvania.
- THIRD           The purposes of the Corporation shall be:
1. to continue without break the ecclesiastical identity of the Philadelphia Association of Congregational Christian Churches and the Philadelphia, and the Reading Synods of the Evangelical and Reformed Church, to conduct their work and to have all their powers, duties and obligations;
  2. to be a Conference of the United Church of Christ;
  3. to further the covenantal life, work, witness, worship, and fellowship of the member churches and Associations of the Conference to the glory of God, Father, Son and Holy Spirit; Creator, Redeemer, and Sustainer;
  4. to extend the covenantal ministry, witness, and outreach of the United Church of Christ in the work of the Christian church, and to cooperate with other denominations and religious agencies;
  5. to acquire by purchase, gift, devise, bequest or otherwise and to own, hold, invest, reinvest or dispose of property both real and personal for such religious, educational, 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 purposes of the Conference; to receive and hold in trust both real and personal property for churches, boards, institutions and instrumentalities of the United Church of Christ or which are affiliated with 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 that are not inconsistent with the laws of the Commonwealth of Pennsylvania.
- FOURTH         This Corporation shall not contemplate pecuniary gain or profit, incidental or otherwise to its members and shall have no capital stock.
- FIFTH           The term of its existence shall be perpetual. In the unlikely event of its dissolution, however, no surplus funds may be used for private inurement to any person.
- SIXTH           Amendments to this Constitution shall be as provided in the Bylaws.
- SEVENTH        The number of directors and the manner of their election shall be as provided in the Bylaws.

## **BYLAWS**

### **Pennsylvania Southeast Conference of the United Church of Christ**

Adopted: June 24-25, 1962

Amended: October 10, 1962

May 7-8, 1963

June 13, 1969

June 8, 1972

June 5, 1974

June 21, 1975

June 6, 1980

June 17, 1984

April 30, 1988

November 20, 1994

June 15, 1996

June 10, 2000

June 15, 2002

June 19, 2004

November 21, 2004

June 7, 2008

November 8, 2014

June 11, 2016

June 10, 2017

June 4, 2022

### **ARTICLE I. PREAMBLE**

Whereas, the United Church of Christ was formed on June 25, 1957, by the union of the Evangelical and Reformed Church and the General Council of the Congregational Christian Churches,

And whereas this Conference has been formed as the Pennsylvania Southeast Conference of the United Church of Christ,

We, the members of the churches of the United Church of Christ, constituting the Pennsylvania Southeast Conference, in mutual covenant do adopt these Bylaws for our Conference in accordance with the Constitution and Bylaws of the United Church of Christ.

### **ARTICLE II. NAME**

The name of this Conference shall be: Pennsylvania Southeast Conference of the United Church of Christ.

### **ARTICLE III. PURPOSES**

The purposes of this Conference shall be:

1. to implement the work of the Holy Spirit in the covenantal life of the church within the member churches and Associations of the Conference to the glory of God—Father, Son,

and Holy Spirit; Creator, Redeemer, and Sustainer;

2. to be a Conference of the United Church of Christ composed of Associations recognized within the boundaries of this Conference and churches and ministers received into and granted standing by these Associations;
3. to further the covenantal life, work, witness, and fellowship of the United Church of Christ in the Conference in the work of the Christian church; and
4. to cooperate with other denominations and religious agencies.

#### **ARTICLE IV. MEMBERSHIP**

1. The membership of this Conference shall consist of:
  - a. churches in covenantal standing within their Association;
  - b. ordained, commissioned, and licensed (hereby referred to as authorized) ministers with standing within their Association; and
  - c. any ordained minister of another denomination, serving as pastor of a church in this Conference, who has been granted dual standing in that church's Association for the duration of that pastorate with all the rights and privileges of membership.
2. The associate membership of this Conference shall consist of churches admitted by the Conference Consistory to participate in the activities of the Conference without becoming members of the United Church of Christ as provided in the Constitution and Bylaws of the United Church of Christ.

#### **ARTICLE V. CONFERENCE MEETINGS**

1. Regular and special meetings of the Conference shall be held at such time and place as the Conference Consistory shall determine, with at least one regular meeting occurring each year.
2. The Conference Consistory shall appoint Program, Resolutions, Credentials, and such other committees as are required to carry on the regular and special meetings of the Conference. The Business Committee for Conference meetings shall be the members of the Executive Committee.
3. All authorized ministers, Association Moderators, and an appropriate officer of each member church shall be notified at least thirty days prior to regular and special meetings. Notice shall be given by the Secretary, as directed by the Conference Consistory.
4. The voting membership of regular and special meetings of the Conference shall consist of the authorized ministers holding standing in the Associations of the Conference, members of the Conference Consistory, Association Moderators, and two lay delegates selected by and representing each member church. Churches with confirmed membership over eight hundred shall be entitled to one additional lay delegate. Furthermore, each church may send an additional delegate who is either a youth or young adult. In the selection of lay delegates due consideration shall be given to age, gender, and the ethnic make-up of the church. Each church may also choose alternates. Visitors shall be welcome.
5. A quorum shall be equal to the number of congregations in covenantal standing in the Associations of the Conference at the time of the meeting.

- a. In the absence of a quorum, the Conference Consistory shall be empowered to act upon the proposed business of the regular or special Conference meeting.
6. In questions of parliamentary procedure, *Roberts' Rules of Order, Newly Revised* or its successor edition shall be observed.

## ARTICLE VI. OFFICERS

1. The officers of the Conference shall be: a Conference Minister, a Moderator, a Vice Moderator, a Secretary, a Treasurer, and such other officers as the Conference from time to time may determine.
2. The Conference Minister shall be the President of the Corporation; the Moderator shall be the First Vice President, and the Vice Moderator shall be the Second Vice President of the Corporation; the Secretary and Treasurer shall be Secretary and Treasurer of the Corporation, respectively.
3. The Conference Minister shall be:
  - a. an ordained minister with standing within the United Church of Christ;
  - b. the chief executive, the administrative and ecumenical officer, and the spiritual leader of the Conference;
  - c. the person responsible to the Conference in session and to the Conference Consistory for the general supervision of all phases of the Conference program;
  - d. a counselor to member churches and ministers of the Conference;
  - e. the chief placement officer of the Conference responsible for supporting the search and call processes of the congregations of the Conference;
  - f. the Conference representative at meetings of member churches and Associations and at denominational and interdenominational gatherings;
  - g. a voting member of the Conference Consistory and the Executive Committee and an ex officio nonvoting member of all Conference Standing Committees except the Search Committee for a Conference Minister;
  - h. the supervisor of all staff and other employees of the Conference;
  - i. responsible for performing such legal functions as are assigned by the Conference Consistory and authorized by it;
  - j. devoted full time to this office; and
  - k. evaluated yearly by a subcommittee appointed by the Conference Consistory using a format and evaluation method approved and developed by the Personnel Committee.
4. The Conference Minister shall be recommended by the Personnel Committee, nominated by the Conference Consistory, and called by election of the Conference at a regular or special meeting of the Conference, to serve a term of six years and be eligible for one or more additional terms. The Conference Consistory shall determine the salary and the conditions of employment and set them forth in the Call Agreement. Tenure of office may be terminated by the Conference Consistory, subject to ratification by the Conference at a duly called meeting upon ninety (90) days' notice. The Conference Minister shall give ninety (90) days' notice to the Conference Consistory upon resignation.
5. The Moderator, Vice Moderator, Secretary, and Treasurer shall be elected at a regular meeting of the Conference. They shall be ex officio voting members of the Conference

Consistory and the Executive Committee during their term of office. The Moderator and Vice Moderator shall each be elected for a single term of two years. The offices of Moderator and Vice Moderator shall be filled alternately by authorized ministers and lay persons. The Secretary and Treasurer shall each be elected for a term of two years and may be reelected to a second term. Consistory officers represent the Conference as a whole, not the Associations in which their church membership or ministerial standing are held.

6. The Moderator shall preside at all regular and special meetings of the Conference, shall be chairperson of the Conference Consistory and the Executive Committee, and shall be an ex officio, nonvoting member of all Conference Standing Committees. The Moderator may represent the Conference at meetings of churches, Associations, or other bodies. When the office of Conference Minister is vacant, the Moderator shall perform the functions of President of the Corporation.
7. The Vice Moderator shall be the chairperson of the Personnel Committee and shall perform the duties of the Moderator when the Moderator so requests or is absent.
8. The Secretary shall record the minutes of the regular and special meetings of the Conference, the Conference Consistory, and the Executive Committee; sign legal papers as Secretary of the Corporation as directed and authorized by the Conference Consistory; and carry on such correspondence as is pertinent to this office.
9. The Treasurer shall review on a regular basis the bank reconciliations as prepared by Conference staff; be a member of the Budget and Finance and Endowment Committees; and make regular financial reports to the Conference Consistory, the Executive Committee, and at regular meetings of the Conference. The Treasurer shall be responsible for presenting an audited financial statement at a regular meeting of the Conference.
10. Terms of office, except that of the Conference Minister, shall begin at the conclusion of the regular meeting when officers are elected and terminate at the conclusion of the regular meeting when their successors are elected.
11. Tenure of office shall terminate when an officer ceases to hold active membership in a member church of the Conference. "Active membership" is defined by the local church in which an officer holds membership.
12. When an officer other than the Conference Minister resigns or becomes unable or ineligible to serve, the Conference Consistory shall appoint a successor to serve until the next regular meeting of the Conference, at which time the unexpired term shall be filled by election.
13. When the office of Conference Minister becomes vacant, the Conference Consistory shall make interim arrangements.

## **ARTICLE VII. CONFERENCE CONSISTORY**

1. The Conference Consistory shall consist of:
  - a. two persons nominated from each Association according to the guidelines of the Nominating Committee and elected at a regular meeting of the Conference to serve one renewable term of two years;
  - b. Conference Officers;
  - c. two youth or young adults nominated by the Conference Nominating Committee, ages 13 to 30, to serve as full voting members at-large of the

Consistory (in accordance with the Pennsylvania laws of incorporation, Consistory members under the age of 18 shall have a voice without vote). The terms for these positions shall be two years, renewable once for a total of four years.

2. Elected Consistory members shall be a rotating body, one half being replaced each year. Approximately one half of the elected body shall be lay persons and approximately one half authorized ministers.
3. The Conference Consistory shall be the governing body of the Conference and shall do all things needful to develop and further its program and work, in accordance with the provisions of these Bylaws and the will of the Conference expressed at its regular and special meetings and consistent with the Constitution and Bylaws of the United Church of Christ.
4. All members of the Consistory serve on behalf of the Conference. The corporate powers of the Conference shall be vested in the Conference Consistory, who shall have and exercise the general control and management of its property, funds, and affairs, subject to the provisions of these Bylaws and the laws of the Commonwealth of Pennsylvania. During intervals between regular meetings, the Conference Consistory is authorized and directed to take actions on behalf of the Corporation, except actions for the following: to amend or repeal the Corporation's amended articles of incorporation or amended Bylaws; to sell or otherwise dispose of real estate property of the Corporation other than in the ordinary course of business; to dissolve or merge the Corporation. The Conference Consistory shall approve signatories to sign receipts, checks, and instruments for the withdrawal of funds from banks or savings institutions.
5. Regular meetings of the Conference Consistory shall be at least every other month. Special meetings may be called by the Conference Minister, the Moderator, or the Vice Moderator or at the written request of three Conference Consistory members directed to the Conference Minister and/or Moderator.
6. Conference Consistory members shall be notified of all meetings at least seven days before the meeting whenever possible.
7. A quorum of the Conference Consistory shall consist of 2/3 of voting members. If a quorum is not present, the full Executive Committee will be empowered to conduct the business of the Conference Consistory.
8. Terms of office of Consistory members, except that of the Conference Minister, shall begin at the conclusion of the regular meeting of the Conference at which they are elected and terminate at the conclusion of the regular meeting at which their successors are elected.
9. Tenure of Conference Consistory membership shall terminate when a Consistory member ceases to hold active membership in a member church.
10. When an elected Consistory member resigns or is unable or ineligible to serve or transfers membership to another Association, the Conference Consistory shall appoint a successor from the Association in which the vacancy occurs to serve until the next regular meeting of the Conference, at which time the unexpired term shall be filled by election.
11. The Conference Consistory shall have the authority to establish Standing Committees, Mission Teams, and other committees and task forces to carry on Conference work.

12. The Moderator, with Conference Consistory approval, shall have the authority to appoint special committees to attend to special concerns.
13. The minutes of the meetings of the Conference Consistory shall be mailed or transmitted electronically to all Conference Consistory members.

## **ARTICLE VIII. STANDING COMMITTEES AND MISSION TEAMS**

1. The Conference Minister shall be a member of the Executive Committee and the Endowment Committee. In the case of the other Standing Committees named below, whose appointed members shall serve a two-year term and may be reappointed for a second term, the Conference Minister or his or her staff designee shall serve in an ex officio capacity. Due consideration shall be given to inclusivity with regard to age, gender, and race in the formation of Standing Committees and Mission Teams.
2. The Executive Committee
  - a. The Executive Committee shall consist of the officers of the Conference.
  - b. The Executive Committee shall carry out duties and responsibilities delegated to it by the Conference Consistory and as necessary shall act on behalf of the Consistory. It shall keep a record of all actionable items and report them to the next meeting of the Conference Consistory for approval.
3. The Endowment Committee
  - a. The Endowment Committee shall consist of the Moderator, the Conference Minister, the Treasurer, and five members appointed by the Conference Consistory.
  - b. It shall report to the Conference Consistory at least annually.
  - c. Each appointed member shall serve a three-year term and may be reappointed for one additional term, for a maximum of six years.
4. The Budget and Finance Committee
  - a. The Budget and Finance Committee shall consist of a chairperson, the Conference Treasurer, and five to seven members appointed by the Conference Consistory. It may be expanded at the discretion of the Conference Consistory.
  - b. It shall be responsible to the Conference Consistory for all financial affairs of the Conference and shall plan and propose a budget for the following calendar year for Conference administration, program, and service, including budget requests for programs within the Associations. The proposed budget, upon the approval of the Conference Consistory, shall be presented to a regular meeting of the Conference for adoption.
5. The Personnel Committee
  - a. The Personnel Committee shall consist of the Vice Moderator as chairperson and five to seven persons appointed by the Conference Consistory. The Committee may be expanded at the discretion of the Conference Consistory.
  - b. The Committee shall develop and recommend personnel policies and recommend nominees for called staff positions to the Conference Consistory.
  - c. The Committee shall be expanded by Conference Consistory appointment of one additional member from each Association to serve as a Search Committee for the Conference Minister.
  - d. The Personnel Committee shall develop the general personnel policies of the Conference, subject to recommendations of the Conference Minister and approval

of the Conference Consistory. The day-to-day application of personnel policies is the responsibility of the Conference Minister.

6. The Nominating Committee

- a. The Nominating Committee shall consist of a chairperson appointed by the Conference Consistory and two members elected by each Association to serve staggered terms of two years.
- b. At a regular meeting of the Conference, the Nominating Committee shall nominate one candidate for each of the offices of Moderator, and Vice Moderator, in even-numbered years, and for Secretary and Treasurer, and Church and Ministry Council Dean in odd-numbered years. It shall present one name for each position where a term is expiring, including representatives of the Conference and delegates to General Synod.
- c. The Nominating Committee shall solicit recommendations from Associations to prepare and maintain lists of possible nominees for election at a regular meeting or for appointment by the Conference Consistory.
- d. All nominees for election or appointment shall hold active membership in a member church of the Conference.

7. The Youth Ministry Committee

- a. The Youth Ministry Committee shall have a chairperson and five to seven members appointed by the Conference Consistory.
- b. It shall oversee and coordinate the Conference's ministry with people under the age of 18 and their families and mentors; that ministry will include (but not be limited to) retreat programs, workshops, regular and special Conference meetings, and participation in wider church activities (National Youth Event, General Synod, etc.).

8. The Church Development Committee

- a. The Church Development Committee shall consist of six to ten members appointed by the Conference Consistory. It may be expanded at the discretion of the Conference Consistory. Membership on the Committee shall be representative of all Conference Associations and shall include both lay and clergy members.
- b. The Committee shall guide, in partnership with the national United Church of Christ, the process of new church starts, revisioned churches, merged and consolidated churches, adopted churches, and other projects in the area of church development.
- c. The committee shall name a Support Committee for each local project that is receiving funds and continue to relate to that Committee and local church pastor as long as funds are being allocated.
- d. The Committee shall strategize and keep the vision of growth before all the local churches of the Pennsylvania Southeast Conference.

9. Mission Teams

- a. Mission Teams and their conveners shall be appointed by and accountable to the Conference Consistory.
- b. Members will include lay and ordained volunteers who have expertise and strong interest in the concern of a given team.
- c. No terms apply.

## ARTICLE IX. CHURCH AND MINISTRY COUNCIL

1. The Church and Ministry Council shall consist of at least twelve members. There shall be at least be two representatives from each of the Association with an awareness of balance between clergy and lay, and at least one of the two representatives shall be on the Association's Committee on Ministry. In addition there shall be a Dean.
2. The Association representatives will be elected by the Associations and affirmed by vote of the Conference.
3. The Dean will be nominated by the Conference Nominating Committee and elected by the Conference.
4. Terms for the Church and Ministry Council members and Dean will be two years, renewable once. In the event that the Dean resigns or becomes unable or ineligible to serve, the Church and Ministry Council shall appoint a successor to serve until the next regular meeting of the Conference, at which time the unexpired term shall be filled by election.
5. The Conference Registrar shall keep accurate minutes of the Church and Ministry Council meetings.
6. The Church and Ministry Council shall meet regularly (at least quarterly) to discuss common issues, offer guidelines for common actions, and conduct training activities.
7. Ministry Teams
  - a. The Church and Ministry Council may establish Ministry Teams with mandates, members, and conveners approved by vote of the Council. The conveners shall report regularly to the Dean.
  - b. Members will include lay and ordained volunteers who have expertise and strong interest in the concern of a given team.
  - c. Due consideration shall be given to inclusivity with regard to age, gender, and race in the formation of Ministry Teams.
  - d. The Church and Ministry Council will have oversight over the following Teams and Committees:
    - i. Ordination Exam Team
    - ii. Response Team
    - iii. PSEC Ministerial Ethics Committee
    - iv. Interim Ministry Committee
    - v. Member in Discernment Team
    - vi. Retirees
    - vii. Other Ministry Teams or Committees that may be established in the future
8. Ministers and churches in the United Church of Christ covenant with each other to hold their standing in an Association, and they are subject to its counsel and discipline.
9. The Conference supports the use of the United Church of Christ *Manual on Ministry* as

guide and authorization of processes related to ministry issues. Search and call procedures shall be in accordance with the processes and procedures provided by the UCC Office of Local Church Ministries.

10. Reports of the services of commissioning, licensure, ordination, and installation of ministers shall be signed by the proper officer of the Association and by the Conference Minister, who shall forward copies of these reports to the appropriate offices of the United Church of Christ.
11. Churches and pastors shall promptly notify the Conference Minister and the Association when a pastoral relationship is terminated, and the Conference Minister shall in turn notify the appropriate offices of the United Church of Christ.

#### **ARTICLE X. CONFERENCE STAFF**

1. "Called staff" are defined as those persons whose ministry in whole or in part requires authorization under the terms of the *Manual on Ministry* of the United Church of Christ.
2. Called staff shall be recommended by the Personnel Committee, nominated by the Conference Consistory, and called by election of the Conference at a regular or special meeting of the Conference. The Conference Consistory shall determine the salary and the conditions of employment and set them forth in the Call Agreement. Tenure of office may be terminated by the Conference Consistory, subject to ratification by the Conference at a duly called meeting upon ninety (90) days' notice.
  - a. Called staff shall be active members of the United Church of Christ and in covenantal standing with their local church and with their Association.
3. The Conference Minister, after consultation with the Personnel Committee, shall have the authority to employ persons for all Conference business and administrative staff positions.
4. All Conference staff, including Called staff, shall be accountable to the Conference Minister. Using a format approved by the Personnel Committee, all Conference staff shall be subject to periodic evaluation of the performance of their assigned duties by the Conference Minister.
5. Individual staff compensation shall be reviewed on an annual basis to ensure equity and fairness in compensation for all staff. If inequities exist, it is the responsibility of the Conference Minister to recommend appropriate adjustments. Recommendations for the Conference Minister's compensation shall be provided by the Moderator and Personnel Committee.

#### **ARTICLE XI. FINANCE**

1. The Conference shall be supported by the voluntary contributions of member churches and individuals.

2. The budget and financial records of the Conference shall be established and maintained on the basis of the calendar year.
3. The Conference Consistory may consult with the appropriate office in the national setting acting on behalf of the General Synod and reach mutual agreement upon the percentage or dollar amount of the undesignated gifts for Our Church's Wider Mission to be retained for the support of the Conference.
4. The Conference may submit to each member church its annual recommended share of Our Church's Wider Mission.
5. The Conference Consistory may conduct such special appeals for funds as the Conference shall determine.
6. A person, agency, or institution of the United Church of Christ or any denominational, interdenominational, or nondenominational body may conduct a financial campaign or solicit funds within the Conference only with the consent of the Conference Consistory.
7. Financial contributions from the Conference to ecumenical, interfaith, or independent agencies or organizations shall be distributed in accordance with provisions of the budget adopted by the Conference.
8. It is intended that the Conference shall exist in perpetuity; however, in the unlikely event of its dissolution, no surplus funds may be used for private inurement to any person, but, rather, all assets shall be distributed to the appropriate office at the national setting of the United Church of Christ. In addition, no part of the net earnings of the Conference shall, at any time, inure to the benefit of, or be distributable to, any member, director, officer, or trustee of the corporation or to any private person.

## **ARTICLE XII. NOMINATIONS AND ELECTIONS**

1. Persons named by the Nominating Committee shall have been notified of their candidacy and shall have indicated their acceptance before being placed on the ballot. Nominations may be made from the floor in addition to those made by the Nominating Committee, subject to the prior consent of the nominee.
2. Elections shall ordinarily be held at a regular meeting of the Conference.
3. Except for the Conference Minister, no employee of the Conference shall be eligible for election as an officer, Consistory Member, or any other elective position in the Conference.
4. The guidelines for nominations and elections shall reflect a balance between lay persons and authorized ministers and shall reflect the diversity of sexual orientation, gender identity, race, ethnicity, and age that exists within the Conference.
5. Vacancies in elective offices not otherwise described herein shall be filled by the Conference Consistory until the next regular meeting of the Conference.

### **ARTICLE XIII. ASSOCIATIONS**

1. Formation of new Associations shall be subject to the approval of the Conference Consistory and the Associations involved.
2. The Conference may exercise the functions of an Association when they are expressly delegated to it by that Association or when an Association ceases to function or where no Association exists.
3. Associations shall have the authority to be organized according to their Bylaws consonant with those of the Conference and the United Church of Christ.

### **ARTICLE XIV. RELATION TO THE GENERAL SYNOD**

1. This Conference shall have that relation to the General Synod of the United Church of Christ as provided in the Constitution and Bylaws of the United Church of Christ.
2. Churches and Associations shall be related to the General Synod through the Conference.
3. The Conference shall elect delegates and alternates to the General Synod as provided in the Constitution and Bylaws of the United Church of Christ.

### **ARTICLE XV. INTERPRETATION**

1. Nothing in the Bylaws of this Conference shall destroy or limit the right of each local church to continue to operate in the way customary to it nor shall be construed as giving to the Conference now or at any future time the power to abridge or impair the autonomy of any local church in the management of its own affairs.
2. When a member church decides to dissolve or cease to operate, all properties, assets, and records of that member church shall become the property of the Conference unless otherwise provided in the charter, constitution, and/or bylaws of that member church.
3. The regular interpretation of the Constitution and Bylaws of the Conference shall be the responsibility of the Conference Consistory and can be subject to review by a regular or special meeting of the Conference.
4. Unless otherwise provided in the Constitution and Bylaws of the Conference or specified in the policy decision of the regular and special meetings of the Conference or of the Conference Consistory, matters related to the rights, privileges, and responsibilities of the Conference, its Associations, member churches, and authorized ministers, and the rules that govern their relationships shall be in accordance with the provision of the Constitution and Bylaws of the United Church of Christ.

### **ARTICLE XVI. AMENDMENTS**

1. Amendments to the Constitution and Bylaws of this Conference may be proposed by the Conference Consistory, an Association, or a member church and shall be submitted in writing to the Secretary of the Conference at least three (3) months prior to the meeting of the Conference at which they are to be presented. At least two (2) months prior to the meeting of the Conference, the Conference shall transmit such proposed amendments to each member church, addressing them to an appropriate officer, and to each authorized

minister holding standing in an Association of the Conference.

2. Adoption of an amendment shall require the two-thirds affirmative vote of those voting delegates present and voting at any regular meeting of the Conference or at a special meeting called for that purpose.