

**The Quincy-Monticello District Lay Organization
of the Florida Conference
of the African Methodist Episcopal Church**

A. CONSTITUTION AND BY-LAWS

ARTICLE I - NAME

The name of this organization shall be the Quincy-Monticello District Lay Organization of the Florida Conference of the African Methodist Episcopal Church.

ARTICLE II –MISSION STATEMENT, PURPOSE AND OBJECTIVES

Section 1. Mission Statement. The Lay Organization of the African Methodist Episcopal Church is commissioned to teach, train and empower its members for lay ministry, global leadership and service following the tenets of Jesus Christ.

Section 2. The purpose of this organization shall be to organize and train the laity of the African Methodist Episcopal Church so that lay persons may maximally utilize their God given abilities and skills to improve and extend the kingdom, to create happiness, peace, and harmony among its members.

Section 3. Objectives – To accomplish this purpose, the following objectives are adopted:

- a. To instill in the membership of the church a love for, and an appreciation of the history, traditions, principles and development of African Methodism by encouraging, motivating, and educating all lay persons,
- b. To keep forever alive the sacred memory of Richard Allen, the illustrious founder of the AMEC.
- c. To advocate respect and loyalty at all times to constituted authority and leadership.
- d. To encourage the laity to support the total program of the church in the local congregation, in the community, and throughout the Connection.
- e. To foster a systematic and regular study of *The Doctrine and Discipline of the African Methodist Episcopal Church* and parliamentary procedure, to the end that greater knowledge and information may be disseminated among the laity, and with the further purpose of encouraging lay members to participate more largely in the general functioning and supervision of the African Methodist Episcopal Church.
- f. To foster, influence, and support all constructive and progressive legislation for the church that promotes the teachings of Jesus Christ.
- g. To encourage development, recognition, and utilization of the most appropriate operational practices and modern technology in conducting the activities of the African Methodist Episcopal Church.
- h. To promote the spread of personal evangelism through activities designed to prepare lay members for appropriately conveying God's Word.
- i. To provide training in Christian stewardship, which causes lay members to recognize that the connotation of stewardship addresses more than giving money.
- j. To increase the circulation of church periodicals.
- k. To provide for the orderly and systematic training of lay persons, especially officers, in order that they might more effectively perform their service responsibilities.

- l. To promote activities which will result in harmonious fellowship for lay persons throughout the Connection.
- m. To help in the support of the AME educational institutions.
- n. To give financial assistance to the Connectional Lay Economic Development Corporation (CLEDC) in support of Connectional programs.

ARTICLE III - Divisions

Section 1. The Quincy-Monticello District Lay Organization shall be comprised of the Florida Conference Lay Organization and Organizations of a Station or Circuit. The divisions shall mirror the responsibilities of the Florida Conference Lay Organization.

Section 2. The District Lay Organization of the Annual Conference is optional and shall only be organized where the Annual Conference Lay Organization determines it to be necessary for the efficient conduct of its business. If such a determination is made, the Annual Conference Lay President shall, after giving fourteen (14) days written notice, inclusive of the date, time, place and purpose of the meeting, to each charge in the district, convene and organize the District Lay Organization of the Annual Conference. The District Lay Organization of the Annual Conference, where organized, shall bear the same relationship to the Annual Conference Lay Organization as the Annual Conference Lay Organization bears to the Episcopal District Lay Organization.

Section 3. Each level of the Quincy-Monticello District Lay Organization shall operate within the framework of the Executive Board and Constitution and Bylaws as approved by the Connectional Lay Organizational Biennial Convention and ratified by the General Conference.

ARTICLE IV - Membership

Section 1. Membership in this organization is open to all Lay un-ordained members of the African Methodist Episcopal Church, in good and regular standing, in their local, and the Quincy-Monticello District of the Annual Conference. Good and regular standing is defined as means every member being is to be governed by the Constitution of the Lay Organization, pays required dues as set by his/her local lay organization, attends a minimum of fifty percent (50%) of the local lay organization meetings, and participates at in the Quincy-Monticello District Lay Organization level.

Section 2. Quincy-Monticello District Lay Organization of the Florida Annual Conference – The District Lay Organization of the Florida Annual Conference shall be composed of:

- a. all elected officers; and
- b. the President and six (6) elected delegates, at least one of whom shall be a young adult, ages 18- 35, from each Station or Circuit where there is a duly organized Lay Organization.
- c. any elected officers of the Connectional, Episcopal District or Annual Conference Lay Organizations who are members of an organized Station or Circuit Lay Organization in the District of the Annual Conference.
- d. This organization is amenable to the Florida Annual Conference Lay Organization and must report to the Florida Annual Conference Lay Organization quarterly.

ARTICLE V – OFFICERS, DUTIES AND RESPONSIBILITIES

Section 1. The elected Officers of the Quincy-Monticello District Lay Organization and its Divisions shall be:

- a. President
- b. First Vice President
- c. Second Vice President*
- d. Third Vice President*
- e. Recording Secretary
- f. Assistant Recording Secretary*
- g. Corresponding Secretary*
- h. Treasurer
- i. Financial Secretary*
- j. Chaplain
- k. Historiographer*
- l. Parliamentarian*
- m. Director of Lay Activities
- n. Director of Public Relations*
- o. Young Adult Representative

(*Elected at discretion of Divisions, see Article III of this Constitution)

A. Duties and Responsibilities. The President of the Quincy-Monticello District Lay Organization shall:

1. Lead with vision and integrity. This includes serving as a spokesperson for laity in the church, a representative for lay ministry in ecumenical and interfaith gatherings, or an advocate in public policy arenas.
2. Preside over its monthly meeting during regular, special, or emergency meetings, the Executive Board, and all other official meetings of this organization.
3. Be the active head of said organization and shall be responsible for seeing that the Constitution and Bylaws of this organization, as well as the orders and policies of the Executive Board, are fully carried out.
4. Be responsible for expanding and developing lay work throughout the Quincy-Monticello District through channels of the Florida Conference Lay Organizations.
5. Be responsible for such other duties as may be usual and customary to the position, and which may be assigned from time to time by the Executive, and the directives approved by the Quincy-Monticello District Lay Organization.
6. Appoint chairpersons of all Standing, and Ad Hoc Committees.

B. Duties and Responsibilities The First Vice President shall:

1. Be responsible for Membership Recruitment, Retention/and coordinate such duties as assigned by the President and
2. Assume the complete duties of the President during an absence or when it has been determined by the Executive Board that the President can no longer perform the duties.

C. Duties and Responsibilities. The Second Vice President shall:

1. Be responsible for Strategic Planning Organizational Effectiveness and Evaluation/coordinate such duties as are assigned by the President and the Executive Board. and
2. Serve in the absence of the President and First Vice President, shall preside at all the meetings and assume all duties of the office of President.

D. Duties and Responsibilities. The Third Vice President shall:

1. Coordinate such duties as Personal Evangelism and coordinating those efforts with the appropriate departments, within the church, and in the absence of the President, First Vice President, and Second Vice President, shall preside at the meetings and assume all the duties of the office of President.

E. Duties and Responsibilities. The Recording Secretary shall:

1. Serve as Secretary of the Quincy-Monticello District Lay meeting and Executive Board.
2. Be responsible for recording attendance, accurate minutes of all business transacted during meetings, and for reading and distributing minutes of any previous meetings and ensuring widespread dissemination of pertinent information when called upon to do so by the President.
3. In the absence of the President and Vice Presidents, the Recording Secretary shall preside until a chairperson *pro tempore* is elected.
4. Prepare, for the presiding officer, a statement of unfinished business to come before the meeting and a report of the Executive Board meetings to be presented at the district meeting.
5. Hold the bond of the Treasurer and the Financial Secretary.

F. Duties and Responsibilities. The Assistant Recording Secretary shall:

1. Assist the Recording Secretary in all duties as outlined above.
2. In the absence of the Secretary, shall perform the duties of the Secretary.

G. Duties and Responsibilities. The Corresponding Secretary shall:

1. Ensure lay ministry focus through effective communication. This includes sharing congratulations, well wishes, condolences and other news about laity.
2. Report pertinent information to the Executive Board and reply to correspondence as directed by the President and/or the Executive Board.
3. Maintain a network of internal communications between the District Lay Organization and its subordinate bodies.
4. Compose communication as needed and/or directed by the President. Maintain liaison with the Director of Public Relations to insure publication of pertinent information.

H. Duties and Responsibilities. The Treasurer shall:

1. Serve as a member of the Budget and Finance Committee which is responsible for preparation of the organization's budget for the fiscal year.
2. Receive and disburse all funds. Disbursements shall be made, in accordance with the line-item budget approved by the district. Expenditures not reflected/listed in the budget must be approved by the President and the Executive Board with appropriate justification.
3. Keep accurate records and give an itemized report at each District meeting.
4. Be bonded and said bond shall be held by the Recording Secretary.

5. Have the accounts audited, annually, by an external Audit/Accounting Firm approved the Executive Board.

I. Duties and Responsibilities. The Financial Secretary shall:

1. Maintain an independent set of records of all financial transactions and assist with the work in concert with the Treasurer.
2. Serve as member of the Budget and Finance Committee.
3. Receive and record all funds. All funds shall be turned over to the treasurer within a period not to exceed ten (10) days.
4. Write vouchers countersigned by the President that authorize expenditures, pursuant to the budget passed by the biennial, which are to be paid by the Treasurer.
5. Be bonded and said bond shall held by the Recording Secretary.

J. Duties and Responsibilities. The Chaplain shall:

1. Make adequate preparation for each Bible Study and Devotional Service, utilizing creative styles that motivates and draws participants into the worship experience.
2. Provide spiritual leadership to this organization.
3. Maintain effective communication with the Chaplains on the local level.

K. Duties and Responsibilities. The Historiographer shall:

1. Be responsible for gathering, assembling, and maintaining a written and pictorial record of the activities and achievements of this organization.
2. Act as custodian for all photographs, citations, awards, trophies, and other mementos of the Quincy-Monticello District Lay Organization.
3. Compile a written history of this organization, place a copy in the archives.
4. Archives, find place to keep historical records.

L. Duties and Responsibilities. The Parliamentarian shall:

1. Advise the President or presiding officer concerning questions of parliamentary procedure.
2. Be seated next to the President at all meetings.
3. Follow the Constitution and Bylaws of this organization, the Doctrine and Discipline of the African Methodist Episcopal Church and Robert's Rules of Order Newly Revised, latest edition, at all meetings.
4. Serve as Consultant to the Constitution, and other committees as needed.

M. Duties and Responsibilities. The Director of Lay Activities shall:

1. Maintain a close working relationship with the President and the Young Adult Representative in the planning, developing and implementing of the complete programmatic thrust of this organization.
2. Plan, design, and direct all educational/training programs & other activities of this organization at monthly meeting.
3. Maintain a working relationship with Local Lay Directors.
4. Be responsible for planning and implementing a training program and course of study in accordance with the mission, purposes and objectives of the Lay Organization.

5. Directors of Lay Activities shall forward the course of study Station or Circuit Directors of Lay Activities. The training program and course of study shall reach the Directors of Lay Activities within fourteen (14) days after the Conference Director of Lay Activities has forwarded same.

6. A full report of progress made in the implementation of the course of study and the work of the Director shall be given at each meeting and Executive Board Meeting as outlined in this constitution.

7. Prepare an annual line-item budget to reflect the work of this office for submission to the Budget Committee.

N. Duties and Responsibilities. The Director of Public Relations shall:

1. Oversee the production of all official publication magazine of the organization, editing, and publishing a monthly periodical containing news of general interest to the laity and news regarding the organization.

2. Solicit and edit articles for the publication on topics that will appeal to, inspire and motivate subscribers.

3. Oversee the entire publication process, including seeking bids from publishers.

4. Provide for promotion, circulation, subscription fulfillment, and advertising solicitation.

5. Seek to bring about harmony of understanding between the church and public through the channeling of information to various media.

6. Be responsible for all press releases and public relations for and during any Lay Organization meeting.

7. Disseminate news items of interest received from the local church and districts through Newsletter and/or multi-media processes.

8. Oversee the Quincy-Monticello website and any internal or external documents, including all social media networking

O. Duties and Responsibilities. The Young Adult Representative shall:

1. Be responsible for implementing teaching and training opportunities for Young Adults in conjunction with the Director of Lay Activities and establishing working relationships with other relevant Young Adult Auxiliaries and Ministries within, and outside the AME Church.

2. Prepare an annual and biennial line-item budget to reflect the work of this office for submission to the Budget Committee.

3. Advocate for Young Adults concerns to the Quincy-Monticello Executive Board and beyond.

4. Facilitate Lay Organization Young Adults events with approval of the Executive Board.

5. Voice the concerns and visions of a new generation of laity and serve as a Christian mentor to a younger generation of African Methodists.

Section 2. The Annual Audit shall include the records of all officers handling finances of the Quincy-Monticello District Lay Organization and shall be conducted by the internal Audit Committee appointed by the president; with three or more members; and one must be between the ages of 18-35.

ARTICLE VI – NOMINATION AND ELECTION PROCEDURES

Section 1. All officers and members of the Quincy-Monticello District Lay Organization and its Divisions shall be members in good and regular standing in their Station or Circuit Organization to participate in elections and voting.

Section 2. Any person seeking an elected office in the Quincy-Monticello District Lay Organization must be a member in “good and regular standing” in the organization and must possess the qualifications required for the position being sought. Any candidate for elected office, must have attended at least **sixteen (16)** District meetings shall be confirmed from the official registration records to be provided to the nominating committee upon its appointment.

Section 3. All persons seeking an elected office must submit a “Letter of Intent” with qualifications signed by the local church president to the Chairperson of the Nominating Committee. The format for the letter of Intent will be provided by the Nominating Committee and must be returned by mail, its international equivalent and/or electronic communications postmarked on or before July 15th of the election year. This deadline date will constitute the close of all nominations submitted to the Nominating Committee. There shall be no nominations from the floor of the Quincy-Monticello District Lay election.

Section 4. All candidates seeking an elected office must have demonstrated active participation on/in the Quincy-Monticello Districts Lay Organization and local church levels within the ten (10) year period preceding the election year.

Section 5. No elected officer shall hold more than two (2) elected offices beyond the local organization.

Section 6. Members of the Nominating Committee shall be ineligible for nomination by the committee for any elected position to be filled (where applicable on the local level).

Section 7. The Nominating Committee shall consist of five (5) persons, but no less than (3) appointed by the President with nominees to be confirmed by the Executive Board. The President in selecting committee members shall follow these guidelines:

- a. There shall be no more than one person appointed from a local church, and
- b. Appointments shall be inclusive and sensitive to age diversity, at least one (1) person between the ages of 18 - 35, and all persons must have demonstrated experience with the nominating process as outlined in Article VI, section 2. Selection of committee members must respect the guidelines that govern the committee’s duties and reporting timelines.

Section 8. Duties of the Committee

- a. At least six (6) months prior to the district election the committee shall call for nominations through a notice submitted for publication district website, and any other appropriate printed or online communication. Such Notice shall inform members when, how and where nomination forms can be obtained. Nomination forms shall also be sent to Executive Board members and Florida Conference Lay Presidents for distribution to interested persons. The nomination form shall request biographical data and other pertinent information which will aid in the qualifying of candidates. Such forms shall be

returned to the chair of the nominating committee by prospective nominees, bearing the signature of the District Lay President, no later than July 15th prior to the Quincy-Monticello District Lay election.

- b. The committee shall thoroughly examine any and all necessary information regarding nominees for elected offices being sought. Each nominee must be notified of his/her eligibility which signals authorization to campaign for the designated office. From those persons found qualified for the offices being sought, the committee shall prepare a slate of nominees, listing the qualifications of the nominees for offices to be elected at the district meeting. On or before July 15th or three (3) months prior to the election (or whichever comes first), the slate will be distributed to the Executive Board of the Quincy-Monticello District Lay Organization for approval prior to being provided to each local church
- c. No political campaigning, for office shall take place before candidates are qualified as nominees by the Nominating Committee.

ARTICLE VII – ELECTION OF OFFICERS

Section 1. Officers shall be elected at the district meeting, unless otherwise provided for herein. All elections shall be by secret ballot, (electronic or paper), except in the case where the office is not contested. When there is only one candidate for office the chair can take a voice vote or declare that the nominee is elected, effecting the election by unanimous consent or acclamation. A majority vote shall be necessary to elect. Elected officers shall assume office immediately upon installation. The Installation of Officers shall be the final order of business at the closing of the meeting. Any method of election in any division other than by secret ballot, except in the case of uncontested offices, shall be declared null and void by the Quincy-Monticello District Lay Organization.

Section 2. Quincy-Monticello District Lay Organization Officers shall be elected to a two (2) year term.

Section 3. Term limitation. The elected officers of the Lay Organization and its Divisions shall serve no more than eight (8) consecutive years in the same office.

Section 4. If an officer completes a term of office which was vacated by the incumbent due to death, illness, resignation, and/or other conditions approved by the Executive Board, the unexpired portion of the term, will not count as a full term for the purposes of term limitation.

Section 5. Transition Period. A transitional period of sixty (60) days or 8 weeks beginning at the close of an election is provided for outgoing officers to reconcile files, records, and make inventories before transferring them to incoming officers. Outgoing officers shall complete the transfer of all files, records, books, papers and property belonging to the organization to the incoming officers on or before the end of the sixty-day period.

Section 6. Vacancy in Office of President and/or Vice Presidents. If a vacancy occurs in the office of President due to death, resignation, disability or temporary inability or other cause, the First Vice President shall immediately assume the office of President, for the unexpired term of office; the second vice-president shall ascend to the office of first vice-president, and the third

vice-president becomes second vice-president, leaving the vacancy to be filled in the office of the lowest ranking vice-president. The president shall, with the confirmation of the Executive Board appoint an active member, possessing qualifications for the office of the third vice president, to fill the vacancy if the remainder of the term is less than one (1) year. A majority vote by the Executive Board shall determine the result. If the remainder of the term of office is greater than two (2) years, a special election shall be held by the Executive Board within forty-five (45) days of the vacancy date, to fill this position. The Letter of Intent shall be sent to the person who last served as Chairperson of the Nominating Committee by each person who wishes to be a candidate for the office of third vice president. All voting shall be by secret ballot (electronic or paper). Any person appointed and/or elected to fill an unexpired term of President shall subsequently be eligible to be elected to two (2) full two (2) year terms in accordance with this constitution and bylaws.

Section 7. Vacancy of Elected Officer other than President and/or Vice Presidents. If a vacancy occurs in an elected officer's position, other than President and/or Vice Presidents, due to death, resignation, disability or inability to serve, the President shall, with the confirmation of the Executive Board, appoint an active member, possessing qualifications for the office, to fill the vacancy if the remainder of the term is less than one (1) year. A majority vote by the Executive Board shall determine the result. If the remainder of the term of office is greater than two (2) years, a special election shall be held by the Executive Board within forty-five (45) days of the vacancy date, to fill this position. The Letter of Intent shall be sent to the person who last served as Chairperson of the Nominating Committee by each person who wishes to be a candidate for the vacant office. All voting shall be by secret ballot (electronic or paper). Any person appointed and/or elected to fill an unexpired term of office shall subsequently be eligible to be elected to two full two (2) year terms in accordance with this constitution and bylaws.

Section 8. Removal of Elected Officer. The Organizational and Officers Effectiveness Committee shall give its findings annually. Any elected officer, not performing his/her duties, as outlined in this Constitution and Bylaws, shall be notified in writing by the President, of his/her failure to perform designated duties, with a copy forwarded to the Florida Conference Lay Organization, and the district Executive Board. If failure to perform his/her duties continue for a period of ninety (90) days after notification, the matter will be referred to the Executive Board for action. If the President is not performing his/her duties as outlined in this Constitution and By-Laws, he/she shall be notified in writing by the Executive Board through the Corresponding Secretary of his/her failure to perform designated duties. The Executive Board, may, remove the elected officer from office for failure to execute his/her duties and responsibilities. The final decision to suspend, expel, or remove from office shall rest exclusively with the Quincy-Monticello District Lay Organization. The Organizational and Officers Effectiveness Committee will give guidelines, implementation and corrective actions when deemed necessary.

Section 9. Districts of the Annual Conference Lay Organization Officers shall be elected biennially.

Section 10. Station or Circuit Lay Organization Officers shall be elected annually.

ARTICLE VIII – QUALIFICATIONS

Each officer shall be responsible for understanding and fulfilling his/her duties and those officers with a budget shall prepare and submit an annual line-item budget for approval by the Executive Board.

Section 1. The President.

Qualifications. The President of the Quincy-Monticello District Lay Organization shall have a commitment to lay ministry as demonstrated by:

1. Prior leadership experience, preferably in non-profit organizations.
2. Prior service in local church lay organization.

Section 2. First Vice President.

Qualifications. Any candidate seeking the position of First Vice President must possess the same qualifications as provided for the President.

Section 3. Second Vice President.

Qualifications. Any candidate seeking the position of Second Vice President must possess the same qualifications as provided for the President.

Section 4. Third Vice President.

Qualifications. Any candidate seeking the position of Third Vice President must possess the same qualifications as provided for the President.

Section 5. Recording Secretary

Qualifications. All candidates seeking the office of Recording Secretary must possess:

1. Proficiency in writing and composition of the English language, basic reading competency, editing and record keeping skills.
2. Experience in word processing or other technology (electronic media) available for recording, storing, and retrieving information.
3. Ability to prepare and present minutes and reports.

Section 6. Assistant Recording Secretary.

Qualifications. Any candidate seeking the position of Assistant Recording Secretary must possess the same qualifications as required for the Recording Secretary.

Section 7. Corresponding Secretary

Qualifications. Any candidate seeking the position of Corresponding Secretary must possess the same qualifications as required for the Recording Secretary and have experience in database management.

Section 8. Treasurer

Qualifications. Any candidate seeking the office of Treasurer must demonstrate:

1. Experience in financial management, including but not limited to, the areas of accounting, bookkeeping, and finance, preferably in non-profit organizations.
2. Ability to be bonded.

3. Experience and knowledge with computerized financial or accounting software and financial accounting/reporting.

Section 9. Financial Secretary

Qualifications. Any candidate seeking the office of Financial Secretary must possess the same qualifications as those of the Treasurer.

Section 10. Chaplain

Qualifications. Any candidate seeking the position of Chaplain must demonstrate:

1. A Christian commitment, possess a high level of spiritual maturity, effective interpersonal and communication skills.
2. Training and experience in Christian Education.
3. Knowledge of the Bible and the AMEC Hymnal.
4. Experience in preparing and conducting Bible study and worship.

Section 11. Historiographer

Qualifications. Any candidate seeking the office of Historiographer must demonstrate:

1. Experience with emphasis in research, writing, and publishing historical information.
2. Ability to use technology (electronic media, including video, photos, and other graphics) for data gathering, organizing, record keeping and writing.
3. Keep records and collect artifacts specific to the Quincy-Monticello District Lay Organization founding, operations, projects, and other activities.

Section 12. Parliamentarian

Qualifications. Any candidate seeking the office of Parliamentarian must demonstrate:

Knowledgeable of the Current Book of Discipline, Laws, Doctrines, and Tenets of the African Methodist Episcopal Church and Robert's Rules of Order Newly Revised, latest edition.

Section 13. Director of Lay Activities

Qualifications. Any candidate seeking the office of Director of Lay Activities must demonstrate:

Extensive experience in research, speech, writing and proficiency in the English language, program planning, development, designing, implementation, teaching, training, adult learning, and/or administration, and technology (electronic media, including video, photos, and other graphics) for data gathering, organizing, record keeping and writing.

Section 14. Director of Public Relations

Qualifications. Any candidate seeking the office of Director of Public Relations must demonstrate:

1. A working knowledge of media relations, experience in preparing and distributing press releases.
2. Strong communication skills and experience in English, speech, and journalism.

Section 15. Young Adult Representative

Qualifications. Any candidate seeking the office of Young Adult Representative shall:

1. Be between the ages of 18-35 at the time of election. Completion of high school and pursuing and/or seeking post-secondary training/degree.
2. Demonstrate visionary leadership skills through work experience or volunteer opportunities, especially with Youth and Young Adults within the church or other organizations.
3. Possess strong abilities to provide training and demonstrate effective communication skills.

ARTICLE IX – EXECUTIVE BOARD

Section 1. There shall be an Executive Board of the Quincy-Monticello District Lay Organization, composed of the elected officers of the organization, and chairpersons of standing committees.

Section 2. The Executive Board shall meet at least once annually, or at the call of the president at the time and place designated by the President and members of the Executive Board.

Section 3. Teleconference Meetings may be held to address specific matters of concern. Notice of the call with a proposed agenda must be issued by the Corresponding Secretary to members of the Executive Board no later than three (3) days prior to the call. Vacancies of officers may not be filled via teleconference call. (Article VII, section 1)

Section 4. The President of the Quincy-Monticello District Lay Organization shall preside over the meetings of the Executive Board, and the Recording Secretary shall serve as secretary of the Executive Board.

Section 5. The Executive Board shall have the authority to carry on the work of the Quincy-Monticello District Lay Organization during the interim of the monthly meetings.

Section 6. The Executive Board shall establish the rules and regulations by which it shall be governed. The Board shall have power over the supervision and direction of all affairs of the Organization during the interim of the monthly meetings of the Lay Organization, except that it shall not infringe upon any of the expressed constitutional provisions herein set forth and provided. Further, the Quincy Monticello District Lay Organization, in its monthly meetings, may nullify, abrogate, or rescind any action of the Executive Board.

Section 7. The Executive Board shall have such other authority as may be necessary to carry out the general purposes and intent of this Constitution.

Section 8. The Executive Board may establish an Advisory Council to act in a purely advisory capacity. The Advisory Council may consist of past presidents of the Quincy-Monticello District Lay Organization and such other distinguished lay members as the President may designate. The Advisory Council shall not exceed five (5) persons.

ARTICLE X – MEETINGS

Section 1. The Quincy-Monticello District Lay Organization shall meet monthly in its regular session.

Section 2. The monthly meeting of the Quincy-Monticello District Lay Organization shall be held the second (2nd) Saturday of each month.

Section 3. The Quincy-Monticello District Lay President and/or a majority of the voting members of the Executive Board may call an emergency meeting of the Quincy-Monticello District Lay Organization when such a meeting is deemed necessary. The time, place, and object of such Special or Emergency Meeting shall be clearly set forth in the official call or notice. Only those matters expressly set out in the notice or call shall be deliberated upon, provided however, that no election of officers shall take place at a special or emergency meeting.

ARTICLE XI – VOTING PRIVILEGES

Section 1. Voting privileges in the Quincy-Monticello District Lay Organization shall be confined and restricted to persons set out under Article IV of this Constitution.

Section 2. No person shall be entitled to more than one (1) vote on an issue or matter in the Quincy-Monticello District Lay Organization and must be personally present to exercise such privilege. No proxy or absentee voting shall be permitted.

Section 3. Unless otherwise indicated, the majority vote shall prevail in determining all matters.

ARTICLE XII – POWERS AND JURISDICTIONS

The Quincy-Monticello District Lay Organization shall exercise prudent and appropriate authority, power, and supervision over all local Lay Organizations established under the provisions of this Constitution.

ARTICLE XIII – RESERVED AND IMPLIED POWERS

Section 1. Each Station or Circuit Lay Organization shall be vested with the full authority to make its own Constitution and By-laws, Rules and Regulations, as may be deemed necessary for proper and orderly conduct of its affairs and for the governing of its officers and members. Each Division's Constitution shall conform to and harmonize with the Connectional Constitution and By-laws. Each of these organizations shall have the authority to establish its own Executive Board, raise funds, and in general perform all duties incident to its existence as an autonomous body except, however, said organization shall not make Constitutions and By laws, or Rules and Regulations which are in conflict with, or abridge any part of the Constitution and By-laws of the Quincy-Monticello District Lay Organization. Or the template for subordinate divisions.

Section 2. A copy of the Constitution and By-laws of each local organization must be filed with the Constitution and Bylaw Committee of the Quincy-Monticello District Lay Organization for examination and response.

Section 3. Each Station or Circuit Lay Organization shall have the following inserted in its Constitution and By-laws: “This Organization shall be subject to and governed by the Constitution and By-laws of the Quincy-Monticello District Lay Organization of the African Methodist Episcopal Church.”

Section 4. This organization and each of its Divisions shall at all times be governed by the Constitution and Bylaws of the Connectional Lay Organization, the *Current Book of Discipline, Laws, Doctrines, and Tenets of the African Methodist Episcopal Church and Robert’s Rules of Order Newly Revised, latest edition.*

ARTICLE XIV – COMMITTEES

To ensure successful and effective implementation of programs and projects of the Quincy-Monticello District Lay Organization, other than specified duties of elected officers per Constitution and Bylaws, all Chairpersons shall be appointed by the President.

Section 1. Four (4) types of Committees shall exist in the Quincy-Monticello District Lay Organization; Standing, Special, and ad hoc.

Section 2. Standing Committees are appointed to implement specific goals, objectives, and programs that advance of, and are vital to the functioning of the Quincy-Monticello District Lay Organization. Standing Committees shall be the following, Constitution and By-Laws, Budget and Finance, and Organizational and Officers Effectiveness. Each standing committee shall have no more than seven (7) members appointed by the president and approved by the Executive Board. Appointments shall be globally inclusive and age sensitive. The President, in appointing Committee members shall follow these guidelines; one (1) person between the ages of 18-35, and all persons must have demonstrated diversity of experiences in the work assigned to the committee. Selection of committee members must respect the guidelines that govern the committee’s duties and reporting timelines.

Section 3. Special Committees shall be the following: The Nominating, Elections, and Audit Committee. Special Committees are appointed to perform a task that does not fall within the assigned function of a Standing Committee.

Section 4. The Credential Committee prepares and presents to the Quincy-Monticello District Lay Organization a certified list of registered officers and delegates that make up the voting strength of the district election.

Section 5. Budget and Finance Committee of the Quincy-Monticello District Lay Organization shall submit its final report to the monthly meeting of the Organization.

Section 6. The Budget and Finance Committee composed of the Treasurer, Financial Secretary, and other members for a total of no more than seven (7) members shall be appointed by the President. It shall be the duty of this committee to prepare a two (2) year budget to be submitted to the President and the Executive Board for approval in the district monthly meeting for adoption by a majority vote.

Section 7. The Constitution and By-Laws Committee defines the primary character of the organization, prescribes how the organization functions including all the rules that the organization considers so important that they cannot be changed without previous notice to the membership and a two-thirds (2/3) majority vote.

Section 8. The Organizational and Officers Effective Committee shall report annually to the Executive Board. The committee will propose and present for the Executive Board the process and tools for the officer's evaluation and implement the process. The President has thirty (30) days after the close of the meeting to appoint the committee members who will present their findings.

Section 9. Ad Hoc Committee is appointed as the need arises to carry out a specific task. It automatically ceases to exist on presentation of its final report to the body.

ARTICLE XV – SUBORDINATE BODIES

Section 1. Station/Charge or Circuit Lay Organization – The pastor of each Station or Circuit shall, within thirty (30) days after the close of the Annual Conference, call a meeting of the members of the Station/Charge or Circuit for the purpose of organizing a Lay Organization where none exists. The Station/Charge or Circuit Lay Organization shall be composed of all members of said Station or Circuit who desire to enroll/join. The officers of the organization shall be elected from those enrolled in said organization. The President of the Lay Organization, or a duly elected representative of the local church, becomes a member of the Official Board by virtue of his/her office.

Section 2. The officers of a Station or Circuit Lay Organization shall be those specified in Article V, Section 1 of this Constitution. The Station or Circuit Lay Organization shall fix the time for regular meetings, which should not be fewer than eleven (11) times per year.

ARTICLE XVI – AMENDMENTS

Amendment of By-laws. Amendments to the Constitution and By Laws of the Quincy-Monticello Lay Organization may be made by filing a copy of the proposed amendment with the President and Secretary.

B. BY-LAWS OF THE QUINCY-MONTICELLO DISTRICT LAY ORGANIZATION

The following shall constitute the By-laws of this organization.

Section 1. The Order of Business shall be:

- a. Call to Order
- b. Devotion
- c. Bible Study
- d. Roll Call of Officers and Churches
- e. Greeting by President
- f. Approval of Agenda
- g. Reading of Minutes

- h. Training
- i. Concerns (district, conference, episcopal district)
- j. Unfinished Business
- k. New Business
- l. Finance Report
- m. Announcement
- n. Remarks
- o. Special Prayer (Sick/Shut-in/Bereaved)
- p. Adjournment

Section 2. A majority of lay members present from the local church shall constitute a quorum for the transaction of all business.

Section 3. The members shall conform to all the rules and regulations of this organization; any member(s) guilty of an infraction or violation of the rules, or for conduct or decorum unbecoming a member, may be removed from membership herein.

Section 4. The order of business herein before outlined may be changed by a two-third (2/3) majority vote of the lay members present.

Section 5. Any officer failing to perform his or her official duties shall be accountable to the Executive Board.

Section 6. No officer, nor standing or special committee, shall incur any obligation, which shall be binding, unless such action was authorized in its inception, or subsequently ratified and approved by the organization.

Section 7. The President shall be authorized to appoint and deputize, with sufficient power and authority, as many Marshals as may be deemed necessary to maintain order and decorum in the meeting. It shall be the duty of the Marshals to maintain strict order, see that only members are seated within established bounds of the meeting, and perform such other duties as may be assigned to them by the President in keeping with the duties of their office.

Section 8. Any provision or condition not expressly covered in the Constitution and By-Laws of this Organization shall be interpreted and construed in keeping with the long-established policy, customs, tenets, and traditions of the African Methodist Episcopal Church, *The Book of Doctrine and Discipline of the African Methodist Episcopal Church*, and *Roberts Rules of Order Newly Revised edition*.

COLORS

The official colors of the Connectional Lay Organization are: Royal Blue and White or Navy Blue and White.

THE LAY HYMN

Laymen now have thus assembled,

In Thy blessed name O God.
Guide us in our true endeavor,
Light the pathway that we trod;
Give us strength to ever labor for Thy cause
Give us strength to ever labor for Thy cause.

We are banded one in union,
To fulfill Thy just command.
May we be Thy true disciples,
Holding to Thy mighty hand;
Give us blessings from the fountain of Thy love
Give us blessings from the fountain of Thy love.

As we walk this Christian journey,
Let us keep our armour bright.
Let our works be pure and holy
That we stand within Thy sight;
Laymen soldiers, strong in unity and love
Laymen soldiers, strong in unity and love.

May we stand before Thine altar,
Pledging Lord to work for Thee.
In the vineyard, in the pastures
Let us Lord Thy pilgrims be;
Let us lift the cross forever to the skies,
Let us lift the cross forever to the skies.

Tune (Zion): “Guide Me O Thou Great Jehovah”
written by Frances A. Walston

THE LAY BENEDICTION

“May God bless us with the true spirit of Christianity. That we may live together, not as man over man, but as lay persons working with God. Amen”