

# **SACRAMENTO VALLEY ASSOCIATION**

## **UNITED CHURCH OF CHRIST**

### **BY LAWS**

#### **ARTICLE I - NAME AND BOUNDARIES**

The name of this Association shall be the SACRAMENTO VALLEY ASSOCIATION OF THE UNITED CHURCH OF CHRIST, hereinafter referred to as the ASSOCIATION or as the SACRAMENTO VALLEY ASSOCIATION. It is an Association of the Northern California Nevada Conference of the United Church of Christ, hereafter referred to as the CONFERENCE. (The United Church of Christ will hereafter be referred to as UCC.)

The boundaries of the ASSOCIATION are determined by the CONFERENCE and member churches are listed annually in the current CONFERENCE directory under Sacramento Valley Association. ASSOCIATION churches are located in the counties of Siskiyou, Modoc, Shasta, Trinity, Lassen, Tehama, Plumas, Butte, Yolo, Sutter, El Dorado, Yuba, Placer, Nevada, Sierra, and Sacramento in the State of California, and that part of the State of Nevada west of an extension of the Oregon-Idaho state line.

#### **ARTICLE II - PURPOSE AND FUNCTION**

##### **SECTION 1 - The Purpose of the ASSOCIATION**

The purpose of the SACRAMENTO VALLEY ASSOCIATION shall be:

- A. To unite in Christian fellowship all of the local churches of the UNITED CHURCH OF CHRIST within its boundaries;
- B. To actively concern itself with the welfare of all its member churches in mutual Christian concern and in dedication to Jesus Christ, the head of the Church;
- C. To support and promote the work and program of the CONFERENCE among its member churches and ministers;
- D. To support partnership with the churches of the Christian Church (Disciples of Christ) within its boundaries.

##### **SECTION 2 - The Functions of the ASSOCIATION**

The functions of the SACRAMENTO VALLEY ASSOCIATION shall be:

- A. To determine, confer and certify the standing of the UCC local churches and ministers of the UCC within the geographical boundaries of the ASSOCIATION;
- B. To provide community among the ASSOCIATION churches;
- C. To promote cooperation with the Northern California Nevada Conference, the UCC, and through the CONFERENCE with the UNITED CHURCH OF CHRIST and all its agencies and instrumentalities;

- D. To encourage ecumenical involvement by its member churches;
- E. To affirm the autonomy of the local churches in management of their own affairs;
- F. To carry out such other functions as are specifically delegated to it as an ASSOCIATION under the Constitution and Bylaws of the UNITED CHURCH OF CHRIST, except such of those functions which the ASSOCIATION does delegate to the CONFERENCE as set forth in Article V hereof.

### ARTICLE III - STRUCTURE

The SACRAMENTO VALLEY ASSOCIATION is an integral part of the UNITED CHURCH OF CHRIST, and as such it assumes and accepts all of the duties, responsibilities, rights, and privileges placed upon it as an Association of the UNITED CHURCH OF CHRIST. The ASSOCIATION is related to the General Synod of the UNITED CHURCH OF CHRIST through the NORTHERN CALIFORNIA NEVADA CONFERENCE of the UNITED CHURCH OF CHRIST. The standing of the ASSOCIATION as a body of the UNITED CHURCH OF CHRIST is determined by the CONFERENCE.

### ARTICLE IV - MEMBERSHIP

#### SECTION 1 - Categories of Members

There shall be three categories of members of the ASSOCIATION:

**A. Member Churches**

All churches of the UCC within the boundaries of the ASSOCIATION. To maintain its full standing in the ASSOCIATION, each local church shall pay its fellowship dues annually.

**B. Ministers**

All ministers whose ordained ministerial standing is located within the ASSOCIATION in accordance with the UCC Manual on the Ministry, hereafter referred to as the MANUAL.

**C. Commissioned Ministers**

All commissioned ministers of the ASSOCIATION in accordance with the MANUAL.

Qualification for membership or standing of churches and ministers shall be in accordance with the Constitution and Bylaws of the UCC and procedure shall follow UCC policy as administered by the CONFERENCE in conjunction with the ASSOCIATION.

## **SECTION 2 - Affiliates of the ASSOCIATION**

- A.** Affiliates of the ASSOCIATION may attend meetings of the ASSOCIATION with voice but no vote. They may receive notices of meetings and activities at the discretion of the ASSOCIATION Council.
- B.** Affiliates of the ASSOCIATION shall include the following:
  - 1. Ordained ministers of the UCC holding standing in some other UCC Association;
  - 2. An ordained minister of another denomination who is service as minister in a local church of the ASSOCIATION but who has not applied for standing in the ASSOCIATION;
  - 3. Ministers serving churches under the privilege of call, licentiates and students In Care of the ASSOCIATION.
  - 4. Members of local churches of the ASSOCIATION who are present, but are not acting as delegates, at an ASSOCIATION meeting.

## **ARTICLE V - MINISTERIAL STANDING**

The Constitution of the UNITED CHURCH OF CHRIST provides that "Ministerial Standing in the UNITED CHURCH OF CHRIST is held in an Association". The SACRAMENTO VALLEY ASSOCIATION delegates to the CONFERENCE Committee on the Ministry those responsibilities for determining ministerial standing as designated in the CONFERENCE "Supplements and Appendices" to the MANUAL.

## **ARTICLE VI - MEETINGS**

### **SECTION 1 - Regular Meetings**

- A.** There shall be at least two (2) regular meetings of the ASSOCIATION each calendar year, one in the spring and one in the fall. The time and place of regular meetings shall be determined by the COUNCIL.
- B.** Notice of regular meetings shall be sent to all members at least thirty (30) days before the date of such meeting.
- C.** Location and date of meetings shall be determined by the ASSOCIATION Executive Council, hereinafter referred to as the COUNCIL.

### **SECTION 2 - Special Meetings**

- A.** Special meetings of the ASSOCIATION may be called by the Moderator, the COUNCIL,

or by written request of three (3) member churches and five (5) member ministers of the ASSOCIATION

- B. Notice of special meetings shall be sent to all members at least fifteen (15) days before the date of such meeting, except as in C, below.
- C. The ASSOCIATION when meeting as an ecclesiastical council shall have at least three (3) weeks notice of such special meeting. Ecclesiastical councils may be called only for the purpose of: the ordination, installation or commissioning of a minister, the reception of a church, the determination and recognition of "calling bodies" in three or four-way covenants; or by special request the termination of a pastorate.

When an ecclesiastical council is called for the purpose of reviewing a candidate for ordination, the local church requesting such an ecclesiastical council shall work with the Moderator of the ASSOCIATION in setting dates.

### **SECTION 3 - Voting Body of the Association**

At meetings of the ASSOCIATION, including the ASSOCIATION meeting as an ecclesiastical council, the voting body shall be comprised of:

- A. Delegates from member churches, with each church entitled to five (5) lay delegates, one of whom shall be under 30 years of age, if possible.
- B. All member ministers as described in **ARTICLE IV, SECTION 1 - B** above.

Each such delegate and minister shall be entitled to one (1) vote. All votes shall be by person present and not by proxy.

### **SECTION 4 - A Quorum for Meetings (Regular and Special, including Ecclesiastical Councils)**

The number of members necessary to constitute a quorum at a legal meeting shall be ten (10) lay delegates from not less than five (5) of the churches which are members of the ASSOCIATION, together with not less than five (5) ministerial members of the ASSOCIATION and either the Moderator or Vice Moderator.

### **SECTION 5 - Minutes**

All minutes of ASSOCIATION meetings shall be approved by the COUNCIL.

## **ARTICLE VII - ORGANIZATION**

### **SECTION 1 - Officers**

- A. The officers of this ASSOCIATION shall be: Moderator, Vice Moderator, Secretary, Treasurer, Deans (2), and the Immediate Past Moderator. Two Deans should be elected

to serve the geographical needs of the ASSOCIATION. Officers of the ASSOCIATION may be either ministers or laypersons, and at any given time shall include at least two of each. All officers shall serve for a period of two years, with elections to take place every other year at the spring meeting. Except for the Moderator and Vice Moderator, the officers may be elected for not more than two additional consecutive terms. Officers shall assume office immediately following the election at the spring meeting of the ASSOCIATION.

**B.** The duties of the Officers shall be as follows:

1. The Moderator shall:

- a. Have general supervision of all ASSOCIATION business and shall coordinate ASSOCIATION activities.
- b. Preside at meetings of the ASSOCIATION and of the COUNCIL.
- c. Be the official representative of the ASSOCIATION to the churches, the CONFERENCE, and the community.
- d. Serve on all committees as a non-voting ex-officio member.

2. The Vice Moderator shall:

- a. Under the general direction of the Moderator, have supervision of ASSOCIATION activities occurring in an assigned area.
- b. Assume the duties of the Moderator in the absence or inability of the Moderator to serve and shall succeed to the position of Moderator in case of a vacancy during the term of office.

3. The Secretary shall:

- a. Be responsible for records, notices, and all other official record functions related to holding and conducting ecclesiastical councils, ordinations, transfers and official recognition of ministers and churches, and cooperate with the CONFERENCE appropriately.
- b. Keep an up-to-date roster of all members of the ASSOCIATION and notify the Moderator and CONFERENCE of any changes therein.
- c. Keep minutes of meetings of the ASSOCIATION and COUNCIL.
- d. Be responsible for mailings and correspondence of the ASSOCIATION as directed by the Moderator and by the COUNCIL.

- e. Report to the ASSOCIATION and the COUNCIL as appropriate or as requested.
4. The Treasurer shall:
- a. Be responsible for handling income and disbursements of the ASSOCIATION as authorized by the Moderator or by the COUNCIL.
  - b. Chair the committee appointed to prepare the annual budget of the ASSOCIATION.
  - c. Present a financial report to the ASSOCIATION and COUNCIL at each of the business meetings of these bodies.
5. The Dean(s) shall:
- a. Work with the Northern California Nevada Conference Ministers, or at the request of the ASSOCIATION Moderator, to assist churches with pastoral leadership, in internal problems of church administration and in problems of the relationship of churches to one another.
  - b. Serve as special advisor and confidant to the Ministers of the ASSOCIATION.
  - c. Perform such other duties as requested by the ASSOCIATION Moderator.
6. The Immediate Past Moderator shall:
- a. Serve as advisor to the COUNCIL.
  - b. Perform such other duties as requested by the COUNCIL.

## **SECTION 2 - The Association Executive Council**

### **A. Composition**

- 1. The COUNCIL shall consist of the Officers of the ASSOCIATION and all members of CONFERENCE Boards and Commissions directly elected by the ASSOCIATION and Chairs of the Standing Committees of the ASSOCIATION.

### **B. Duties of the Council**

- 1. The COUNCIL shall have power of control and management of the business of the ASSOCIATION and supervision of its activities, except that it may **NOT**:
  - a. Grant or terminate membership in the ASSOCIATION.

- b. Act as an ecclesiastical council.
  - c. Amend or revise the bylaws.
  - d. Appoint officers except as provided in the bylaws.
  - e. Adopt the annual budget.
2. It shall be responsible for ratification of receipts and expenditures and review supporting documents.
  3. It shall perform all duties as directed in these bylaws.
  4. It shall be accountable to the ASSOCIATION for its actions.

**C. Meetings of the Council**

1. Meetings of the council shall be held at least three (3) times each year at the call of the Moderator or of any three (3) other members of the COUNCIL.
2. Notices of the COUNCIL meetings shall be sent to all members of the COUNCIL and to the Conference Minister, and shall be sent at least ten(10) days before such meeting, except that in emergencies a 48-hour notice by telephone is adequate.
3. COUNCIL meetings are open to all members of the ASSOCIATION.
4. A majority of the COUNCIL shall constitute a quorum providing the Moderator or Vice Moderator is present.

**SECTION 3 - ASSOCIATION Standing Committees**

The ASSOCIATION shall have, but not be limited to, the following standing committees:

**A. Nominating Committee**

1. The Nominating Committee shall consist of three (3) members to be elected by the COUNCIL no later than the fall meeting of the ASSOCIATION. The Nominating Committee's duties shall be:
  - a. To submit to the ASSOCIATION a list of candidates for elective offices at the spring meeting.
  - b. At the request of the Moderator or the COUNCIL to recommend candidates to fill vacancies on the ASSOCIATION COUNCIL.

**B. The Credentials Committee**

1. The Credentials Committee shall consist of three (3) members appointed by the COUNCIL no later than the fall meeting of the ASSOCIATION. The term of office shall be two years.
2. The Credentials Committee's duties shall be:
  - a. To be responsible for the examination of credentials of any applicant for membership in the ASSOCIATION, ordination, or other ecclesiastical procedure.
  - b. To make recommendations for action to the ASSOCIATION when meeting as an ecclesiastical council.
  - c. To give due consideration to the recommendation of the CONFERENCE Committee on the Ministry and, if the association Credential Committee's recommendation differs from that of the CONFERENCE Committee, to note this fact in the report of the Credentials Committee to the ASSOCIATION.

**C. The Budget Committee**

1. The Budget Committee shall consist of three (3) members, including the Treasurer of the ASSOCIATION who shall serve as Chair. Two (2) members to be appointed by the COUNCIL each year no later than the spring meeting of the ASSOCIATION.
2. The duties of the Budget Committee shall be:
  - a. To prepare the annual budget for presentation to the COUNCIL prior to the fall meeting.
  - b. To present the annual budget as recommended by the COUNCIL to the fall meeting of the ASSOCIATION.

**D. The Ecumenical Concerns Committee**

1. The Ecumenical Concerns Committee shall consist of three (3) members appointed by the COUNCIL each year no later than fall meeting of the ASSOCIATION.
2. The duties of the Ecumenical Concerns Committee shall be:
  - a. To promote and support ecumenical and partnership activities among the churches within the geographical boundaries of the ASSOCIATION.



- b. Perform such other duties as assigned by the Moderator.
- E. The ASSOCIATION or the COUNCIL may create such other standing committees as may be needed.

#### **ARTICLE VIII - AMENDMENTS**

These bylaws may be amended at any meeting of the ASSOCIATION by a two-thirds (2/3) vote of those eligible voters present and voting, provided all members were sent notice of the proposed changes in writing at least thirty (30) days prior to the date the vote is to be taken.

#### **ARTICLE IX - PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of Robert's Rules of Order shall govern the ASSOCIATION in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

#### **ARTICLE X - DISSOLUTION**

Upon dissolution of this ASSOCIATION, its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift or grant contained in any will or other instrument, in trust or otherwise, made before and after such dissolution, shall be transferred to the Northern California Nevada Conference of the United Church of Christ.

By Laws were amended at the fall meeting of the Sacramento Valley Association of the United Church of Christ held on October 1, 1995, at Chico, California.