

**Section I**

**By Laws**

**ADMINISTRATIVE PERSONNEL ASSOCIATION  
PRESBYTERIAN CHURCH (USA)  
BYLAWS**

**ARTICLE I – NAME AND AFFILIATION**

The name of this organization shall be the Administrative Personnel Association, Presbyterian Church (U.S.A.). This organization is related to the Presbyterian Church (U.S.A.) through a covenant with the Office of Vocation (a joint office of the General Assembly Council and the Office of the General Assembly).

**ARTICLE II – OBJECTIVE**

The objective and purpose shall be to provide a supportive organization for promoting continuing education, individual growth, communication and fellowship for its members; to deepen and strengthen lives spiritually and professionally, and to work for the mission of the church universal.

**ARTICLE III – MEMBERSHIP**

*A. Eligibility*

All persons engaged in administrative support work in any local church or church-related institution, governing body or agency of the Presbyterian Church (U.S.A.), the Reformed Church in America, the Presbyterian Church in Canada.

*B. Classification of Membership*

1. **Active Member** – Persons employed in positions, listed above, whose dues are paid annually. However, to vote at the national business meeting dues must be current. May vote and hold office immediately upon becoming a member.
2. **Affiliate Member** – May be issued to a member of APA who has been employed by a local church, church-related institution, governing body or agency of the Presbyterian Church (U.S.A) for a minimum of 5 years, or has begun the Certification process and is no longer employed due to a life-changing event. Must pay dues and registration for conferences; may hold office and vote.
3. **Honorary Member** – May be conferred on a person deemed by the Executive Committee to have contributed significantly to the organization. Members are not eligible. The recipient may not vote or hold office.
4. **Inquirer** – An Inquirer may attend any conference or continuing education event in a given year without paying dues and without receiving credit toward certification. Course hours accumulated will be kept on file for one year from

date taken. Within that year, if the inquirer becomes a member, those hours will count toward certification, as long as membership dues and certification fees have been paid.

5. **Honorary Life Member** – May be issued at the request of the Region to any member upon retirement from employment or upon leaving a Presbyterian entity, who has been a member in good standing of the Administrative Personnel Association for at least 10 years and served as either a regional or national officer, elected or appointed. May vote, may hold an appointed office. If in an elected office, may complete the current term. Payment of dues is not required.
6. **Retired Member** – is a member who automatically qualifies upon retirement. May vote, may hold an appointed office. If in an elected office, may complete the current term. Payment of dues will be at 50% of the stipulated dues.

(NOTE) Should either a Life Member or a Retired Member return to the workforce with the PC(USA) for twenty (20) hours per week or more, and wish to participate in APA as a voting, dues paying member, and wish the privilege of holding elected office, a letter stating such should be sent to their regional membership chair and their regional president. They will be restored to active membership. When the member retires permanently, a letter stating such should be sent to their regional membership chair and their regional president.

7. **Non-Active Member** – May be issued to those members who are away in the armed forces, who are taking a leave of absence from their job, or have been terminated. These members may remain a member of APA by writing a letter to the National President, who then notifies the Executive Board and Executive Committee. The membership fee will be waived for up to two years or until they return to active employment, whichever comes first.
8. **Volunteer Member** – Same as active member, except cannot hold office.
9. **Organizational Member** – Churches, presbyteries, synods, and related institutions or agencies may hold membership. These organizations may send representatives to conferences. The representatives may not vote or hold elected/appointed office. Certification is not applicable. Staff members of these organizations must hold individual membership in their own name to apply for certification.

#### **ARTICLE IV – DUES**

With the exception of Life, Non-Active, Volunteer and Honorary members, all other members will be assessed dues on a calendar basis, in an amount determined by the Executive Committee,

and passed by the Association during the national business meeting. Dues will be reviewed annually. In areas where Regions are established, dues will be divided 40/60 between Regional and National treasuries. Dues must be paid by March 1 of the current year in order to be eligible to vote. Members whose dues are delinquent after that date will be notified by the Regional Membership Chairperson.

## **ARTICLE V - OFFICERS AND ELECTION**

All active and affiliate dues paying members are eligible to hold office – either appointed or elected

**A. Officers** of the association shall be: President, President -Elect, Immediate Past President, Treasurer and Secretary.

### **B. Terms of Office**

1. President and President-Elect shall be elected in even years.
2. President and President-Elect shall serve one (1) two (2) year term.
3. Treasurer and Secretary shall be elected in odd years.
4. Treasurer and Secretary shall be eligible to serve a second two (2) year term
5. Members can serve in only one elected or appointed position at the National level and only one elected or appointed position at the Regional level concurrently.

### **C. Election**

1. A Nominating Committee shall be formed.
2. When there is one nominee for each office, officers shall be elected by voice vote, when there is more than one nominee per office, the vote shall be by ballot.
3. Elections will be held during the National or Regional annual business meeting; Officers take office at the conclusion of the conference.

### **D. Vacancy - Un-expired Term**

1. In the case of a vacancy, the Nominating Committee will fill the vacancy.
2. If a person fills an un-expired term, they are eligible to serve their own single two-year term.

**E. Removal from Office**– Any officer or committee chair may be removed from office for failure to execute the duties and responsibilities of his/her position. The process may be started only upon receipt of written complaint.

## **ARTICLE VI - OFFICERS' DUTIES**

### **A. President**

1. Will preside at the Annual Conference, National Business Meeting
2. Will preside at Annual Executive Board Meeting or any electronic meetings of the Executive Committee or Executive Board.

3. Will appoint committee chairpersons, upon beginning term of office and when a vacancy occurs.
4. Will serve as ex officio member of all committees except Nominating Committee.
5. Will chair the Executive Committee.
6. Will maintain regular communication with Staff and Executive Committee.
7. Will assume other duties as they arise.
8. Will be available to promote the organization whenever and wherever possible.

**B. President - Elect**

1. Will serve when the President is unable to serve.
2. Will serve as chairperson of the Nominating Committee and Bylaws Committee.
3. Will serve on the Executive Committee and Personnel Committee.
4. Will be available to promote the organization whenever and wherever possible.

**C. Secretary**

1. Will record minutes of all meetings.
2. Will handle correspondence as requested by the president

**D. Treasurer**

1. Shall receive all funds
2. Chair the Finance Committee

**E. Immediate Past President**

1. Will serve as advisor on the Executive Committee for two years, or until there is a new Immediate Past President
2. Will serve as chairperson of the Personnel Committee

**F. Regional Officers** shall be President, President-Elect, Secretary, Treasurer, and Immediate Past President. Their duties shall be outlined in the Guidelines for Officers Section of The Manual of Operations.

**ARTICLE VII – MEETINGS/CONFERENCES**

- A. Annual Meetings** – A regular meeting of the Executive Committee shall be held at least annually prior to the National Business Meeting. The Business Meeting of the membership shall be held annually during the National Conference. The membership votes on changes in dues structure, bylaws and the election of national officers
- B. Special Meetings** – Special meetings may be called at any time by the National President or Committee Chairs. Notice/agenda will be sent and will include the purpose and business of the special meeting. No business shall be transacted at a special meeting other than as set forth in the notice/agenda.

All Special Meetings may take place via conference call, electronic email, or in person.

- C. **Regional Conferences** – will be held annually.
- D. **National Conferences** – Will be held annually. Regions shall rotate having the National Conference in their area.
- E. **National Executive Board** - Meeting will be held annually; the date and location to be determined by the National President.

**ARTICLE VIII – National Executive Board** shall be composed of the following: National President, National Treasurer, National Secretary, National Immediate Past President, National President-Elect, National Certification Council Chair, and National Membership Council Chair.

**ARTICLE IX -National Executive Committee** shall be composed of the following: The National Executive Board, all Regional Presidents or designees and the Associate for Office of Vocation. The following appointed Chairs and Vice Chairs:

Bylaws	Finance	Membership
Certification	Life Membership	Personnel
Communications	Nominating	Scholarship

All members shall have voice and vote. The following attendees of the Executive Committee will have voice, no vote: Office Manager, and Parliamentarian

**ARTICLE X-COMMITTEES AND COUNCILS**

The following constitutes the Committees and Councils of the association:

Bylaws	Finance	Membership
Certification	Life Membership	Personnel
Communications	Nominating	Scholarship

The chairperson who will moderate the committee meetings will be appointed by the President (either National or Regional) except the Nominating and Bylaws Committee, which are chaired by the President-Elect, Finance, which is chaired by the Treasurer, and Personnel, which is chaired by the Immediate Past President.

Other Standing or Special Committees may be appointed as deemed necessary to carry on the work of the association.

**ARTICLE XI – LEGACIES AND GIFTS**

Legacies and gifts, not specifically designated to be endowment or trust funds, may be used for the general purposes of the Corporation.

## **ARTICLE XII – AMENDMENTS**

To adopt, amend, rescind or suspend these bylaws a 2/3 (two-thirds) vote is required by those eligible and in attendance at the National Business meeting.

## **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and the Presbyterian Church USA.

## **ARTICLE XIV – DISSOLUTION CLAUSE**

In the event of dissolution of the Administrative Personnel Association, Presbyterian Church (U.S.A.), (which would require a two-thirds vote of the voting membership present at a National Meeting), the appropriate division of the Presbyterian Church (U.S.A.), or its successor, will become the legal owner of any assets and will be entitled to receive all benefits of said organization and will be obliged to administer the same in all respects and in accordance thereof.

Formally adopted August 5, 1994, Charleston, SC  
Amended September 21, 1997, Cincinnati, OH  
Amended May 16, 1998, Ft. Myers, FL  
Amended July 24, 1999, Seattle, WA  
Amended August 5, 2000, Williamsburg, VA  
Amended October 12, 2001, Lancaster, PA  
Amended September 28, 2002, Las Vegas, NV  
Amended July 19, 2003, Sarasota, FL  
Amended July 24, 2004, Houston, TX  
Amended July 16, 2005, Clarksville, IN  
Amended July 15, 2006, Nashville, TN  
Amended July 14, 2007, Sacramento, CA  
Amended July 19, 2008, Denver, CO  
Amended July 17, 2009, Orlando, FL  
Amended October 6, 2010, Pittsburgh, PA

