

BY-LAWS of THE PRESBYTERIAN MEN

**The Synod of the Mid-Atlantic
Presbyterian Church (U.S.A.)**

ARTICLE I NAME

The name of this organization is **PRESBYTERIAN MEN**. This is an organization within the Synod of the Mid-Atlantic, Presbyterian Church (U.S.A.), accountable to the Synod Assembly.

ARTICLE II MISSION STATEMENT

Presbyterian Men of the Synod of the Mid-Atlantic provides men, in each area of life, with:

- Tools for Christian discipleship,
- Avenues for vital fellowship, and
- Opportunities for transforming mission,

All under the Lordship of Jesus Christ

ARTICLE III MEMBERSHIP

All men who are confirmed members of the Presbyterian Church (U.S.A.) within the bounds of the Synod of the Mid-Atlantic are eligible to be members of the **PRESBYTERIAN MEN (PM)**, Synod of the Mid-Atlantic. Members shall commit themselves to the mission of the PM.

ARTICLE IV SYNOD MEN'S COUNCIL

Section 1. The governing body of PM, Synod of the Mid-Atlantic shall be the Synod Men's Council (SMC).

Section 2. The SMC shall consist of the: President, Vice President/President Elect, Conference Leader-(current year), Conference Leader-(succeeding year), Director of Missions, Director of Membership, Director of Public Relations, Secretary, Treasurer, one Presbytery Representative from each presbytery, the National Presbyterian Men's Ministry (NPMM) Representative, and a Minister Advisor appointed by the SMC.

- Section 3.** The Synod shall elect a man to serve on the NPMM for a term of two years.
- Section 4.** The SMC shall conduct an annual business meeting of the PM as part of the event designated in Article IX. They will hold at least two stated meetings of the SMC during the year with additional meetings and/or conference calls as designated by the President with at least fourteen (14) days prior notice.
- Section 5.** The quorum for meetings of the SMC shall be fifty one (51) percent of the active members. At least four of the attendees must be elected officers.
- Section 6.** The President may establish Task Teams as necessary and appropriate, to accomplish the objectives of the SMC. The President will assure each Task Team has the necessary functioning capability to perform the task. Functioning capability includes: Task Team mission statement, personnel, schedule and financial capability to successfully complete the task.

ARTICLE V OFFICERS AND THEIR DUTIES, EXECUTIVE COMMITTEE

- Section 1.** The elected officers of the SMC shall be the President, Vice President/President Elect, Conference Leader-(current year), Conference Leader-(succeeding year), Director of Missions, Director of Membership, Director of Public Relations, Secretary and Treasurer. These officers shall serve as the Executive Committee and shall have the authority to act on behalf of the SMC between meetings and/or conference calls, reporting such actions to the SMC at the next meeting for ratification.
- Section 2.** **The Role and Responsibilities of the President**
- a. The President shall preside over all meetings of the SMC and shall be responsible for ensuring that the mission statement of the PM is being met through the actions of the SMC. He shall serve as the spokesman for the PM.
 - b. Lead or delegate leadership of all meetings and conference calls.
 - c. Develop and distribute meeting agendas for all meetings and or conference calls at least two weeks prior to meeting date.
 - d. Assure all Task Teams are appropriately staffed and have a clear understanding of their mission and schedule.
 - e. Assign Task Team as noted in Article 4 Section 6.
 - f. Attend national, regional and local Men's Ministry meetings as appropriate for the purpose of networking with other men's ministry organizations and promoting the Synod men.
 - g. Prepare and publish annually, on the Synod Men's WEB page, a report in compliance with the Roles and Responsibilities of the President.

- h. Assure that all Council members are performing their duties in accordance with their Roles.
- i. Arrange for financial review of SMC financial documentation and account every two years.

Section 3. The Role and Responsibility of the Vice President/President Elect

- a. The Vice President/President Elect shall support the President in the performance of his duties.
- b. Preside over the meetings of the SMC in the absence of the President and succeed to the office of President at the completion of the Presidents term or if the office of President becomes vacant.
- c. Attend all SMC meetings and participate in all conference calls initiated by the President.

Section 4. The Role and Responsibility of Conference Leader-(current year)

- a. The Conference Leader-(current year) shall have full responsibility for the planning and execution of the annual event designated in Article IX and shall request assistance from the SMC as appropriate.
- b. Attend all SMC meetings and participate in all conference calls initiated by the President.

Section 5. The Role and Responsibility of Conference Leader-(succeeding year)

- a. The Conference Leader-(succeeding year) shall have full responsibility for the planning and execution of the annual event designated in Article IX for the next succeeding year and should immediately begin planning for this future event.
- b. Attend all SMC meetings and participate in all conference calls initiated by the President.

Section 6. The Role and Responsibility of the Director of Membership

- a. The Director of Membership shall seek to promote and develop PM organizations and activities of the Presbytery and local church level, utilizing the full resources of the SMC, the Synod of the Mid-Atlantic, and the NPMM.
- b. Develop a process to promote new membership of the men within the PM.
- c. Develop Presbytery Representative Candidates as needed for each presbytery within the synod.
- d. Support and work with each representative in finding ways to increase PM membership within presbyteries.
- e. Assure each Presbytery Representative has a copy of the “By-Laws of the Presbyterian Men” which includes their Role and Responsibility and monitor their performance to assure they are in compliance with same.

- f. Attend all SMC meetings and participate in all conference calls initiated by the President.
- g. Develop and issue an annual report, in compliance with the Role and Responsibility of the Director of Membership, to the President by December 31.

Section 7. The Role and Responsibility of Director of Missions

- a. The Director of Missions shall be responsible for identifying, developing, implementing and promoting mission/project activities at the synod, presbytery and local church levels which will be consistent with and help achieve the mission statement of the PM.
- b. Work in concert with the NPMM to implement and promote projects of a national scope that fulfill the mission statement of the PM.
- c. Encourage the use of funds from the Boyd-McLeod Scholarship Fund to meet the mission statement of the PM.
- d. Promote the use of the SMC Mission Handbook.
- e. Update and expand our role in mission on our WEB site.
- f. Add mission links to WEB site.
- g. Promote Presbytery mission projects and activities at PM annual event.
- h. Communicate with and support other Presbytery Representatives with their mission activities.
- i. Attend all SMC meetings and participate in all conference calls initiated by the President.
- j. Develop and issue an annual report, in compliance with the Role and Responsibility of Director of Mission, to the President by December 31.

Section 8. The Role and Responsibility of the Director of Public Relations

- a. Director of Public Relations shall be responsible for developing a process and method of communicating the Mission of the PM and all pertinent events and conferences.
- b. Develop a WEB Newsletter and publish a new version periodically.
- c. Develop a SMC brochure and make available on WEB site.
- d. Promote presbytery men's ministry meetings and activities on WEB site.
- e. Assure our WEB site is updated periodically.
- f. Identify other Men's Ministry links on our WEB site.
- g. Demonstrate and promote the "value adding" we offer to the men of the Synod via our WEB site.
- h. Develop a calendar of men's ministry activities within synod in which all men are invited to participate.
- i. Initiate a WEB resource library of books and periodicals.
- j. Develop PM promotional items i.e.: hat, shirt, apron with PM logo.
- k. The person shall be appointed from members of the PM at the prerogative of the President.

Section 9. The Role and Responsibility of the Secretary

- a. The Secretary shall be responsible for the recording and distribution of the meeting minutes and/or conference calls of the SMC or the PM within fourteen days of the meeting. Include any and all meeting attachments in distribution of minutes.
- b. Maintain an accurate roster of the address/telephone/e-mail listing of all members of the SMC.
- c. Maintain a record of all approved minutes of the SMC or the PM.
- d. Maintain any other records pertaining to the history of PM and its activities including letters and photographs.
- e. Be prepared to submit meeting minutes for SMC approval at next SMC meeting.
- f. Make any changes or corrections as requested by SMC and reissue to distribution list.
- g. Maintain confidentially of all documents and discussions unless otherwise directed by the President.
- h. Attend all SMC meetings and participate in all conference calls initiated by the President.

Section 10. The Role and Responsibility of the Treasurer

- a. The Treasurer shall receive and disburse the funds of the PM while maintaining complete and accurate records of all transactions suitable for review.
- b. Submit an annual budget for the SMC.
- c. Render a financial statement to each meeting of the SMC, or as requested by the President, summarizing the transactions conducted during the previous period.
- d. Render an annual financial statement to the members of PM at the annual business meeting conducted during the annual event described in Article IX.
- e. Develop and maintain a fund accounting process for accounting of advances and reimbursement request by the SMC.
- f. Maintain and reconcile the SMC bank accounts.
- g. Assure appropriate documentation back-up of all SMC financial records (i.e.: "Quick Book's").
- h. Attend all SMC meetings and participate in all conference calls initiated by the President.

ARTICLE VI
NON-ELECTED MEMBERS OF THE SMC

Section 1. The Role and Responsibility of Presbytery Representatives

- a. The Presbytery Representatives shall develop and promote Presbyterian Men organizations at the local, regional and national levels.
- b. Promote and encourage support of presbytery and local church men's activities.
- c. Promote the annual event of the PM described in Article IX.
- d. Be a visible and enthusiastic spokesman and advocate for men's ministry.
- e. Plan, organize and implement Christ-centered, men-oriented programs and events using volunteers from the churches within their respective presbytery.
- f. Attend all SMC meetings and participate in all conference calls initiated by the President.
- g. Develop and issue an annual report, in compliance with the Role and Responsibility of the Presbytery Representative, to the President and the Representative to the NPMM by December 31.

Section 2. The Role and Responsibility of Minister Advisor

- a. The Minister Advisor shall serve the SMC by giving spiritual and practical guidance towards achieving the mission statement of the PM.
- b. Pray regularly for the SMC and PM.
- c. Make efforts to assure that the structures and function of the PM stands in accord with the *Book of Order* of the Presbyterian Church (U.S.A.).
- d. Attend all SMC meetings and participate in all conference calls initiated by the President.
- e. Attend the annual event described in article IX and provide support as needed throughout the event.

Section 3. The Role and Responsibility of the NPMM Representative

- a. The NPMM Representative of the Synod of the Mid-Atlantic shall represent the Synod men by attending and/or participating in the following if possible: Biennial Conference; NPMM general meetings; NPMM general telephone conference calls and general electronic communication.
- b. Develop and submit an annual report to the NPMM President summarizing the activities of the Synod of the Mid-Atlantic men's ministry activities.
- c. Promote the Synod of the Mid-Atlantic men's ministry activities at the NPMM Biennial Conference.
- d. Report back to the SMC the highlights of the NPMM Biennial Conference and/or any other pertinent information as needed.
- e. Promote the NPMM at the annual Synod Men's Conference.
- f. Request funding from the NPMM for support of the SMC activities.

**ARTICLE VII
NOMINATIONS AND TERMS OF OFFICE**

Section 1. The elected Nominating Committee shall consist of the Chairman and four men of the PM who appropriately represent all men of the PM. The Immediate Past President of the SMC will have the prerogative of serving as the Chairman of the Nominating Committee if he so chooses. If he does not so choose, the Committee shall elect a Chairman at its organizational meeting.

Section 2. The Nominating Committee shall solicit and receive the names of qualified members willing to serve as Presbytery Representatives. They shall recommend the best qualified men to meet the mission statement of the PM and submit these names to be respective Presbytery Nominating Committee for election by their governing body to the appropriate position.

Section 3. The Nominating Committee shall solicit and receive the names of qualified members willing to serve as officers of the SMC. They shall present to the annual business meeting of the PM a slate of candidates for each vacant office which represents the best qualified candidate to meet the mission statement of the PM.

Section 4. The Nominating Committee shall solicit and receive the names of qualified members willing to serve as Synod Representative to the NPMM. They shall recommend a name to the Nominating Committee of the Synod of Mid-Atlantic and present the name to the SCM for approval.

Section 5. The Nominating Committee shall solicit, receive, and submit the names of two qualified members to the annual business meeting for election to the succeeding Nominating Committee at the same time that the President is elected and two members elected the next year. The SMC has the responsibility to elect all Nominating Committee members. The Nominating Committee shall serve for two years each.

Section 6. Terms of Office

- a. The term of office for each elected officer shall be two years, from the end of the annual event described in article IX and inclusive of the annual event in the subsequent two years.
- b. The term of office of the President, Vice President/President Elect, Director of Missions, Director of Membership, Secretary, and Treasurer shall be concurrent.
- c. The office for Conference Leader-(succeeding year) will be elected each year at the annual business meeting with the Conference Leader-(succeeding year) becoming Conference Leader-(current year) at this annual meeting.

- d. After serving a full two year term in their current office, no officer may be reelected to an additional term in the same office, except the Secretary and Treasurer, who may serve two consecutive terms of office. When an officer is serving a partial term of office by completing an unfulfilled term of office, they may be reelected to their current position at the next business meeting.

- Section 7.** The term of office for the Presbytery Representatives shall be two years. No Representative shall be nominated by the Nominating Committee of PM to serve more than two consecutive terms of office for a maximum of four years of service. However, Representatives may continue to serve until a successor can be found.
- Section 8.** The Minister Advisor serves at the discretion of the SMC and can be re-appointed as often as desired and is not limited to any term of service.
- Section 9.** In the event of the death, resignation or incapacity of any officer, other than the President, The Nominating Committee shall nominate a qualified member of PM to the SMC to serve the unfulfilled term. The SMC shall hold an election to fill the term of office until the next annual business meeting can confirm the election. With the office of Presbytery Representative to the SMC and Synod Representative to the NPMM, The Nominating Committee shall nominate a replacement using the same procedures as found in Sections 2 & 4 respectively in this Article.
- Section 10.** Two consecutive unexcused absences from a stated meeting of the SMC shall constitute an automatic resignation, with replacement to occur in accordance with this Article.

ARTICLE VIII FISCAL POLICIES AND PROCEDURES

- Section 1.** The SMC shall adopt an annual budget that details all anticipated sources of income and expenses in the fulfillment of the mission statement of the PM.
- Section 2.** The SMC shall adopt a fiscal year for budgetary and financial reporting purposes. That fiscal year will be 12 months, from January 1 to December 31.
- Section 3.** The SMC shall adopt and employ appropriate fiscal procedures to assure the proper approval and accounting of monetary transactions.
- Section 4.** The Sunday collection at the Synod Men's Conference shall be divided three (3) ways: to the Boyd-McLeod Scholarship Fund, to mission projects, and to general operating budget of the SMC, the percentages of the three distributions will be

determined each year by the SMC and announced to the PM at the beginning of the annual event.

ARTICLE IX MEETINGS/EVENTS

- Section 1.** An annual business will be held at a time and place designated by the President and properly advertised to the PM with at least fourteen (14) days notice, preferably in conjunction with the annual event of the PM as noted in Section 2 of this Article.
- Section 2.** The PM shall conduct at least one Synod-wide, Christ-centered, Bible-based annual event in July at Massanetta Springs Camp & Conference Center unless determined otherwise by the SMC.

ARTICLE X COMMITTEES

- Section 1.** The Nominating Committee shall be an elected committee of the SMC as described in Article VII.
- Section 2.** The President shall appoint, at his discretion, any standing or special committees as needed to promote the mission statement of the organization.

ARTICLE XI PARLIAMENTARY PROCEDURES

- Section 1.** All meetings of the PM and the SMC shall be governed by the latest edition of *Robert's Rules of Order, Newly Revised*.
- Section 2.** The President shall appoint a member of the SMC as Parliamentarian.

ARTICLE XII AMENDMENT TO THE BY-LAWS

- Section 1.** These By-Laws may be amended when approved by the SMC and ratified by the PM by a two-thirds vote of the members present at any annual business meeting of the PM. Any amendment must have been included in the call of that meeting.

ARTICLE XIII
EFFECTIVE DATE

Section 1. These By-Laws, and or any amendments to these By-Laws, shall become effective at the annual business meeting.

Date Amendments approved by the SMC: March 12, 2011.

Date Ratified by the PM: 7/16/2011

Accepted for PM: Neeshard F. Ahamad
President of the SMC