

**ROCKY MOUNTAIN CONFERENCE UNITED CHURCH OF CHRIST  
BYLAWS**

PREAMBLE

These Bylaws, consistent with the Constitution of the Rocky Mountain Conference of the United Church of Christ and with the Constitution of the United Church of Christ, further define and regulate the Rocky Mountain Conference and those agencies established by or responsible to it and describe the free and voluntary relationships which the local churches, associations, and ministers sustain with the Rocky Mountain Conference and with each other.

ARTICLE I  
STATEMENT OF PURPOSE

- 1.1 The purposes of the Rocky Mountain Conference of the United Church of Christ (hereafter, "Conference") are the purposes stated in the Constitution of the Conference.

ARTICLE II  
MEMBERSHIP

- 2.1 The following shall be deemed to be churches and ministers with membership in the Conference:
- a) Churches and ministers with standing which were members of the predecessor bodies of this Colorado Conference of the United Church of Christ: the Rocky Mountain Synod of the Evangelical and Reformed Church; the Colorado Conference of the German Congregational Churches; the Colorado Congregational Conference.
  - b) Churches and ministers with standing which were members of one of the associations of the Intermountain Conference of the United Church of Christ as of July 1, 1974.
  - c) All other churches and ministers with standing in the States of Colorado, Wyoming, and Utah who are admitted to membership into an association of the United Church of Christ within this Conference.
- 2.2 When any church connected with the Conference, or with one of the Associations recognized by the Conference, or which has at any time been a member of the Conference and not released from its jurisdiction, has ceased to hold regular church services or church school, for a period of two years, upon the recommendation of the Association of which it is a member, the Board of Directors of the Conference shall declare it to be an extinct church. If a church has been declared to be an extinct church, then any unpaid investments, subsidies, grants or loans which may have been made to such a church by the Conference or its predecessors and/or any agent of and/or group within the United Church of Christ or its predecessors, shall come immediately under the control and jurisdiction of the Conference for the purpose of safeguarding the interest of the extinct church's ministry and the Conference. No extinct church or any organization or society related to it shall dispose of any property of the church, real or personal, without the consent and approval of the Conference, and the title to such property, real or personal, shall revert to the Conference. A church, which is a member of the Conference or an Association recognized by the Conference, shall be deemed to have agreed by becoming a member to the provisions of this Article II, Section 2.2.
- 2.3 The Conference shall cooperate with associations of the United Church of Christ within its boundaries and, in accordance with the Conference Constitution; the Conference itself may act as an association.

ARTICLE III  
MEETINGS

- 3.1 Meetings. The Rocky Mountain Conference of the United Church of Christ shall hold an annual meeting and such other special meetings as it may determine. Special meetings shall be called by the Moderator upon the request by either the Board of Directors of the Conference, or the Executive Committee of that Board, or by one Association, or by ten (10) churches of the Conference. Written notice shall be given by mail to the churches thirty (30) days prior to any annual or special meeting. Notice of an annual or special meeting shall include a description of any matter required to be included by law, the Constitution, or these Bylaws. The purpose of each special meeting shall be included in the notice. A quorum for any duly called meeting shall consist of official representatives from one third of the member churches of the Conference. Proxies may not be used at any annual or special meeting of the

Conference. At each Annual Meeting the sacrament of the Lord's Supper shall be celebrated.

3.2 Fiscal Year. The fiscal year of the Conference shall be the calendar year.

#### ARTICLE IV VOTING MEMBERSHIP

- 4.1 Every local church with standing in an association of the Conference shall be entitled to voting representatives in the Conference by two lay delegates, plus one additional lay delegate for each 200 members, or major fraction thereof above 200 members, provided that no church may thus be represented by more than seven lay delegates. The last annual Year Book statistics will be the basis for computing the number of delegates. Delegates shall be elected or appointed by each church and, unless otherwise ordered by the church, shall serve for a term of one year or until their successors have been elected, except that a delegate's term of office shall terminate upon removal from membership in the local church. Each church may appoint or elect alternates which shall be designated by the church as voting delegates in the event any one or more of regular delegates cannot be in attendance at the annual or special meetings. The recommendation is that no delegate be self-succeeding for more than three successive years and that, so far as possible, delegates should be representative of the church and reflective of the diversity of people within the congregation.
- 4.2 All persons holding ordained ministerial standing in an association of the Conference, and commissioned ministers, and licensed ministers who have been authorized for ministry by an association of the Conference shall be voting members at the annual or special meetings of the Conference.
- 4.3 The members of the Board of Directors shall be voting members of the Conference during their terms of office.

#### ARTICLE V VISITORS

- 5.1 At all meetings of the Conference, visitors who are members of a Rocky Mountain Conference Church shall have the privilege of voice but not vote. There is no limit to the number of visitors who may attend.
- 5.2 Ordained ministers holding standing in other denominations while serving as ministers or interim ministers in local churches in associations of the Conference may have the privilege of voice but not vote at meetings of the Conference.

#### ARTICLE VI THE BOARD OF DIRECTORS.

- 6.1 The Board of Directors shall be composed of the Moderator who shall also be chair of the Board of Directors, an Assistant Moderator, and a Treasurer, all of whom shall be duly elected by the Conference membership at the annual meeting; the Conference Minister who shall be Executive Secretary of the Conference; the chairpersons of the Finance and Personnel committees, and one representative from each of the six (6) associations as nominated by the association and elected by the Conference membership at the annual meeting. The number of directors may be increased or decreased by a resolution adopted by the Board of Directors or the voting members. The total membership of the Board of Directors may not be less than 10 or more than 15.
- (a) If a board member misses two consecutive meetings without reason or acts improperly or illegally, the Assistant Moderator shall contact the person and may request a resignation. In the absence of a resignation, the board may vote to terminate the membership. Should resignation or termination occur, the vacancy shall be filled in accordance with bylaw provision 6.3 (g).
- 6.2 Meetings. The Board of Directors shall meet at least six (6) times a year and on call of the Conference Minister, the Moderator, or three of its members. Notice by any means shall be given at least forty-eight (48) hours in advance. A majority of the directors shall constitute a quorum for the transaction of business. Meetings may be conducted by teleconference, or other means as are allowed under Colorado statutes.
- 6.3 Duties. The Board of Directors shall use all reasonable means within its power to maintain the objectives and purpose of the Conference and the United Church of Christ. It shall ascertain by frequent review of services and

accounts whether contributions are administered faithfully and responsibly. The Board of Directors shall be the executive arm of the Conference, providing correlation and direction for the Conference staff, committees and other groups authorized by the Board of Directors to strengthen the witness and mission of the United Church of Christ.

- a) The Directors shall correlate and oversee the work of the Conference committees and ministry teams established pursuant to Article VII. The committees and ministry teams shall be accountable to the Board of Directors.
  - b) The Board of Directors shall have the responsibility of regularly evaluating the work of the Conference Minister in cooperation with the Personnel Committee, and generally directing the work of the Conference Minister, and, through him or her, the Conference staff.
  - c) The Board of Directors shall consult on a regular basis with the Executive Council of the United Church of Christ, acting on behalf of the General Synod, to reach mutual agreement upon the percentage, or dollar amount, of the undesignated gifts for Our Church's Wider Mission to be retained for the support of the Conference.
  - d) The Board of Directors shall be responsible and accountable for the fiscal management of the Conference, including all properties.
  - e) The Board of Directors shall submit an annual budget for the succeeding fiscal year or biennium to the Annual Meeting of the Conference for approval.
  - f) The Board of Directors shall have the power to make minor adjustments in the budget as may be needed for the current fiscal year.
  - g) The Board of Directors shall have the power to fill vacancies on the Board, committees, and ministry teams by appointment until the next Annual Meeting.
  - h) In case of a vacancy in the office of Conference Minister, the Board of Directors shall appoint an Acting or Interim Conference Minister to serve.
  - i) The Board of Directors shall have authority to design, appoint, and subsequently give oversight to such Task Forces or Ad Hoc groups as may be necessary to fulfill the responsibilities of the Board. The Board shall dissolve such groups upon completion of their task.
  - j) The Board of Directors shall have power to designate persons authorized to sign checks and legal documents on behalf of the Conference and shall arrange for the bonding of those persons.
  - k) The Board of Directors may engage the services of an attorney or attorneys, an accountant or accountants and other consultants or agents on behalf of the Conference.
  - l) The Board of Directors shall have the power to enter into contractual agreements on behalf of the Conference.
- 6.4 The Executive Committee shall be composed of the following members: Moderator, Assistant Moderator, Executive Secretary, and Treasurer. The Executive Committee shall meet as needed to deal with business authorized by the Board of Directors, to call special meetings of the Board of Directors, or to carry out the duties of the Board of Directors if the Board of Directors is unable to meet. All actions of the Executive Committee shall be subject to approval or ratification by the entire Board of Directors.

## ARTICLE VII COMMITTEES AND MINISTRY TEAMS

- 7.1 Committees and Ministry Teams shall be elected to exercise the work and ministries of the Conference.
- 7.2 Election of Chairpersons. Each year, no later than sixty (60) days before the Annual Meeting of the Conference, each Committee and Ministry Team shall recommend to the Nominating Committee a nominee from its constituency to serve as chairperson for the next year. Individuals may serve as chairpersons on any given Committee or Ministry Team for no more than two consecutive one-year terms.
- 7.3 Duties. Each of the Committees and Ministry Teams shall have authority to design, appoint, and subsequently give oversight to such task force or ad hoc groups as may be necessary to fulfill their responsibilities and objectives. The

Committee or Ministry Team shall terminate such groups at their discretion. Members of the ad hoc groups shall be enlisted from the general Conference constituency with the length of term stated in the appointment.

- (a) Committees There shall be four committees to address the administrative and fiduciary functions of the Conference. Three of these committees, Finance, Personnel, and Nominating committees shall consist of Conference constituents as elected by the members at the Conference Annual Meeting. These committee members shall be elected for a term of two years and may succeed themselves for a second two-year term. If a Committee member misses two consecutive meetings without reason, the chair shall contact the person and may request a resignation. In the absence of a resignation, the Committee may vote to terminate the membership. Should resignation or termination occur, the vacancy may be filled in accordance with Bylaw provision 6.3 (g)). The Business Committee shall be appointed by the Board of Directors.
- (1) Finance Committee  
This committee shall solicit input from Conference Committees and Ministry Teams and other parties regarding the annual budget of the Conference. It shall prepare a proposed annual budget, monitor income and expenses, and present recommendations to the Board of Directors regarding budget adjustments. It shall conduct a continuing review of Conference accounting and financial management procedures. The committee will oversee and evaluate budget building procedures; provide consultation and guidance regarding accounting procedures, practice and policy; recommend an independent audit when determined to be advisable; and make recommendations to the Board of Directors for policy and/or procedural changes. This committee shall implement investment policies of the Conference, and shall propose, oversee and evaluate the management of liquid assets as well as all the long term assets of the Conference: the investment portfolio and capital assets. This committee shall consist of no fewer than five and no more than eight persons, and shall meet as needed. The Treasurer shall be an ex-officio member of the Finance Committee.
- (2) Personnel Committee.  
This committee shall recommend to the Board of Directors for approval, policies regarding employment and/or dismissal of all Conference employees; shall create and maintain job descriptions for said employees; shall cause personnel policies of the Conference to be fairly administered; shall conduct an annual performance review of the Conference Minister, and, in consultation with the Conference Minister, annually review other staff performance; may make recommendation for salary and benefits for all employees; and may make recommendations for any changes to the Board of Directors for budget preparation. This committee shall consist of no fewer than five and no more than eight persons, and shall meet as needed.
- (3) Nominating Committee.  
The Nominating Committee shall consist of six members elected at the Annual Meeting of the Conference to serve for a period of two years. In addition, the Assistant Moderator of the Conference shall be a member of the Nominating Committee and shall serve as the chairperson of the Committee. Each association shall be represented on the committee. Associations shall submit a nominee to serve as a representative of the association on the Committee. A member of the Nominating Committee who has served two full terms shall not be eligible for re-election until one year has elapsed. Terms of members shall begin at the close of the Annual Meeting at which they were elected.
- (4) Business Committee.  
The Board of Directors shall appoint three of the Association representatives who are members of the Board to act as the business committee for the meetings of the Conference. The Business Committee shall receive resolutions in accordance with the Standing Rules for Annual Meetings and manage the business agenda for meetings of the Conference.
- (b) Ministry Teams shall consist of Conference constituents as elected by the members at the Conference Annual Meeting. Ministry Team members shall be elected for a term of two years and may succeed themselves for a second two-year term. If a Ministry Team member misses two consecutive meetings without reason, the chair shall contact the person and may request a resignation. In the absence of a resignation, the Ministry Team may vote to terminate the membership. Should resignation or termination occur, the vacancy may be filled in accordance with Bylaw provision 6.3 (g)).
- (1) Ministry Teams shall implement the purpose and work of the Conference. The Board of Directors shall have authority to design, appoint, and give oversight to such Ministry Teams as may be necessary to fulfill the Board's objectives. Ministry Teams shall meet at least three times per year. Each Ministry Team shall submit a written report of its activities to the Annual Meeting.

- (2) By January of each year, the Board of Directors shall define a list of Ministry Teams for the succeeding year and specify the task of each Ministry Team and the number of members who are to serve on each. Those descriptions will be given to the Nominating Committee. The Nominating Committee shall seek to provide a balanced constituency of elected members for all Ministry Teams; i.e., geography, gender, sexual orientation, age, ethnic background, laity, clergy. The Nominating Committee shall also consider any specialized skills, interests or experiences that would enhance the work of the Ministry Team.
- (3) When a new Ministry Team is formed, the Nominating Committee shall propose members nominated to staggered terms, and shall name a candidate to be elected as chairperson.
- (4) A member of the Board of Directors shall serve as a liaison to each Ministry Team. The designated liaison shall maintain regular contact with the chair of the Ministry Team, sufficient to communicate actions or concerns of the Board, and to inform the Board of the plans and accomplishments of the Ministry Team. At least once a year the Board of Directors will convene a gathering of all members of the Ministry Teams and the Board of Directors to strengthen communications and encourage cooperative ministries.
- (5) The Board of Directors may determine that an existing Ministry Team is no longer necessary, and discontinue that Ministry Team. The Board shall report to the Annual Meeting when a Ministry Team is discontinued, and the Ministry Team shall cease to exist at the close of that Annual Meeting.

#### ARTICLE VIII ELECTIONS

- 8.1 The Nominating Committee shall make a report to the Annual Meeting of all nominations for each office and all committees as provided in the Bylaws.
  - (a) When selecting candidates for office, the Nominating Committee shall consider all names submitted.
  - (b) Members of committees and ministry teams shall be selected in accordance with job descriptions and specific qualifications as established by the Board of Directors.
  - (c) The Committee may make more than one nomination for each office. Nominations may also be made from the floor.
  - (d) The Nominating Committee shall mail to each church of the Conference during January, to be returned in February of each year, a form listing vacancies to be filled in office, committees, ministry teams and delegate assignment at the next Annual Meeting.
  - (e) Persons named on the Nominating Committee slate shall have been notified in advance of their nomination and shall have indicated their acceptance.
  - (f) The Nominating Committee shall provide each nominee with a committee, ministry team, or job description as promulgated by the Board of Directors.
- 8.2 The Nominating Committee shall request from each association the name of a representative to serve on the Board of Directors. The Nominating Committee shall present the name of each association representative for election at the Annual Meeting. Service shall be one term of three years in duration. Association nominees may be currently serving as an officer of the association, or may be designated to serve specifically for the purpose of representing the association on the Conference Board of Directors.
- 8.3 The Nominating Committee shall request from each Conference Committee and Ministry Team a recommendation for chairperson. The report of the Nominating Committee shall designate a chair for each Committee and Ministry Team. Each term as chairperson shall be one year in duration.
- 8.4 The Nominating Committee shall invite and consider nominations from associations for General Synod delegates. The Rocky Mountain Conference delegation shall conform to General Synod guidelines.
- 8.5 Moderator and Assistant Moderator
  - a) The Moderator and Assistant Moderator shall be elected at the Annual Meeting to serve for a term of one year,

and be eligible for reelection once, to begin at the adjournment of the Annual Meeting and shall serve until their successors are elected and installed. Moderator and Assistant Moderator shall be alternately a lay person and a minister; if the Moderator is a lay person the Assistant Moderator shall be a minister, and vice versa.

- b) The Moderator shall preside at all meetings of the Conference.
- c) The Moderator shall be President of the Conference and chairperson of the Board of Directors and shall report all findings and acts of the Board to the Conference at the annual meeting or at such other times as the Moderator or the Board shall determine to be appropriate.
- d) The Assistant Moderator shall perform the duties of the Moderator in case of absence or inability to act or by request of the Moderator and shall perform other duties as specified in these Bylaws or by the Board of Directors.
- e) The Assistant Moderator of the Conference shall be a member of the Nominating Committee and shall serve as the chairperson of the Committee.

8.6 Treasurer. The Treasurer shall be elected at an Annual Meeting for a term of two years, to begin July 1 after election, and shall be eligible for reelection for one additional term. The Treasurer shall receive and be custodian of all funds, securities and personal property belonging to or entrusted to or in any manner committed to the care or custody of the Conference. The Treasurer shall disburse, pay over, and deliver same as authorized in the Conference budget, or as shall from time to time be ordered by the Board of Directors. Direct gifts received by the Conference shall be processed as indicated by the donor. The Treasurer shall make reports to the Board of Directors and an Annual Report to the Conference. The Treasurer shall give bond for the faithful discharge of duties in such sum as the Board may require, the expense of such bond to be paid by the Conference. The Treasurer shall be an ex-officio member of the Finance Committee.

8.7 Assistant Treasurer and Assistant Secretary. The Board of Directors may appoint an Assistant Treasurer and an Assistant Secretary, specifying term and assignment of duties. The Assistant Treasurer shall also be bonded and otherwise subject to all regulations applicable to the Treasurer. The Assistant Secretary shall perform the duties of the Executive Secretary as instructed by, or in the absence of, the Executive Secretary. The Assistant Treasurer and the Assistant Secretary may be employees of the Conference.

8.8 The Conference Minister.

- (a) The Conference Minister shall be an ordained minister with standing in the United Church of Christ and shall be nominated by the Board of Directors and elected at the annual meeting of the Conference or a special meeting called for that purpose. The Conference Minister shall serve at the pleasure of the Conference under a Call Agreement between the Conference and the Conference Minister. The Conference Minister may resign by giving three months written notice to the Board of Directors. The Call Agreement with the Conference Minister may be terminated by three-fourths (3/4) of the directors. If the directors vote to terminate the Call Agreement, the Conference Minister may, by written request submitted to the Conference Moderator with in ten (10) days of notification, appeal the termination to the members of the Conference at the next annual meeting or, a special meeting of the Conference called to consider the appeal. In addition, three Directors, two associations or ten churches of the Conference may request the termination of the Call Agreement. In that case the Board shall consider the request and if it determines by a majority vote of all the directors that the request should be submitted to a meeting of the Conference it shall submit the request to a meeting of the Conference held within sixty (60) days after the Board makes its determination. The Call Agreement shall then be terminated if the request receives a majority vote at the meeting of the Conference. Upon a vote to terminate, the Conference Minister may immediately be relieved of all duties. Upon a vote to terminate, the Conference Minister shall be compensated a minimum of three months salary and benefits, not including business expenses.
- (b) The Conference Minister shall have general supervision over the work of the Conference under the guidance of the Board of Directors. The Conference Minister, in consultation with the Personnel Committee and the Board of Directors, shall recommend job descriptions for the staff, select, employ and evaluate staff and supervise the services of all staff members.
- (c) The Conference Minister shall be Executive Secretary of the Corporation and be authorized to sign checks and negotiate legal documents, and shall be bonded in such amounts as the Board of Directors shall determine, the expense of such bonds to be paid by the Conference. Further, the Conference Minister shall act as Registrar of the Conference acting as an Association. The Conference Minister shall report to the Board of Directors and shall make an annual report to the Conference.

- (d) The Conference Minister shall attend the meetings of the Conference, the Board of Directors, and he/she, or a designated staff member, shall be a member ex-officio of all committees and ministry teams of the Conference. The Conference Minister shall be the liaison officer between the Conference and denominational, ecumenical and interfaith bodies.
  - (e) The Conference Minister shall facilitate communications with and between ministers, churches, associations of the Conference, the Conference, and the national settings of the United Church of Christ; be available to consult with and advise individuals and/or congregations on matters affecting the faithful functioning of the church; and upon request, shall represent, or appoint another to represent, the Conference at ceremonies and functions related to the missions and ministries of the Conference.
  - (f) On adjournment of the Annual Meeting, the Conference Minister shall ensure that all persons who have been appointed or elected to any position by the Conference or the Board of Directors are notified and welcomed. The Conference Minister shall work with each chair to convene all Committees and Ministry Teams within four months after the Annual Meeting.
  - (g) The Conference Minister shall cause to be published the minutes of the Conference and such other data connected with the office as may be instructed by the Conference.
  - (h) The Conference Minister shall be custodian of the records, papers, pamphlets and general archives of the Conference and shall see that these are arranged in an orderly manner and carefully preserved in the office of the Conference.
  - (i) The Conference Minister shall facilitate the Search and Call Process within the Conference, assisting clergy seeking calls and congregations searching for ministerial leadership.
  - (j) The salary of the Conference Minister shall be determined by the Board of Directors. The Conference Minister shall recommend to the Board of Directors the compensation of staff members. Total compensation of the Conference Minister and the staff members shall not exceed the amount for compensation included in the budget for approval by the Conference.
- 8.9 The Board of Directors, upon recommendation of the Conference Minister, may employ one or more assistant or associate ministers. With approval of the Board of Directors, the Conference Minister may employ staff members as may be desired for the efficient work of the Conference. Services of installation or recognition may be held for such persons.

ARTICLE IX  
SEAL

- 9.1 The Conference shall have a corporate seal, consisting of a circle containing the words, "The Rocky Mountain Conference of the United Church of Christ" and such other words or emblems as may be determined by the Board of Directors.

ARTICLE X  
AMENDMENTS

- 10.1 These Bylaws may be amended pursuant to Article X of the Constitution.  
 Colorado Conference UCC Bylaws adopted October 30-31, 1962.  
 Amended May 13-15, 1966 and May 25, 1973.  
 Further amended May 9, 1974, to form the Rocky Mountain Conference 7/1/74.  
 Amended May 9, 1975 and May 11, 1984.  
 Revised and Amended May 30, 1987, June 2, 1990, May 25, 1991, May 19, 1996, and June 13, 1998.  
 Revised and Amended June 10, 2000  
 Revised and Amended June 11, 2005