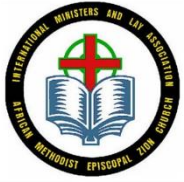




(2023 Proposed Revised Edition)

# The Bylaws of The International Ministers and Lay Association

Of the African Methodist Episcopal Zion Church



## **Article I - Name**

The name of this organization shall be "The International Ministers and Lay Association", aka, IMLA of The African Methodist Episcopal Zion Church", aka, The A.M.E. Zion Church.

## **Article II - Purpose**

The International Ministers and Lay Association of The African Methodist Episcopal Zion Church is an un-constituted/affiliated body of The A.M.E. Zion Church.

Its purpose shall be:

1. To provide a forum for Ministers and Laity in The A.M.E. Zion Church to address problems and issues which are essential to delivering God's Word, its ministries, and the effective administration of The A.M.E. Zion Church.
2. To keep before the Denomination proposals to maintain, improve, and/or expand the influence and effectiveness of the mission of The A.M.E. Zion Church to the nation and the world.
3. To promote and assist with the denomination's compliance laws mandated by the General Conference.

## **Article III - Membership**

1. Any Minister or Laity of The A.M.E. Zion Church who pays the Annual Membership dues is a member of the Association.
2. Membership dues will be determined by the Association to reflect program and administrative costs.
3. Members of the Association who have paid their Membership dues shall be eligible to vote at meetings of the Association and hold an office in the Association upon election or appointment.
4. Annual Membership dues are Thirty-five dollars (\$35) and valid for one (1) year, from February to February. Dues are annual and are paid through your Regional Vice President in person, at the Annual Meeting in February, or through the IMLA Website. The Membership Drive is from January 1<sup>st</sup> - March 31<sup>st</sup>.
5. Church or Presiding Elder District annual membership contributions are One Hundred dollars (\$100). A Certificate of Merit will be presented annually by the Regional Vice President of the Member.
6. Life membership dues are Two Hundred dollars (\$200), with an annual sustaining dues of Ten dollars (\$10). Life Members are entitled to all the benefits and privileges of other members for as long as they live.

## **Article IV - The Officers and Duties**

Officers of the Association shall be: International President, Executive Director, 1<sup>st</sup> Administrative Vice President, 2<sup>nd</sup> Administrative Vice President, Twelve (12) Regional Vice Presidents, each representing an Episcopal area of the Denomination; Recording Secretary, Assistant Recording Secretary, Financial Secretary, Treasurer, and Chaplain. A parliamentarian will be appointed at each annual meeting.

## ***Article V - The Election of Officers and Tenure***

The officers of the Association shall be elected at the February meeting following the quadrennial meeting of the General Conference of the A.M.E Zion Church.

- a) The term of office will be four (4) years.
- b) No officer shall be elected in the same office for more than two (2) consecutive terms.
- c) Vacancies between annual meetings shall be appointed by the International President, subject to approval by the Executive Board.

### **The International President**

The International President shall:

- a) Call meetings of the Executive Board.
- b) Manage the fiscal and administrative matters in the life of the Association.
- c) Submit recommendations and programs to the Executive Board for review and implementation.
- d) Make reports on the work of the- Association and projections for the future.
- e) Preside at all meetings of the Association unless the authority is delegated.
- f) Be an ex-officio member of all committees and boards of the Association.
- g) Serve as a member, but not-Chairman, of the Executive Board.
- h) Perform other interests of the association and its mission.

### **The Executive Director**

The Executive Director shall:

- a) Assist in planning and implementing the general program of the Annual meeting, and assist the Denominational Convention Manager with logistics.
- b) In consultation with the International President, appoint and supervise the following Standing Committees, consisting of at least seven (7) members, of which at least one (1) shall be a current Regional Vice President on each standing committee.
- c) Perform other tasks to promote the wellness of the Association

### **STANDING COMMITTEE:**

#### **A. NOMINATING COMMITTEE**

The Nominating Committee shall report to the mid-year meeting following the Quadrennial meeting of the General Conference of the African Methodist Episcopal Zion Church (AMEZ). Utilizing fair and transparent election practices, this Committee shall receive candidate information by September 15<sup>th</sup>, following the AMEZ's General Conference. A report of all qualified candidates will be shared with the membership to review by December 15<sup>th</sup>. The Final report to be given at the February Midwinter meeting prior to the election, which includes all qualified candidates and the nominating committee recommendations for each office.

#### **B. RESEARCH/ARCHIVE COMMITTEE**

The Research and Archive Committee shall gather, preserve, hold title to and disseminate materials of the IMLA.

### **C. LEGISLATIVE COMMITTEE**

The Legislative Committee shall work in conjunction with the Connectional Lay Council (CLC). The committee shall work in conjunction with all relevant ministries within the AMEZ Church, to foster involvement and facilitate a process through which legislation is prepared (in accordance with the instructions provided in our Book of Discipline). They shall bring their proposals before the AMEZ Church on behalf of its eligible members and the body as a whole. This committee shall work to meet all dates, deadlines, and processes for Resolutions to be submitted, reviewed, discussed, and resolved, then forward the same to the General Secretary Auditor for consideration during the law-making process of the AMEZ Church.

### **D. BUDGET & FINANCE COMMITTEES**

The Budget and Finance Committees shall develop, propose and manage the budget, consistent with the financial practices of the General Secretary Auditor's Office of the A.M.E Zion Church.

### **E. ECUMENICAL COMMITTEE**

The Ecumenical Engagement Committee shall develop and implement intentional goals and strategies to interact with Christian and other relevant organizations to promote unity and kingdom building.

### **F. MEMBERSHIP COMMITTEE**

The Membership Committee shall create, adopt, revise, and maintain the approved process and guidelines that will govern the way in which it recruits and retains members of the IMLA. All twelve RVPS shall serve as members of this Committee with the duly elected 2<sup>nd</sup> Administrative Vice President as the Chair. This committee shall set dates and methods for recruiting and renewing memberships within their Episcopal Region and throughout the A.M.E Zion Church.

1. Annual Membership-\$35. Life Membership-\$200 and Sustaining Life Membership-\$10, Presiding Elder District or Church-\$100 plus Admin Fees for online transactions.
2. Annual Memberships are valid for one (1) year from February to February.
3. Updated membership records shall be made available electronically and or in written form to RVP's at least Forty-five (45) days after they have been submitted and reported.

### **G. PROGRAM COMMITTEE**

The Program Committee shall develop and facilitate bible-based activities and materials that intentionally promote unity and kingdom building.

### **H. HISTORIANS COMMITTEE**

The Historian(s) shall gather, preserve, hold title to, and disseminate materials of the IMLA.

The members of the above committees shall serve for four-year terms. For the benefit of the Association, the Executive Director with consultation of the President, has the authority to appoint such other committees as may be necessary

### **The 1<sup>st</sup> Administrative Vice President**

- a) The 1<sup>st</sup> Administrative Vice President duties shall be determined by the International President and the Executive Director.

### **The 2<sup>nd</sup> Administrative Vice President**

The 2<sup>nd</sup> Administrative Vice President shall:

- a) Chair the Membership Committee of the Association.
- b) Receive membership dues for the Association.
- c) Distribute membership cards, award certificates, and/or receipts for dues and contributions. Assist the Regional VP's in establishing membership goals.

### **The Regional Vice Presidents**

The Regional Vice Presidents shall:

- a) Serve on a Standing Committee, appointed by the Executive Director in consultation with the International President.
- b) Serve on the Membership Committee with the 2<sup>nd</sup> Administrative VP (Membership Chair). Collect and report membership dues for the Association to the 2<sup>nd</sup> Administrative Vice President. Distribute regional membership cards, award certificates, for dues and congregational contributions.
- c) Promote and assist with the Association's Annual Banquet and other interest of the Association
- d) Perform other duties as assigned by the International President, and the Executive Director.

### **The Recording Secretary**

The Recording Secretary shall:

- a) Record and report the minutes and proceedings of the meetings of the Association.
- b) Be subject to the direction of the President and Executive Director in performing clerical duties of the Association.
- c) Perform other duties as assigned by the Executive Board.

### **The Assistant Recording Secretary**

The Assistant Recording Secretary shall:

- a) Assist the Recording Secretary in carrying out the duties of the Recording Secretary.
- b) Perform other duties as assigned by the Executive Board.

### **The Financial Secretary**

The Financial Secretary shall:

- a) Assist the 2<sup>nd</sup> Administrative VP and the Treasurer in carrying out their duties.
- b) Perform other duties as assigned by the Executive Board.

### **The Treasurer**

The Treasurer shall:

- a) Be the official custodian of the funds of the Association as well as make regular reports of its financial status, to the Executive Board, and at the yearly Annual Meeting.
- b) Provide a security bond for the faithful performance of duties, the cost of which shall be borne by the Association.

- c) Be responsible for the details of receiving, accounting, and disbursing of funds at the direction of the International President or Executive Director.
- d) Perform other duties as assigned by the Executive Board.

#### ***Article VI -Meetings***

1. The **Annual Meeting** of the Association shall be at the same time as the winter meeting of the Board of Bishops.
2. The Executive Board and Regional Vice Presidents meetings shall be held at the same time as the Connectional Council meeting of the Denomination.
3. Special and Interim meetings of the Association may be called by the President of the Association.

#### ***Article VII-Governing Authority***

The Association will be governed by the Holy Bible and the latest edition of The Book of Discipline of The A.M.E. Zion Church. The Parliamentary authority of the Association shall be the latest revised edition of IMLA bylaws and Robert's Rules of Order.

#### ***Article VII - Amendments***

Amendments may be enacted after written notification of the proposed action has been given to the membership and after meeting for the presentation of the same with two-thirds (2/3) of those present voting affirmatively.

#### ***Article VIII-Standards of Operations***

The International Ministers and Lay Association of the African Methodist Episcopal Zion Church does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, the appointment to and termination from its Executive Board, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services. The by-laws of the Association should be updated at least every 8 years.