

**THE WASHINGTON CONFERENCE LAY ORGANIZATION
SECOND EPISCOPAL DISTRICT
AFRICAN METHODIST EPISCOPAL CHURCH**

CONSTITUTION AND BY-LAWS

ARTICLE I – Name

Section 1. The name of this organization shall be The Washington Conference Lay Organization (WCLO) of the Second Episcopal District of the African Methodist Episcopal Church.

ARTICLE II – Purpose and Objectives

Section 1. The purpose of this organization shall be to organize and train the lay persons of the African Methodist Episcopal Church, so that each lay person may utilize, to the maximum, the abilities and skills granted by God, in assisting with the improvement and extension of God’s Kingdom, and creating happiness, peace and harmony among its members.

Section 2. Objectives – To accomplish this purpose, the following objectives are adopted:

- a. To instill in the membership of the church a love for, and an appreciation of the history, tradition, principles and development of African Methodism by encouraging, motivating and educating all lay persons;
- b. To keep forever alive the sacred memory of Richard Allen, our illustrious Founder;
- c. To advocate respect and loyalty at all times to constituted authority and leadership;
- d. To encourage lay persons to support the total program of the church in the local congregation, in the community, and throughout the Connection;
- e. To foster a systematic and regular study of the *Doctrine and Discipline of the African Methodist Episcopal Church*, current edition, and Parliamentary Procedure, to the end that greater knowledge and information may be disseminated among lay persons, and with the further purpose of encouraging lay persons to participate more largely in the general functioning and supervision of the African Methodist Episcopal Church;

- f. To foster, influence and support all constructive and progressive legislation for the church that promotes the teachings of Jesus Christ;
- g. To encourage development, recognition and utilization of the most appropriate operational practices and modern technology in conducting the activities of the African Methodist Episcopal Church;
- h. To promote the spread of personal evangelism through activities designed to prepare lay persons for appropriately conveying God's Word;
- i. To provide training in Christian Stewardship which causes lay persons to recognize that the connotation of stewardship addresses more than giving money;
- j. To increase the circulation of church papers;
- k. To provide for the orderly and systematic training of lay persons, especially officers, in order that they might more effectively, perform their service assignments;
- l. To promote activities which will result in harmonious fellowship, for lay persons throughout the Connection;
- m. To help in the support of the African Methodist Episcopal (A.M.E.) Educational Institutions; and
- n. To give financial assistance to the Connectional Lay Economic Development Corporation (CLEDC) in support of Connectional programs.

ARTICLE III – Divisions

Section 1. The Washington Conference Lay Organization shall be composed of the Presiding Elder District Lay Organizations of the Annual Conference* and Organizations of Station Churches or Circuits of the Washington Annual Conference.

Section 2. *The Presiding Elder District Lay Organization of the Annual Conference is optional and shall only be organized where the Washington Conference Lay Organization determines it to be necessary for the efficient conduct of its business. If such a determination is made, the Washington Conference Lay Organization President shall, after giving fourteen (14) days written notice, which shall include date, time, place and purpose of the meeting, to each charge in the District, convene and organize the Presiding Elder District Lay Organization of the Annual Conference. The Presiding Elder District Organization of the Annual Conference where organized, shall bear the same relationship to the Washington Conference Lay Organization as the Washington Conference Lay Organization.

ARTICLE 1V – Membership

Section 1. The membership of The Washington Conference Lay Organization, for the purpose of conducting business, shall be composed of:

- a. All unordained members in good and regular standing in their local organizations. Good and regular standing means every member is governed by the Constitution of the organization and pays required dues as set by his/her local Lay Organization attends fifty percent (50%) of the local Lay Organization meetings, and participates at the Washington Conference Lay Organization level.
- b. All elected officers of the Washington Conference Lay Organization;
- c. The Presidents of each duly organized Presiding Elder District Lay Organization of the Annual Conference;
- d. The President or a duly elected representative of each organized Station Church or Circuit Organization; and
- e. All Members of Station Church or Circuit Lay Organizations who have paid the required annual membership fee of the Washington Conference Lay Organization.

Section 2. The Washington Conference Lay Organization membership in the Second Episcopal District Lay Organization shall be as follows:

- a. The President of the Washington Conference Lay Organization, Director of Lay Activities and Young Adult Representative;
- b. Six (6) elected delegates, at least one of whom shall be a young adult, age 18-35, from the Washington Conference Lay Organization;
- c. Each President or a duly elected representative, of each duly organized Presiding Elder District Lay Organization of an Annual Conference*; and
- d. Each President or a duly elected representative of each organized Station/Church, Mission, or Circuit Organization.
- e. Six (6) elected delegates, at least one of whom shall be a young adult, age 18-35, of each organized Station Church, Mission or Circuit Lay Organization where there is a duly organized Lay Organization.

*A duly organized Lay Organization of a Station/Church, Mission, Circuit, or a Presiding Elder District of the Annual Conference, shall be an organization reporting to the

Washington Conference Lay Organization's Annual Meeting or which is recognized by the Conference as an organization.

ARTICLE V – Officers, Duties and Responsibilities

Section 1. The elected Officers of the Washington Conference Lay Organization and its divisions (See Article III) shall be:

- a. President
- b. First Vice President
- c. Second Vice President*
- d. Third Vice President*
- e. Recording Secretary
- f. Assistant Recording Secretary*
- g. Corresponding Secretary*
- h. Treasurer
- i. Financial Secretary*
- j. Chaplain
- k. Historiographer*
- l. Parliamentarian*
- m. Director of Lay Activities
- n. Director of Public Relations*
- o. Young Adult Representative

*Elected at the discretion of the Conference

Section 2. The records of all officers handling finances of the Washington Conference Lay Organization shall be audited by an external auditing entity, which shall report its findings to the Washington Conference Lay Organization. This Audit Report shall serve as the basis for the Annual Report of the Washington Conference Lay Organization as required by the 2nd Episcopal District Lay Organization.

Section 3. Duties and Responsibilities of Elected Officers

- a. The **President** of the Washington Conference Lay Organization shall preside over its sessions during its regular, special, or emergency meetings, and shall also be Chairman of the Executive Board. The President shall be the active head of said organization and shall be responsible for seeing that the Constitution and By-Laws of this organization, as well as the orders and policies of the Executive Board are fully carried out. The President shall also be responsible for expanding and developing the lay work throughout the conference through channels of the Conference Lay Organization. The President shall also be responsible for such other duties as may be usual and customary to the position and which may be assigned from time to time by the Executive Board and the directives approved by the Conference body.
 1. The President shall represent the Washington Conference Lay Organization at the Biennial Session of the Connectional Lay Organization.
 2. The President shall appoint chairpersons of all Standing and Ad Hoc Committees.
- b. The **First Vice President shall:**
 1. Be responsible for Membership Recruitment, Retention, and Coordinate such duties or programs as assigned by the President;
 2. Assume the complete duties of the President during an absence or when it has been determined by the Executive Board that the President can no longer perform the duties.
- c. The **Second Vice President shall:**
 1. Be responsible for strategic planning and coordinate such programs as are assigned by the President;
 2. In the absence of the President and First Vice President shall preside at all meetings and assume all duties of the office of the President.
- d. The **Third Vice President shall:**
 1. Coordinate such duties as Personal Evangelism and coordinating those efforts with each organized Station Church or Circuit Organization and coordinate such programs as are assigned by the President;
 2. In the absence of the President, First Vice President, and Second Vice President shall preside at all meetings and assume all the duties of the office of President.

- e. The **Recording Secretary shall:**
1. Be responsible for the recording of attendance and accurate minutes of all business transacted during meetings and shall read the minutes of any previous meetings when called upon to do so by the President;
 2. Be responsible for recording attendance of all roll calls and membership registrations;
 3. In the absence of the President and Vice Presidents, the Recording Secretary shall preside until a chairperson “pro tem” is elected;
 4. Prepare for the presiding officer a statement of unfinished business to come before the meeting and a report of the Executive Board meetings to be presented at the Annual Conference;
 5. The Recording Secretary shall hold the bonds of the Treasurer and the Financial Secretary.
- f. The **Assistant Recording Secretary** shall assist the Recording Secretary in keeping accurate records and in the absence of the secretary, shall perform the duties of the secretary.
- g. The **Corresponding Secretary** shall review all correspondence, report pertinent information to the Executive Board and reply to correspondence as directed by the President and/or the Executive Board.
- h. The **Treasurer shall:**
1. Receive all monies and disburse same upon authorization of the President as approved by the body;
 2. The Treasurer shall keep accurate records and give an itemized report at each Board meeting and monthly meeting;
 3. The Treasurer shall be bonded and said bond be held by the Recording Secretary.
- i. The **Financial Secretary shall:**
1. Assist the Treasurer and write vouchers countersigned by the President that authorize expenditures which are to be paid by the Treasurer;
 2. Turn over to the Treasurer within thirty (30) days all monies received;
 3. Be bonded and said bond be held by the Recording Secretary.

j. The **Chaplain** shall make sufficient preparation for each Bible Study and Devotional Service and give spiritual leadership to the organization.

k. **The Historiographer shall:**

1. Keep a written and pictorial record of the activities and achievements of the organization and make it available upon request;
2. Act as custodian of all photographs, citations, awards, trophies and other mementos.

l. **The Parliamentarian shall**

1. Advise the President or presiding officer, when necessary, concerning questions of parliamentary procedure;
2. Follow the *Doctrine and Discipline of the African Methodist Episcopal Church*, current edition, and *Robert's Rules of Order*, latest revised edition, at all meetings;
3. Be the recognized authority on this constitution, shall serve on the constitution and standing rules committees and shall serve as a consultant to other committees as needed.

m. **The Director of Lay Activities shall:**

1. Be responsible for planning a training program and course of study in accordance with the purposes and objectives of the Lay Organization as presented by the Connectional Director of Lay Activities;
2. Forward the course of study to District Directors of Lay Activities of the Annual Conference who shall in turn forward the course of study to the Station Church or Circuit Directors of Lay Activities. If there is no organized District Lay Organization of the Annual Conference, The Conference Director of Lay Activities shall forward the course of study to the Station Church, Mission, or Circuit Directors of Lay Activities. The training program and course of study shall reach the Directors of Lay Activities within thirty (30) days after the Connectional Director of Lay Activities has forwarded same. A full report of progress made in the implementation of the course of study shall be given at each Annual Conference.

n. **The Director of Public Relations shall:**

1. Seek to bring about a harmony of understanding between the church and public through the channeling of information to various media;
2. Be responsible for all press releases and public relations for and during the Annual Conference and shall disseminate news items of interest through Newsletter and/or multi-media processes.

o. The Young Adult Representative shall:

1. Be responsible for implementing teaching and training opportunities for Young Adults in conjunction with the Director of Lay Activities;
2. Advocate for Young Adults concerns to the WCLO Executive Board;
3. Facilitate WCLO Young Adult events with approval of the WCLO Executive Board.

ARTICLE VI – Nomination and Election Procedures

Section 1. All elections of officers shall be by ballot, and a majority vote shall elect. Any method of election in any division other than by ballot shall be declared null and void by the Washington Conference Lay Organization.

Section 2. Washington Conference Lay Organization Officers shall be elected biennially.

Section 3. Presiding Elder District Lay Organization Officers of the Annual Conference shall be elected biennially.

Section 4. The elected officers of The Washington Conference Lay Organization and its divisions shall serve no more than eight (8) consecutive years in the same office.

Section 5. Station Church, Mission, or Circuit Organization Officers shall be elected annually.

Section 6. Newly elected officers shall assume duties of the office upon installation. The transitional period to reconcile files, records, and check inventories before transferring them to the incoming officers shall not exceed a period of sixty (60) calendar days.

Section 7. All persons seeking an elected office must submit a “Letter of Intent” with qualifications for such office, signed by the Station Church or Circuit President and the local Pastor, to the Chairperson of the Nominating Committee.

Section 8. All persons seeking an elected position as officer or delegate of the Washington Conference Lay Organization must be present during the election.

- a. Emergency is defined as situations or events that occur beyond the individual’s control. Included are immediate family emergencies, job-related activities that would take the person out of the area, thus not allowing presence at the election.
- b. A request for excused absence may be granted by the President upon receipt of notification and justification from the candidate. Notification must also be sent to the Chairperson of the Nominating Committee.

Section 9. The Nominating Committee of the Washington Conference Lay Organization shall have the following responsibilities:

- a. To provide a letter of intent and a description of all elected positions to all current officers and the local Presidents at least 90 days prior to the election.
- b. To examine the qualifications of all members who have expressed an interest in running for an office in the Washington Conference according to the standards set forth in Article VI;
- c. To certify to the Election Committee of the Washington Conference Lay Organization that, as a result of their examination of the qualifications of interested candidates, those candidates are eligible to run for office in the Washington Conference Lay Organization;
- d. To prepare a list of candidates eligible to run for office in the Washington Conference Lay Organization;
- e. To notify candidates of their eligibility to run for office in the Washington Conference Lay Organization.
- f. Sets deadline closing date for nominations to the meeting date that is one month before the election. No new nominations shall be added after such time.
- g. Presents a list of nominees to the Washington Conference Lay Organization at the meeting prior to the meeting designated for the election. In the event that said meeting is not held for reasons beyond the control of the organization, the Nominating Committee must provide their report to the local presidents at least two weeks prior to the election.
- h. Presents a list of nominees for each office to the Elections Committee within one (1) week following the nominations to allow for the preparation of ballots.

ARTICLE VII – Election of Officers

Section 1. The Election Committee of the Washington Conference Lay Organization shall conduct the election of officers in the following manner:

- a. The Election Committee shall register each member as they enter the place where the election of officers is to be conducted and certify that he/she is eligible to vote. All members certified as having paid their annual membership fee prior to the election shall have the right to vote.
- b. The Election Committee shall issue an official ballot to each member who is certified by the committee as eligible to vote.

- c. Members must be present to vote. No absentee or proxy ballots will be allowed.
- d. The Washington Conference Lay Organization shall elect two (2) tellers and two (2) clerks from the membership who shall be responsible for determining the correct number of eligible voters, ballots cast, and counting and recording the correct number of votes for each nominee.
- e. All ballots must be placed in the designated "ballot box."
- f. Any ballot containing votes for more than one (1) nominee for an office will automatically be challenged, declared invalid and discarded.
- g. Each candidate shall have the right to have one (1) observer monitor the vote counting process.

Section 2. Vacancy in Office of President. If a vacancy occurs in the office of President due to death, resignation, disability or temporary inability or other causes, the First Vice President shall immediately assume the Office of President, for the unexpired term of office.

Section 3. If a vacancy occurs among the elected officers other than the office of President, this vacancy shall be filled by the Executive Board upon the recommendation of the President.

- a. A majority vote by the Executive Board shall determine the result.
- b. All voting shall be by secret ballot (electronic or paper). Any person appointed and/or elected to fill an unexpired term of President shall subsequently be eligible to be elected to serve a full-term, no more than eight (8) consecutive years in the same office.

ARTICLE VIII – Qualifications of Officers and Members

Section 1. All officers and members of the Washington Conference Lay Organization and its Divisions shall be members in good and regular standing in their Station Church, Mission, or Circuit Lay Organization.

Section 2. The Washington Conference Lay Organization shall have the right at all times to pass upon qualifications of its own members and may reject or accept the membership of any person.

Section 3. Any person seeking an elected position as officer or delegate of the Washington Conference Lay Organization must be present during the election.

Section 4. Any candidates seeking an office in the Washington Conference Lay Organization must have demonstrated active participation on the Station Church, Mission, and Circuit Level.

Section 5. Any candidate seeking the office of *President, First Vice President, Second Vice President and Third Vice President* must have prior service as either an elected officer of the Washington Annual Conference, District of the Annual Conference or local church organization; and to have at least 1-year administrative, supervisory experience or fiscal management experience.

Section 6. Any candidate seeking the office of Recording Secretary, Assistant Recording Secretary, and Corresponding Secretary must have experience in basic computer technology, especially word processing.

Section 7. Any candidate seeking the office of Treasurer or Financial Secretary must have experience in financial management including, but not limited to, the areas of accounting, bookkeeping, finance or economics.

Section 8. Any candidate seeking the office of *Public Relations Director* must have a working knowledge of journalism, marketing, sales, or media technology. The individual must also possess strong interpersonal and communication skills.

ARTICLE IX – Executive Board

Section 1. There shall be an Executive Board of the Washington Conference Lay Organization composed of the elected officers of the organization and the President of each Presiding Elder District Lay Organization of the Annual Conference and one at-large member elected from the young adult members, age 18-35.

Section 2. The Executive Board shall meet at least annually at the time and place designated by the President and members of the Executive Board.

Section 3. The President of the Washington Conference Lay Organization shall preside over the meetings of the Executive Board, and the Recording Secretary of the Washington Conference Lay Organization shall serve as secretary of the Executive Board.

Section 4. The Executive Board shall have the authority to set the agenda for the work of the Washington Conference Lay Organization during the interim of the Annual Conference.

Section 5. The Executive Board shall establish the rules and regulations by which it shall be governed. The Board shall have power over the supervision and direction of all affairs of the Organization during the interim of the Annual Conference, except that it shall not infringe upon any of the expressed constitutional provisions herein set

forth and provided. Further, the Washington Conference Lay Organization in its Annual Conference Session may nullify, abrogate, or rescind any action of the Executive Board.

Section 6. The Executive Board shall have the authority to make recommendations as to the official conduct of any elected officer, provided however, that any decision to suspend, expel or remove from office shall rest exclusively with the Washington Conference Lay Organization.

Section 7. The Executive Board shall pass upon the Constitution and By-Laws of the Presiding Elder District Lay Organizations to determine their compliance with or conformity to the Constitution and By-Laws of the Washington Conference Lay Organization.

Section 8. The Executive Board shall have such other authority as may be necessary to carry out the general purposes and intent of this Constitution.

Section 9. The Executive Board, in its discretion, may establish an Advisory Council to act in a purely advisory capacity. The Advisory Council may consist of past presidents of the Washington Conference Lay Organization and such other distinguished lay members as the President may designate. The Advisory Council shall not exceed five (5) persons.

Section 10. The biennial audit shall include the records of all officers handling finances of the WCLO conducted by an external licensed, bonded, and insured Certified Public Accounting firm. This audit report shall serve as the basis for the Biennial report of the WCLO. Upon approval of the WCLO Executive Board the Audit report and programmatic report from each office with an operational budget is presented at the next WCLO meeting following said Executive Board approval.

ARTICLE X – Meetings

Section 1. The Washington Conference Lay Organization shall meet monthly in its regular session, except during the months of July and August.

Section 2. All delegates to the Connectional Biennial Session from the Washington Conference Lay Organization must be elected at a regular or properly convened meeting at least six (6) months prior to the Biennial meeting; except that all Station Church, Mission, or Circuit Presidents are automatically delegates to the Biennial Session.

The names and addresses of all delegates (Station Church or Circuit, Presiding Elder Districts of the Annual Conference, and Conference) must be submitted to the Episcopal District Lay Organization's Secretary five (5) months before the meeting.

Section 3. All meeting Roll Calls and membership attendance records shall be maintained

by the Recording Secretary.

Section 4. The Washington Conference Lay Organization President and/or a majority of the voting members of the Executive Board may call an emergency meeting of the Washington Conference Lay Organization when such a meeting is deemed necessary. The time, place, and object of such Special or Emergency Meeting shall be clearly set forth in the official call or notice. Only those matters expressly set out in the notice or call shall be deliberated upon, provided however, that no election of officers shall take place at a special or emergency meeting.

ARTICLE XI – Voting Privileges

Section 1. Voting privilege in the Washington Conference Lay Organization shall be confined and restricted to persons set under Article IV.

Section 2. No person shall be entitled to more than one (1) vote on an issue or matter in the Washington Conference Lay Organization. All voters must be personally present to exercise such privilege. No proxy or absentee voting shall be permitted.

Section 3. Unless otherwise indicated, the majority vote shall prevail in determining all matters.

ARTICLE XII - Powers of Jurisdiction

Section 1. The Washington Conference Lay Organization shall exercise prudent and appropriate authority, power and supervision over all Presiding Elder District Lay Organizations and subordinate organizations established under the provisions of this constitution.

ARTICLE XIII - Reserved and Implied Powers

Section 1. Each Presiding Elder District, Station Church or Circuit Lay Organization shall be vested with the full authority to make its own Constitution, By-Laws, Rules and Regulations as may be necessary for proper and orderly conduct of its affairs and for the governing of its officers and members. Each of these organizations shall have the authority to establish its own Executive Board, raise funds and in general perform all duties incident to its existence as an autonomous body except, however, said organization shall make no Constitution, By-Laws, Rules and Regulations which shall conflict with or abridge and of the Constitution and By-Laws of the Connectional Lay Organization.

Section 2. A copy of the Constitution and By-Laws of each Presiding Elder District, Station Church or Circuit Organization must be filed with the Executive Board of the Washington Conference Lay Organization for examination and response.

Section 3. Each Presiding Elder District Lay Organization of the Annual Conference and each Station Church or Circuit Organization shall have the following provisions inserted in its Constitution and By-Laws: "This Organization shall be subject to and governed by the Constitution and By-Laws of the Connectional Lay Organization of the African Methodist Episcopal Church."

Section 4. This organization and each of its Divisions shall at all times be subject to and governed by the *Discipline, Laws, Doctrine and Tenets* of the African Methodist Episcopal Church.

ARTICLE XIV - Committees

Section 1. To ensure successful and effective implementation of programs and projects of the Washington Conference Lay Organization, other than specified duties of elected officers per Constitution and By-Laws, all Chairpersons shall be appointed by the President.

Section 2. The President of the Washington Conference Lay Organization may appoint Ad Hoc Committees, however, when an Ad Hoc Committee is appointed, its function must be specified, and procedures established for its functioning.

ARTICLE XV - Subordinate Bodies

Section 1. *Presiding Elder District Lay Organization of the Annual Conference* - The Presiding Elder District Lay Organization of the Annual Conference shall be composed of:

- a. All elected officers.
- b. The President and six (6) elected delegates, one of whom shall be a Young Adult age 18-35, from each Station Church or Circuit where there is a duly organized Lay Organization.
- g. This organization is amenable to the Washington Conference Lay Organization and must report to the Washington Conference Lay Organization at least annually.

Section 2. *Station Church or Circuit Lay Organization* - The Pastor of each Station Church or Circuit shall call a meeting of the members of the Charge for the purpose of organizing a Lay Organization where none exists. The Station Church or Circuit Lay Organization shall be composed of all members of said Station Church or Circuit who desire to enroll. The officers of the organization shall be elected from those enrolled in said organization. The President of the Lay Organization, or a duly elected representative of the local church, shall be a member of the Official Board of the Church.

The officers of a Station Church or Circuit Lay Organization shall be those specified in Article V, Section 1 of this Constitution. The Station Church or Circuit Lay Organization shall fix the time for regular meetings which should not be less than ten (10) times per year.

Section 3. There shall be a Youth component of the Washington Conference Lay Organization composed of Youth between the ages 13-17.

Section 4. There shall be a Young Adult component of the Washington Conference Lay Organization composed of Young Adults ages 18-35.

ARTICLE XV - Amendments

Section 1. Amendments to the Constitution and By-Laws of the Washington Conference Lay Organization may be made by serving a copy of the proposed amendment with the President and Secretary at least sixty (60) days prior to the meeting of the Washington Conference Lay Organization.

- a.** The Secretary shall send a copy of the amendments by certified mail and/or electronic communication to each of the Presiding Elder District Presidents.
- b.** If there are no Presiding Elder District Lay Organizations, the Secretary shall send a copy of the amendments by certified mail and/or electronic communication to each of the Station Church or Circuit Presidents.
- c.** Two-Thirds (2/3) vote of the Washington Conference Lay Organization members present and eligible to vote shall be required to affect an amendment.
- d.** Amendments will take effect at the close of the Washington Conference Lay Organization meeting in which the vote to amend was taken.

By-Laws of the Washington Conference Lay Organization

The following shall constitute the By-Laws of this Organization:

Order of Business:

Section 1. The Order of Business shall be:

- a. Devotion
- b. Bible Study
- c. Roll Call of Officers
- d. Report of Credentials Committee
- e. Registration of Delegates
- f. Reading of Report of the Executive Board
- g. Reading of Communications
- h. Appointment of Committees
- i. President's Message
- j. Reports of Officers
- k. Unfinished Business
- l. New Business
- m. Report of Committees
- n. Adjournment

Section 2. Representation from a majority of those Station Churches or Circuits of the Washington Annual Conference shall constitute a quorum for the transaction of business.

Section 3. The members shall conform to all of the rules and regulations of this organization. Any member(s) guilty of an infraction or violation of the rules, or for conduct or decorum unbecoming a member may be removed from membership herein.

Section 4. The order of business herein before outlined may be changed by a majority vote of the members present.

Section 5. All reports of Presidents and other officers shall be in writing and submitted in triplicate copies, one to be left with the President of the organization, one to be left with the Secretary of the organization and one to be retained by the officer making the report.

Section 6. Any Officer failing to perform his/her official duties shall be accountable to the Executive Board.

- a. Any officer, elected or appointed, not performing the respective duties shall first be notified in person by the President, followed up in writing by the

President, with a copy to the Executive Board. If such failure to perform continues for a period not to exceed 60 days after notification, the matter should be referred to the Executive Board for action.

Section 7. Criteria for Election of Delegates to the Biennial Convention

- a. Candidate must be consistently active on the local and conference levels.
- b. Candidate must have registered and attended a Biennial within the last 10 years.
- c. Candidate is eligible to seek election as a delegate if he did not attend the previous Biennial Convention as a delegate.
- d. Candidate must have the letter of intent signed by the local President verifying that the above criteria has been met.
- e. Candidate must be present at the election.

Section 8. No officer, nor standing or special committee, shall incur any obligation, which shall be binding, unless such action was authorized in its inception, or subsequently ratified and approved by the organization.

Section 9. The President shall be authorized to appoint and deputize with sufficient power and authority, as many marshals as may be deemed necessary to maintain order and decorum in the meeting.

- a. It shall be the duty of the marshals to maintain strict order, see that only members are seated within established bounds of the meeting and perform such other duties as may be assigned to them by the President in keeping with the duties of their office.

Section 10. Any provision or condition not expressly covered in either the Constitution or By-Laws of the Washington Conference Lay Organization shall be interpreted and construed in keeping with the long-established policy, customs, tenets and traditions of the African Methodist Episcopal Church, the *Doctrine and Discipline of the African Methodist Episcopal Church*, current edition, and *Robert's Rules of Order*, revised edition.

GLOSSARY OF TERMS

This *GLOSSARY* is provided as a guide for convenient and quick reference. In general, the definitions are based on the language the *Doctrine and Discipline of the African Methodist Episcopal Church* utilizes. In those instances where no specific legislation could be found, the terminology is based on historical, cultural usage and accepted practices.

2nd Episcopal District of The African Methodist Episcopal Church - An administrative subdivision of the A.M.E. Church on the Connectional Level. It consists of five (5) annual conferences: Baltimore, Washington, Virginia, North Carolina, and Western North Carolina.

Absentee Ballot - A ballot cast during an election when the voter cannot be present at the place of voting. This practice is not allowed by the Washington Conference Lay Organization.

African Methodist Episcopal Church - A connectional church founded by Richard Allen, whose mission is to minister to the spiritual, intellectual, physical and emotional, and environmental needs of all people by spreading Christ's liberation gospel through word and deed.

A.M.E. Educational Institutions - Wilberforce University, Morris Brown College, Allen University, Paul Quinn College, Payne Theological Seminary, Turner Theological Seminary, and Shorter Junior College.

Annual Conference - An incorporated, legal and sovereign body that is composed of all Traveling Elders, Deacons, and Licentiate and all Local Elders and Local Deacons, Presidents of the Conference Lay Organization, Missionary Society, Conference Director of Christian Education and YPD Director, together with one lay member from each charge within its bounds. The presiding Bishop of the Episcopal District in which an Annual Conference is located shall be the President of the Annual Conference.

Ballot - A slip of paper to be used by members of an organization in casting their written votes during an election of officers.

Basic Computer Technology - Proficiency in the use of personal computers for the purpose of keeping records. Such skills shall include but not be limited to word processing, spreadsheets, and data base record keeping and reporting.

Biennial Session of the Connectional Lay Organization - The biennial business meeting of the Connectional Lay Organization.

Christian Stewardship - The practice of systematic and proportionate giving of time, influence, agility, and material possessions based upon the conviction that these are a trust from God, to be used in His service for the benefit of all mankind in grateful acknowledgement of Christ's redeeming love. The use of one's time, treasures, talents, health, relationships, property, and the gospel in a partnership with God.

Church Papers - Periodical publications produced by the connection for sale or subscription.

Circuits - Two or more churches under the supervision of a single pastor.

Connectional Lay Economic Development Corporation (CLEDC) - A not-for-profit corporation under the auspices of the Connectional Lay Organization of the African Methodist Episcopal Church. The purpose of the CLEDC is to provide financial assistance to the Connectional institutions and projects; a financial base for lay ministries, outreach missions, and long-term financial programs for the denomination.

Doctrine and Discipline of the African Methodist Episcopal Church - The doctrine, laws, rules and regulations governing the conduct of the African Methodist Episcopal Church, its divisions, subdivisions and commissions, revised and published by Order of the General Conference (held every 4 years).

Election Committee - The committee, appointed by the president of the Washington Conference Lay Organization, with the responsibility to guarantee that elections are conducted in a fair and Christian manner in accordance with the Washington Conference Lay Organization.

Good and Regular Standing - Regular attendance, participation and dues payment in a Station Church Lay Organization.

Laity - The members of a local church who have not been ordained as deacons or elders.

Lay Organization - An organization of lay persons whose mission is to further the ministries of the church.

Lay Persons - Members of a local church who have not been ordained as deacons or elders.

Nominating Committee - The committee, appointed by the President of the Washington Conference Lay Organization, with the responsibility to guarantee that the nomination of candidates to be officers of the body is conducted in a fair and Christian manner in accordance with the Washington Conference Lay Organization Constitution and By-Laws.

Presiding Elder District - An administrative subdivision of the Annual Conference under the supervision of a Presiding Elder.

Proxy Voting - The practice of one authorizing another to cast his/her vote during an election. This practice is not allowed by the Washington Conference Lay Organization.

Richard Allen - The founder of the African Methodist Episcopal Church.

Robert's Rules of Order, revised edition - The generally accepted written authority on the subject of parliamentary procedures.

Station Churches - Local churches in the African Methodist Episcopal Church.

Youth Component - A subdivision of the Washington Conference Lay Organization composed of members' station churches between 13 and 17 years of age.

Young Adult Component - A subdivision of the Washington Conference Lay Organization composed of members station churches between 18 and 30 years of age.

Washington Annual Conference - An incorporated, legal and sovereign body that is composed of all Traveling Elders, Deacons, and Licentiates and all Local Elders and Local Deacons; Presidents of the Conference Lay Organization, Missionary Society; Conference Director of Christian Education and YPD Director, together with one lay member from each charge within the greater Washington, DC area. The presiding Bishop of the 2nd Episcopal District of the African Methodist Episcopal Church is the President of the Annual Conference.

Washington Conference Lay Organization (WCLO) - The lay organization of the Washington Annual Conference.