

ADELPHI BYLAWS - These Bylaws are intended to be gender neutral and are to be implemented as such.

ARTICLE I - TEACHER

The teacher shall be selected for a term of one (1) year beginning the first Sunday in September by the Executive Committee of the Adelphi Class with the approval of the Church.

ARTICLE II - MEMBERSHIP

Section 1. A person desiring to become a member may request that his/her name be placed on the Class roll.

Section 2. A member who does not work in another area of the church while the Class is in session, who is not homebound and who has not attended for one year will be removed from the Active Class rolls and be placed on the Inactive Roll for one year. In the absence of activity during that year, the Member's name shall be removed.

ARTICLE III - OFFICERS AND THEIR ELECTION

Section 1. Officers shall be: President, Vice President, Treasurer and the Recording Secretary.

Section 2. The currently serving President shall appoint and present to the Class, for its approval, a Nominating Committee. The President shall appoint the Chairperson of the Nominating Committee. This Committee shall nominate a slate of officers to be presented to the Class the first Sunday in August.

Section 3. Officers shall be elected at a Sunday School Class meeting the second Sunday in August for a term of one (1) year beginning the first Sunday in September. Additional nominations may be made from the floor at the election provided that the nominated person has agreed to serve.

Section 4. If any officer becomes inactive, that office shall be declared vacant by the President. A declared vacancy shall be filled by appointment by the President.

ARTICLE IV - DUTIES OF THE OFFICERS

Section 1. The President shall preside at all meetings of the Class and shall be an ex officio member of all committees. The President shall perform all duties usually pertaining to said office; shall appoint committees as deemed necessary; shall be responsible for obtaining substitute teachers; and shall direct disbursements from the President's Discretionary Fund.

Section 2. The Vice President shall perform duties of the President in the absence, disability, or upon the request of the President. The Vice President shall make arrangements for the February altar flowers which commemorate the Founding of the Adelphi Class and shall make the arrangements for Class Business Meetings. See Article VI, Class Meetings, Section 2.

Section 3. The Recording Secretary shall keep complete minutes of all Business Meetings as well as official Class correspondence. Upon the completion of the fiscal year, the Recording Secretary shall submit the year's minutes and correspondence to be added to the Archives.

Section 4. The Treasurer shall receive all the funds of the Class. The Treasurer shall keep an accurate record and account of all receipts and expenditures. All funds of the Class shall be kept on deposit with a Houston area financial institution and all checks drawn on the account shall be signed by two officers (in order of

preference) Treasurer, President, Vice President, Recording Secretary. No funds shall be paid other than those expenditures approved in the budget, expenditures authorized by the Class or expenditures disbursed from the President's Discretionary Fund upon the request of the President. The Treasurer shall present a statement of accounts at every Business Meeting of the Class and at other times when requested to do so by the President. With the exception of specifically dedicated funds, budgeted funds not spent during the fiscal year are to be returned to the General Fund at the end of the fiscal year. The Dedicated Funds are: the Herbert Rohloff, Sr., Scholarship Fund, and the Missions and Outreach Fund. A final report shall be made, added to the Archives and published in the Adelphi Tower at the end of the fiscal year.

ARTICLE V - STANDING COMMITTEES

Section 1. Executive Committee: The Executive Committee shall consist of the President, the immediate Past President, the Vice President, the Treasurer and the Recording Secretary. The Executive Committee shall select the teacher and perform duties as specified by the Class.

Section 2. All other committees and their chairs will be appointed by the President and the Executive Committee as needed. Upon appointment, the appointed Committee Chair shall select Class members to serve on their committee and report these Committee Members to the Communications Committee for publication in the Adelphi Tower and in the Directory by two (2) weeks prior to the October Business Meeting.

Section 3. Suggested committees:

- A. Budget Committee: If needed, the Budget Committee shall consist of the Treasurer, as chairperson, President and immediate past Treasurer. The Budget Committee's responsibility is to prepare a budget for that fiscal year (September 1 through August 31.) Each committee chairperson shall submit to the Treasurer an estimate of planned expenditures for their committee for the fiscal year. The President shall submit a request for the President's Discretionary Fund. The budget of estimated income and expenditures shall be presented by the Treasurer at the October Business Meeting for Class approval.
- B. Communications Committee:
 - i. The Adelphi Tower: The Editor of the Adelphi Tower shall be responsible for reporting information about class members as well as class events. The Editor shall also be responsible for the printing and electronic distribution. The Adelphi Tower will also include information regarding new members and directory changes.
 - ii. Directory: The Directory Editor shall prepare and print in the Class Directory the listing of all class members and related class information. As Directory changes occur, they shall be given to the officers and shall be published in the Adelphi Tower.
 - iii. Emergency Calling: Emergency Calling shall contact Class members regarding matters that require immediate information transfer.
 - iv. Archives: This committee shall maintain and keep a written and pictorial record of Class activities for the fiscal year. This includes all minutes of Class business meetings and important communications from the Class as well as the final financial report of the year.

C. Attendance Committee:

- i. This committee shall keep attendance records as required by the Church and shall report the attendance at each Sunday Class meeting.
- ii. The committee shall provide the names of visitors and new members to the Class. Individually, committee members shall greet and introduce visitors and new members to Class members; shall act as sponsors for new members; shall contact new church members and shall make/maintain name badges.

D. Member Care Committee: This committee has several functions.

- i. This Committee shall be helpful to Class members and their families in the presence of illness and shall help to arrange for the needs of the family in the event of the death of a Class member. The committee shall also be responsible for communicating such needs to the class and shall call members who have been absent for several Sundays. Appropriate greeting cards shall be sent by the committee as the need arises.
- II. This committee shall maintain contact with temporarily inactive members. These are class members who cannot attend Class functions for reasons beyond their control because of health reasons, location or other causes that prohibit their active participation. The Member Care Committee shall maintain contact with these members to continue a Class presence in their lives and to obtain information for the Adelphi Tower.

E. Missions, Outreach and Recreation Committee:

- i. This committee shall plan the various mission and social service activities of the Class.
- ii. The committee shall also plan and organize the parties and special activities of the Class.

F. Worship Committee:

- i. This committee shall ensure that a person is appointed to provide the prayer each week for the Class.
- ii. This committee shall also arrange for the weekly hymn to be sung by the Class.

G. Herbert Rohloff, Sr. Scholarship Committee: The committee shall designate a maximum of four (4) scholarship recipients per academic semester. Names of the recipients and the amounts awarded to each shall be presented to the Class. Application due dates are: 01 July and/or 01 December. There is no requirement that scholarships shall be given each year. If a balance remains in the Scholarship Fund at the end of the fiscal year, such funds are to be added to the next fiscal year's Scholarship Committee budget and are so listed in the year-end statement of the Treasurer. Criteria for designating recipients:

- i. Priority shall be given to selection of recipients based on financial need. This financial need shall be demonstrated by the student. Consultation with parents and school officials may be required. The tuition cost of the selected college or university should enter into the financial need formula.

- ii. II. Second priority shall be given to the potential of the recipients to complete a college education. This consideration shall be determined by a study of current academic achievements (i.e., grades, ACT, SAT scores, participation in school activities, etc.).
- iii. III. Due consideration shall be given to members of First United Methodist Church Houston and relatives of Class members, students of Christian ministry or other church vocations.
- iv. iv. Recipients may be selected, other than as detailed above, provided that they conform to the criteria detailed above.

ARTICLE VI – CLASS MEETINGS

Section 1. The Class members shall meet every Sunday morning in the assigned classroom for Worship, Christian education and Class business, except when special services are held.

Section 2. The Class Business Meetings shall be held as deemed necessary by the President. A Business Meeting should be held in August to assess year-end requirements and plan for the following year. One Business Meeting shall be held in October. A tentative schedule of meetings shall be determined by the President and shall be announced not later than the last Sunday in September. Physical arrangements for the Business Meetings are to be made by the Vice President. Additional Business Meetings may be called by the President if announced on a Sunday preceding the Business Meeting date. Forty percent (40%) of the average Sunday Class attendance for the previous month shall constitute a quorum.

ARTICLE VII – CHAIR OF COMMITTEES

Section 1. The chair of each committee shall present a budget request to the Treasurer ~~by~~ two (2) weeks prior to the October Business Meeting. The Treasurer shall present the proposed budget at the October Business Meeting.

Section 2. Upon appointment, each Committee Chair shall select Class members to serve on their committee and report these names to the Communications Committee for publication in the Adelphi Tower and in the Directory by two (2) weeks prior to the October Business Meeting.

Section 3. The Chair or designated member of each appointed committee shall be prepared to make a report at each Class Business Meeting describing the committee's activities since the last meeting.

ARTICLE VIII - BYLAW AMENDMENTS and/or REVISIONS

Section 1. These Bylaws may be amended and/or revised when such amendments and/or revisions have been presented to the Class and published at a regular Class meeting that immediately precedes a Business Meeting. The Bylaws may then be amended and/or revised at a Class Business Meeting by a majority vote.

Section 2. These Bylaws shall be reviewed by a committee appointed by the President whose term of office begins in a year which ends in the digit zero (0) or five (5).

Last Updated: January 23, 2022