



# UNION CENTER AFRICAN METHODIST EPISCOPAL CHURCH TRUSTEES

## 1. Overview



*The number of trustees of each mission, circuit, or station shall not be fewer than three, nor more than nineteen.*

## 2. Qualifications



*Each person to be elected a trustee shall be eighteen (18) years of age or over and shall be instructed in the duties and responsibilities of the Board of Trustees of the local church. The training shall be completed within sixty (60) days after the election, or prior to the appropriate Quarterly Conference, whichever comes first. All trustees must attend at least three training sessions. A Certificate of Confirmation shall be given to each successful student, to be presented at the appropriate Quarterly Conference, signed by the instructor appointed by the pastor. The nominee shall have been a member of the local church at least six (6) months and a member of the African Methodist Episcopal Church for not less than two (2) years, except in case of missions or new work. No person who is not a member in good and regular standing in our Church shall be eligible to be elected a trustee.*

## 3. Mode of Election



*Whenever the law of the land requires a specific mode of election, the mode shall be observed in electing trustees.*

*When the civil law does not intervene, the trustees shall be elected annually by the members of the church.*

*The minister in charge shall appoint the time and place for holding the election and give notice of the same from the pulpit at least ten days, including two consecutive Sundays, previous to the time of election.*

*The minister at the meeting for election shall nominate twice the number of persons to be elected. Said persons shall have given consent in writing for their names to be placed in nomination.*

*Every member of the church eighteen (18) years of age or older and in full communion has the right to vote for the nominees at the election. All trustees shall be elected by secret ballot, each ballot used must be identical; including the names of all eligible candidates who have been nominated by the pastor. It shall be unlawful for the pastor to allow the use of ballots that are different in colors, different sizes or shapes, or that contain names that are not identical. It shall be the responsibility of the pastor to provide clear instructions on number of nominees. It shall also be the responsibility of the pastor to allow for the highest level of voter privacy possible, considering the setting an environment where the election is held. In cases where voting machines are used, it shall be the responsibility of the pastor or person conducting the election to provide clear instructions. The election shall proceed until the required number of trustees shall have been elected by majority vote. The pastor in charge shall declare the results of the election. The latest edition of Robert's Rules of Order, Newly Revised shall be the parliamentary authority for all elections.*

*No officer, member or person shall interfere with the election of trustees or attempt to disturb or prevent the pastor from holding the election. Those in violation of this law are subject to expulsion from membership.*

## 4. The Chairperson of the Board

**i** *The minister in charge shall be the chairperson of the Board of Trustees and the minister's signature shall be necessary to make the acts of the trustees legal.*

*If the Chairperson of the Board is at any time unable to be present at a meeting, he or she shall appoint a chairperson pro tem, whose signature also shall be legal.*

## 5. Duties of Trustees

**i** *The trustees shall manage all the temporal concerns of the church not otherwise provided for and shall have a treasurer elected by the Board.*

*They shall guard, for the connection, all real estate, churches, parsonages, schools, and any other property obtained by the local church.*

*They shall make improvements upon the property or real estate when authorized to do so by a majority of the legal members of the church.*

*They shall secure, by purchase or hire, a house for the pastor's family and also comfortably furnish it. In lieu of this arrangement, the pastor may be given a housing allowance. If a housing allowance is given, it is the Stewards' duty to negotiate a reasonable housing allowance with the pastor.*

*They shall pay the moving expenses for the pastor and family from their previous assignment.*

## 6. Order of Improvement

**i** *Whenever improvements are to be made, the pastor in charge shall call together in a church conference the voting members of the church, with a majority vote being necessary for the improvements to be authorized.*

*When a church conference has been properly called and a majority of the legal voters of the church are not present, the majority vote of those present shall be considered legal.*

## 7. Amenable to Quarterly Conference

**i** *The trustees shall be members of the Quarterly Conference and shall be answerable to that body of their official conduct. The trustees shall make a report of all receipts and expenditures during the quarter to the Quarterly Conference.*

*The trustees shall not in any manner obstruct or interfere in any mission, circuit, or station. They shall not prevent or attempt to prevent the bishop, or ministers of the African Methodist Episcopal Church from preaching, expounding God's Holy Word, or serving as pastor. They shall not prevent or attempt to prevent the use of the property for religious services or proper activities held from time to time which are recognized by the Annual or General Conference, or by the duly assigned presiding bishop under whose jurisdiction the pastor in charge is stationed.*

## 8. Effects of Expulsion

**i** Any trustee ceasing to be a member of the denomination, by reason of expulsion or otherwise, shall immediately cease to be a trustee except in cases of debt for which he or she is joint security. In such cases, termination of a trustee will occur when the creditors have been satisfied.

*In the interim of the Quarterly Conference, the minister in charge shall have the power to suspend a trustee who refuses, neglects, or fails to discharge his or her duty, and to fill the vacancy temporarily in the manner prescribed in the selection of a trustee until the next meeting of the Quarterly Conference, which shall dispose of the case.*

*Should the suspension be sustained by the Quarterly Conference, the minister in charge shall proceed to fill the vacancy permanently, following the usual mode of election of a trustee.*

## APPROVAL AND AUTHORITY TO PROCEED AS A NOMINATED TRUSTEE

I am aware of the requirements of the position and accept the pastor's nomination. In addition, I give permission to proceed as a nominee for the trustee election.

### Trustee Nominee

Name (Print)	Signature	Date

### Pastor

Name (Print)	Signature	Date