

**BY-LAWS OF THE  
MONTANA-NORTHERN WYOMING ASSOCIATION AND CONFERENCE  
OF THE UNITED CHURCH OF CHRIST**

**Reviewed, amended and adopted  
April, 2001; May, 2004; May 2012; April 2013; August 2015**

ARTICLE I

**NAME**

This corporate organization shall be known as "The Montana-Northern Wyoming Association and Conference of the United Church of Christ."

ARTICLE II

**COVENANT, PURPOSE, AND MISSION STATEMENT**

- A. **Covenant.** We, the local churches and authorized ministers of the United Church of Christ in the Montana-Northern Wyoming Association and Conference, covenant together as the Montana-Northern Wyoming Association and Conference to serve God in the spirit of Jesus Christ.
- B. **Purpose.** The functions of the Association and Conference are the following:
1. To provide leadership to our local churches, and organizations as we seek to carry out ministries in the world.
  2. To care for, nurture and empower our authorized ministers, local churches, and organizations for ministry.
  3. To facilitate the identification, development and use of resources which are helpful and necessary for the vital life and ministry of the local churches, the Association and Conference, and the denomination.
  4. To promote the work of the wider church through denominational and ecumenical relationships and ministries.
  5. To exercise the ministerial authorization functions of an Association of the United Church of Christ, including:

- a. Determining, conferring, and certifying the standing of the local churches of the United Church of Christ within its area, and
  - b. Granting, certifying, transferring and terminating ordained ministerial standing or ordained ministerial partner standing in the United Church of Christ.
- C. **Mission Statement.** The Montana-Northern Wyoming Conference works to bring people of diverse perspectives into community as members of the body of Christ.

**Shaped by scripture, tradition and personal experience, we covenant together to proclaim the transforming word of the gospel, to nurture and affirm one another, and to seek justice for all creation.**

### ARTICLE III

#### **STATEMENT OF FAITH**

We claim the faith of the historic Church as our own, expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. We affirm the Statement of Faith as a contemporary testimony, not a test of our faith.

**We believe in you, O God, Eternal Spirit, God of our Savior  
Jesus Christ and our God, and to your deeds we testify:  
You call the worlds into being,  
Create persons in your own image,  
And set before each one the ways of life and death.  
You seek in holy love to save all people from  
aimlessness and sin.  
You judge people and nations by your righteous will  
declared through prophets and apostles.  
In Jesus Christ, the man of Nazareth, our crucified  
and risen Savior,  
you have come to us and shared our common lot,  
conquering sin and death  
and reconciling the world to yourself.  
You bestow upon us your Holy Spirit,  
creating and renewing the church of Jesus Christ,  
binding in covenant faithful people of all ages,  
tongues and races.  
You call us into your Church  
to accept the cost and joy of discipleship,**

**to be your servants in the service of others,  
to proclaim the gospel to all the world  
and resist the powers of evil,  
to share in Christ's baptism and eat at his table,  
to join him in his passion and victory.  
You promise to all who trust you  
forgiveness of sins and fullness of grace,  
courage in the struggle for justice and peace,  
your presence in trial and rejoicing,  
and eternal life in your realm which has no end.  
Blessing and honor, glory and power be unto you. Amen.**

#### ARTICLE IV

### **AFFILIATIONS**

- A. **General Synod.** The General Synod is the representative body of the United Church of Christ and is composed of delegates chosen by Conferences, and ex-officio delegates. This Conference shall have that relation to the General Synod of the United Church of Christ as is described in those portions of the Constitution and Bylaws of the United Church of Christ, which relate to Conferences of the United Church of Christ.
1. **Delegates.** Delegates and alternates from the Montana-Northern Wyoming Conference shall be members of local United Church of Christ congregations, residents of the Conference, and elected by the annual meeting of the Conference. Delegates shall serve for two consecutive General Synods.
  2. **Vacancies.** The Board of Directors shall appoint a replacement for any delegate unable to attend a General Synod, any delegate who is no longer a member of a local United Church of Christ congregation, and any delegate who no longer resides in the Conference, providing that an alternate is either unavailable or has not been selected.
- B. **Affiliated Bodies.** This Conference acknowledges its relationship to other Christian communions, agencies and organizations in the pursuit of Christian unity and in the participation in the mission of the Church of Jesus Christ.

#### ARTICLE V

### **MEMBERSHIP**

The Montana-Northern Wyoming Association and Conference of the United Church of Christ is composed of local churches and ordained ministers with standing, commissioned

ministers and licensed ministers in this Association and Conference. Within these bylaws, such ministers are collectively referred to as authorized ministers.

## ARTICLE VI

### **ASSOCIATION AND CONFERENCE MEETINGS**

The Association and Conference shall be governed by its membership acting at annual and special meetings. Except where a greater majority is expressly required, the action of the majority of those present and eligible to vote constitutes the action of the Association and Conference. Voting delegates, officers of the Association and Conference and elected members of the Board of Directors shall be members of local churches belonging to the United Church of Christ.

#### **A. Meetings.**

1. **Annual Meetings.** There shall be an annual meeting of the membership in April, May or June of each year with the exact time, place and program for such meeting being designated by the Board of Directors. Notice of the annual meeting shall be mailed to the churches and authorized ministers at least thirty (30) days prior to the date set for the meeting.
2. **Special Meetings.** Special meetings of the membership may be called by the Board of Directors, the Executive Committee, the Moderator, or five (5) churches of the Conference by mailing or delivering personally to the Conference Office or the Conference Moderator a written request for such meeting specifying the purposes for which it is to be called. Notice of all special meetings shall be mailed to the churches and authorized ministers at least thirty (30) days prior to the date set for the meeting and shall specify the purposes for which such meeting is to be held.
3. **Other meetings.** Other meetings of the membership, whether Conference-wide or smaller, may be held to further the purposes of the Conference as the Board of Directors, Task Forces, Committees or Commissions of the Association and Conference may, in their respective discretion, deem appropriate. No formal action may be taken by the Conference at these meetings and no binding policy may be established.
4. **Ecclesiastical Councils.**
  - a. An Ecclesiastical Council is a special meeting of the MT-NWY Association and Conference UCC that is called by the Church and Ministry Commission. This Association, acting as an Ecclesiastical

Council, Ordains, Commissions, and installs Ordained and Commissioned Ministers, and receives congregations into membership of the Association and Conference.

- b. The Moderator of the Association and Conference shall preside and the Registrar serves as scribe. The Church and Ministry Commission decides with the candidate what type of presentation the candidate will make to the ecclesiastical council and how all or a portion of the candidate's ordination paper will be made available to the delegates of the ecclesiastical council. When fully informed, the Ecclesiastical Council shall establish its decision and subsequent course of action by calling the roll in order that the vote of each delegate and minister may be recorded with any reasons that they may wish to state. Action on Ministerial and Church standing shall be by a two-third (2/3) vote.
- c. The Church and Ministry Commission shall present the candidate and his/her credentials together with their endorsement to the Council. These credentials shall be in agreement with those set forth in the most current edition of the United Church of Christ Manual on Ministry pertaining to Ordination, Licensing or Commissioning.
- d. An Ecclesiastical Council will not meet on the same day as the service of Ordination or Commissioning. Upon approval by the Ecclesiastical Council, a date for Ordination or Commissioning will be set so as to occur no less than one (1) week after approval.

B. **Voting delegates.** The following persons shall be entitled to vote in person at all annual and special meetings of the Association and Conference:

1. **Lay delegates.** At least three (3) lay delegates from each church which is a member of this Association and Conference are voting delegates. A church is eligible to have three (3) lay delegates for its first one hundred (100) members or portion thereof and one (1) additional lay delegate for every one hundred (100) members or major fraction thereof, above the first one hundred (100) members, to a maximum of six (6) lay delegates. It is recommended that local churches elect lay delegates and such alternates as they desire at the annual meeting or a duly called meeting of the congregation.
2. **Authorized ministers.** All ordained and commissioned ministers holding standing in this Association and Conference are voting delegates.
3. **Board of Directors.** Members of the Board of Directors of the Conference are voting delegates during their terms of office.

4. **Proxy voting.** Proxy voting shall not be permitted at any meeting of the Association and Conference, its Board of Directors or its elected or appointed committees.
- C. **Associate Delegates.** The following shall be associate delegates at all annual and special meetings of the Association and Conference and shall have voice but not vote:
1. **Conference members.** Any member from a church belonging to the Association and Conference, in attendance but not a voting delegate, is an associate delegate.
  2. **Invited guests.** All persons appointed to speak before the Association and Conference or who are invited to attend as delegates from other organizations are associate delegates.
  3. **Others.** Such other persons as the Association and Conference may vote to admit shall be associate delegates.
- D. **Quorum.** The presence of at least one (1) voting lay delegate or authorized minister from at least one-half (1/2) of the churches composing the Montana-Northern Wyoming Association and Conference of the United Church of Christ shall constitute a quorum at any annual meeting or special meeting of the membership.
- E. **Resolutions.**
1. **Conference.** Each local church may present to the Board of Directors such resolutions as it wishes to have considered at the next annual meeting of the membership. All such resolutions, except courtesy resolutions, shall be either presented to a meeting of the Board of Directors or mailed to the Conference office at least sixty (60) days prior to the annual meeting of the membership. The Board of Directors shall cause these resolutions to be mailed to each of the local churches at least thirty (30) days prior to the date set for the annual meeting. However, the membership may call up for discussion and action any matter of contemporary concern which might otherwise have been the subject of such a resolution upon the vote of two-thirds (2/3) of the voting delegates present at the annual meeting.
  2. **General Synod.** All resolutions addressed to General Synod must be adopted by the affirmative vote of two-thirds (2/3) of the voting delegates present at any annual or special meeting of the membership.

3. **Rules.** Conduct of all Association and Conference business meetings shall be governed by the latest edition of Roberts Rules of Order and the rules of procedure of the Conference Business Referral Team, appointed annually by the Board of Directors.

## ARTICLE VII

### **BOARD OF DIRECTORS**

The Board of Directors shall serve as the governing body of the Conference between meetings of the membership.

- A. **Membership.** The Board shall consist of voting members, elected by the Conference at its annual meeting or appointed by the Board or Church and Ministry Commission in accordance with these by-laws. The number of Board members shall not be greater than fourteen (14) nor smaller than eight (8). Each voting member of the Board of Directors shall be a member of a local church which belongs to the Association and Conference. The Board shall be representative of the Association and Conference in geographic distribution, age, and gender, lay and authorized ministers as much as possible, and be constituted as follows:

1. **Elected Membership.**

The Moderator

Vice Moderator

The Committee Chairs of:

Human Resources

Faith Formation

Outdoor Ministry

and at least 3 at-large members who are representatives of the 3 geographic regions (former associations).

2. **Appointed Membership.**

Treasurer

Secretary of the Conference to be selected from the voting members

Chair of Church and Ministry Commission

The Conference Minister and representatives to the National Church shall be ex-officio members of the Board with voice but not vote. The Board may add, in addition to its elected members, corresponding members with voice but no vote from among persons of special knowledge or competence relevant to the purposes of the

Association and Conference for a period of such duration as the Board deems appropriate.

**B. Election and terms.**

1. A member of the Board of Directors elected at the Conference annual meeting shall hold office for a term of two years, unless the director sooner resigns or is removed from office.
2. The period of a Board member's service may not exceed three consecutive two-year terms, plus extensions, if any. A Board member's third two-year term may be extended if a Board member is elected Moderator or Vice-Moderator and the officer term extends beyond the end of the Board member's third two-year term.
3. A Board Member may be elected to subsequent periods of Board service, such period not to exceed three consecutive two-year terms, plus extensions, if any, provided that at least one year shall have elapsed between the end of a period of service or an extended period of service and the beginning of a subsequent period of service.

**C. Meetings.** The Board shall meet at such times and places and upon such notice as it deems appropriate. It shall meet for organization as soon as possible following the annual meeting of the Association and Conference. Action may be taken without a meeting if the action is written and all members of the Board sign the document affirming the action.

**D. Quorum.** The presence of at least one-half (1/2) of the voting members of the Board shall constitute a quorum at any meeting.

**E. Alternative Electronic Communications.** Directors may participate in a meeting of the Board by means of telephones or other communications equipment by which all persons participating in the meeting can hear each other at the same time, and participation by such means constitutes presence in person at a meeting.

**F. Vacancies.** Vacancies occurring in offices, committees, commissions or the Board of Directors shall be filled by the Board of Directors with such actions to be reported to the next Conference Annual Meeting.

**G. General Synod.** The General Synod is the representative body of the United Church of Christ and is composed of delegates chosen by Conferences, and ex-officio delegates. This Conference shall have that relation to the General Synod of the United Church of Christ as is described in those portions of the Constitution and

Bylaws of the United Church of Christ, which relate to Conferences of the United Church of Christ.

**H. Executive Committee.**

1. **Membership.** The Executive Committee of the Board of Directors shall be composed of the Moderator, the Vice-Moderator, the Treasurer, the Secretary and one appointed member from the Board of Directors with the Conference Minister being an ex-officio member with voice but not vote.
2. **Purpose.** Between meetings of the Board of Directors, the Executive Committee shall have and exercise the authority of the Board of Directors in the management of the Conference, subject, however, to those limitations imposed by law respecting such delegation of authority of the Board of Directors. The Executive Committee shall assist the Moderator and the Conference Minister in the performance of their duties generally and shall assist in the preparation of the agenda for meetings of the Board of Directors. The Executive Committee shall appoint additional help as needed with voice but not vote. The Executive Committee shall consult with and provide for the evaluation of the Conference Minister, provide support to the Conference Minister and serve as a communication channel between the membership of the Association and Conference and the Conference Minister. This Committee shall also assist the Conference Minister and/or the Board of Directors in hiring, supervision, evaluation and support of other paid staff and shall make recommendations to the Conference regarding salary and benefits for paid staff members. The Executive Committee shall perform these personnel duties guided by the Conference Personnel Policies.

The Executive Committee shall evaluate the life and work of the Conference in light of the Covenant, Purpose and Mission Statement and shall provide for regular review of Conference goals and priorities and their implementation.

ARTICLE VIII

**COMMITTEES, COMMISSION AND TASK FORCES**

- A. **Purpose.** Committees, Commissions, and Task Forces shall develop and implement the goals and priorities of the Association and Conference, consistent with the Association and Conference Mission Statement and the vision of the Association and Conference membership and priorities of the Board of Directors.

**B. Membership.**

1. Committee members shall be appointed by the Board of Directors. Appointment of members to the committees, when available, shall be announced and made at the annual meeting of the Association and Conference.
2. Commission members shall be elected at the annual meeting of the Association and Conference.
3. Task Force members shall be appointed by the Board of Directors.

**C. Chairs.**

1. The chairs of the committees shall be elected for a term of two (2) years, renewable for a term of two (2) years, at the annual meeting of the Conference. The chairs of the committees shall be full members of the Board of Directors. After serving two (2) full consecutive terms as Chair, persons shall be ineligible to chair the committee for two (2) years. The Conference annual meeting shall strive to elect no more than half the chairs of the committees in any given year.
2. The chairs of Commissions shall be appointed from within the commission membership. The chairs of the Commissions shall be full members of the Board of Directors.
3. The chairs of Task Forces shall be appointed from within the Board of Directors.

**D. Nominating Task Force.**

1. The Nominating Task Force shall consist of the Vice- Moderator and two persons appointed by the Board of Directors and shall report to the Executive Committee.
2. At least six months prior to the Conference Annual Meeting the Nominating Task Force shall submit a call for nominations to each church in the conference, indicating the positions for which nominations are being solicited.
3. The Nominating Task Force shall make all nominations for election by the Conference Annual Meeting for which the Constitution and the Bylaws do not otherwise provide.

4. Regarding membership of the Board of Directors the Nominating Task Force will seek to have terms staggered.
5. The Nominating Task Force shall, after consultation with the Executive Committee, submit its report to the Conference annual meeting at least twenty-four hours before the elections are scheduled to take place.

E. **Finance Task Force.** The Finance Task Force shall consist of the Moderator, the Vice-Moderator, the Treasurer and two members to be appointed by the Board of Directors. The Conference Minister shall be an ex-officio member with voice but not vote. The Task Force shall have oversight of financial reporting, audit, cash management, investment, insurance and budgeting for the Conference.

The Finance Task Force shall:

1. Develop and recommend annual budgets to the Board of Directors.
2. Review Conference income and expenses at the mid-point of the budget year and recommend to the Board of Directors budget variances when appropriate.
3. Perform or cause to be performed annual financial audits. The audit report, whether or not performed by an independent Certified Public Accountant, shall be presented to the Conference Annual Meeting.
4. Assure that adequate casualty and liability insurance policies are in place.
5. Assure that basic financial reports are produced monthly.

F. **Human Resources Committee.** The Human Resources Committee (HRC) shall have the responsibility of carrying out the Personnel Policies for the Association and Conference, supporting the evaluation process of the Conference staff, and undertaking on behalf of the Board a yearly evaluation of the Conference Minister.

G. **Faith Formation Committee.** The Faith Formation Committee shall have the responsibility for:

1. Assisting local churches with programming resources (including training) for Youth and Young Adult Ministries and Faith Formation for all ages.
2. Developing and facilitating Association and Conference wide youth events that promote fellowship, faith and fun along with mission and ministry programs.

3. Promoting attendance and participation in Regional and National UCC events that enhance Faith Formation and denominational awareness.
- H. **Outdoor Ministries Committee.** The Outdoor Ministries Committee shall have responsibility for programming, staffing and maintenance of Camp Mimanagish and other Conference outdoor ministries.
- I. **Church and Ministry Commission.**
1. **Purpose.** The Church and Ministry Commission shall assist the Conference Minister in the work of pastoral placement, pastoral crisis and church and ministry matters. The Church and Ministry Commission shall have responsibility related to the concerns of authorized ministers within the Association and Conference, such as continuing education programs, salary and compensation guidelines and other such matters as the Conference Minister may assign. The Commission shall oversee all matters relating to standing and authorization for ministry. The Church and Ministry Commission shall use the Manual on Ministry, current edition published by the United Church of Christ, as the governing instrument regarding any questions about this constitution.
  2. **Membership.** The Church and Ministry Commission shall be composed of 12 members of which no more than 6 are authorized ministers with the Conference Minister and Moderator serving as ex-officio members. Elected members serve for three (3) year terms, and may serve up to 2 consecutive terms. The Chair of the Church and Ministry Commission shall be elected, by the Commission, for an annually renewable term, for up to four (4) years.
  3. **Discipline of ministers.** All questions of discipline of ministers shall be addressed by the Church and Ministry Commission and, when deemed advisable by it, reported to the Association and Conference and the Local Church.
  4. **Congregational Standing.** All actions on congregational standing shall first be considered by the Church and Ministry Commission. Recommendations for changes in standing shall be confirmed by the Montana-Northern Wyoming Association and Conference.
- J. **Task Forces and Other Groups.** The Board of Directors shall create Task Forces or other ad-hoc groups to address any other program needs that may arise.

## ARTICLE IX

### **OFFICERS OF THE CONFERENCE**

The Officers of the Conference shall be the Moderator, Vice-Moderator, Secretary, Registrar and Treasurer.

#### **A. Moderator.**

1. The Moderator shall be the President of the Conference and a voting member of the Board of Directors. The Moderator shall chair the Executive Committee and preside at meetings of the Conference, the Board of Directors and the Executive Committee. When presiding at any meeting, the Moderator shall cast a vote only in case of a tie.
2. The Moderator shall serve as an ex-officio member of any Association and Conference committee, commission, and all task forces.
3. The Moderator shall, except as otherwise provided by resolution of the Board, execute all deeds, contracts and other documents requiring the official signature of the Conference.
4. The Moderator shall be responsible for notifying the churches of the annual meeting of the Conference.
5. The Moderator shall be elected by the Conference annual meeting. The Moderator shall serve for a term of two (2) years and shall be limited to a single term in that office.

#### **B. Vice Moderator.**

1. The Vice-Moderator shall be a voting member of the Board of Directors, and the Vice-Chair of the Board of Directors and the Executive Committee, performing the duties of the Moderator in the event of the Moderator's absence, inability or refusal to act or upon the request of the Moderator. In the event of resignation by the Moderator the Board of Directors shall appoint the Vice-Moderator to that position for the completion of the Moderator's term with no effect on eligibility of the Vice-Moderator for a full term. The Vice-Moderator shall chair the Nominating Task Force.
2. The Vice-Moderator shall be elected by the Conference annual meeting. The Vice-Moderator shall serve for a term of two (2) years and shall be limited to a single term in that office.

C. **Secretary.** The Secretary shall serve as recording Secretary of the Conference, the Board of Directors and the Executive Committee, and shall be responsible for keeping a permanent, accurate and legible record of all meetings and transactions. The Secretary shall perform such other duties as the Board of Directors may from time to time direct. The Secretary shall be elected by the Board at its organizational meeting from its voting members to serve a term of one year.

D. **Treasurer.**

1. The Treasurer shall serve as Treasurer of the Conference and as Chair of the Finance Task Force. The Treasurer shall receive and hold monies and properties committed to the Conference in trust and otherwise. The Treasurer shall be responsible for the receipt, accounting and disbursement of all current funds, including income of endowments and trusts, in accordance with such conditions as may be designated. The Treasurer shall see that all contributions for benevolences received in the Conference office from churches or individuals are disbursed in accordance with established UCC procedures and giving consideration to the wishes of the donors. The Treasurer shall be bonded in such an amount as the Board of Directors may require. The Treasurer shall present an account of the year's operations and the status of the treasury to the Annual Meeting of the Conference in the manner determined by the Board of Directors. The Treasurer shall be responsible for sending notices to churches regarding per-capita payments.
2. The Treasurer's responsibility for all checks, drafts and other orders for payment of money, notes, acceptances, or other evidences of indebtedness issued in the name of the corporation shall be determined from time to time by resolution of the Board of Directors. Endorsements for deposit to the credit of the corporation in any of its duly designated depositories may be made without countersignature of any of the corporate officers or other agents to whom the Board of Directors by resolution may have delegated such power and may be made solely upon the hand stamped impression in the name of the corporation.
3. The Treasurer shall be elected by the Board of Directors at its organizational meeting or as soon thereafter as practical for a one (1) year term. The Treasurer may be re-elected without limitation.

E. **Registrar.**

1. The Registrar shall serve as the Registrar for the Church and Ministry Commission of the Association and Conference. The Registrar shall keep the roll of the authorized ministers and member churches of the Association and

Conference. The Registrar shall record and keep minutes for the Church and Ministry Commission meetings and communicate to National UCC offices the results of all actions taken regarding authorized ministries. The record of all proceedings of the Association sitting as an Ecclesiastical Council shall be incorporated in the permanent records of the Association and copies of the same shall be filed in the Conference Office and sent to the Secretary of the United Church of Christ and to such other archives as the Moderator shall designate.

2. The Registrar shall be elected by the Board of Directors at its organizational meeting or as soon thereafter as practical for a one (1) year term. The Registrar may be re-elected without limitation.

## ARTICLE X

### **CONFERENCE EMPLOYEES**

- A. **Conference Minister.** The Conference shall have a Conference Minister and such other staff positions as the Conference shall deem necessary or beneficial to the furtherance of the purpose, goals and priorities of the Conference.

1. **Responsibilities.**

- a. The Conference Minister shall be the spiritual leader and minister of the Conference, having a pastoral relationship with the ministers and churches of the Conference. The Conference Minister shall assist the churches and ministers in matters of placement and supply.
- b. The Conference Minister shall be the Executive Officer of the Conference, keeping before the Conference its vision of mission and ministry and its goals and priorities. The Conference Minister shall be an ex-officio member without vote of all bodies of the Conference. The Conference Minister, among other duties, shall give notice of Conference meetings; shall make an annual report on the state of the Conference, its churches, ministries, and authorized ministers; shall supervise preparation of the statistics for the yearbook of the United Church of Christ; and shall be responsible for the publication of the Conference news. The Conference Minister shall be custodian of the records and papers of the Conference.

2. **Calling a Conference Minister.** When the position of Conference Minister is vacant the Board of Directors shall consult with the Office of the President of

the United Church of Christ and establish a search process and committee which will recommend a candidate to the Board of Directors.

- a. **Election.** The nomination by the Board of Directors made through the search process will be presented to a duly called business meeting of the Conference. The nominee shall be elected upon at least a two-thirds (2/3) affirmative vote of the delegates present and voting. The Conference Minister shall be called for an indefinite period of service. The Conference Minister shall be installed by the Association and Conference at such time and in the manner determined by the Board of Directors.
- b. **Termination.** The employment relationship shall, consistent with Association and Conference Personnel Policies, be subject to termination by either party with or without cause or by mutual agreement upon sixty (60) days notice.

B. **Associate Staff Positions.** By vote at a duly called meeting of the Association and Conference, Associate Staff positions may be authorized, (e.g. Program Associate, Associate Conference Minister). A job description shall be developed by the Conference Minister in consultation with the Executive Committee of the Board of Directors and be adopted by the Board.

1. **Calling a Staff Associate.** The Board of Directors shall establish when needed a representative search committee, including the Conference Minister. A candidate shall be selected by the committee and a call issued by the Board of Directors. The candidate shall be installed at a meeting of the Association and Conference.
2. **Supervision.** The Staff Associate shall be supervised by and accountable to the Conference Minister in consultation with the Board of Directors.
3. **Termination.** The employment relationship shall, consistent with Association and Conference Personnel Policies, be subject to termination by either party with or without cause or by mutual agreement upon sixty (60) days notice.

C. **Other Staff.** Other staff positions may be created by the Board of Directors which in consultation with the Human Resources Committee shall be responsible for the employment, supervision and dismissal of such persons.

## ARTICLE XI

### **ENACTMENT**

These Bylaws shall become effective as of the date of their adoption. Amendments to these Bylaws shall become effective as of the date of their adoption.

## ARTICLE XII

### **AMENDMENTS**

These Bylaws of the Montana-Northern Wyoming Association and Conference of the United Church of Christ may be amended by a two-thirds (2/3) vote of the voting members present and voting at a duly called meeting of the Conference provided that the amendment has been presented to the churches at least thirty (30) days preceding the meeting at which it is to be voted upon.

## ARTICLE XIII

### **HISTORY**

The Montana-Northern Wyoming Association and Conference of the United Church of Christ is a continuation of the Yellowstone Association of the Montana Congregational Conference. The adoption of amendments to these Bylaws on August 20, 2015 replaces the constitution of the Yellowstone Association of the Montana Congregational Conference adopted in 1922 and revised and amended in 1943, 1963, 1979, 1985, 1989, 1995, 2001 and 2013.

## ADDENDUM

### **AFFILIATED AGENCIES and TERMS OF REPRESENTATION:**

#### **Institute for Peace Studies.**

1 representative appointed by UCC for a 3 year term - no limitation on terms

#### **Intermountain Children's Home**

Non specified number appointed by the Intermountain Board for a 3 year term - 3 term limitation

#### **Rocky Mountain College.**

1 representatives nominated by UCC & elected by Rocky for 3 year term - term limitation not specified

#### **Montana Association of Christians (MAC)**

Committee on Church & Society. 1 representative appointed by UCC for 3 year term - 2 term limitation

Assembly of Delegates. 4 representative appointed by UCC, unspecified term, unspecified term limitation

Committee on Faith & Order. 1 representative appointed by UCC for 2 year term - 2 term limitation

#### **Wyoming Church Coalition.**

6 representatives (executive, clergy, alternate clergy, lay, alternate lay) appointed by UCC for a 3 year term - unspecified limitations