

BYLAWS



*Of the
Allegheny Conference
Of the Brethren in Christ Church*

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**ARTICLE I
Name Purpose, Affiliation**

The name of this corporation is the Allegheny Conference of the Brethren in Christ Church, registered May 12, 1960, and incorporated June 16, 1960, in Pennsylvania. (The corporation shall hereinafter be referred to as the Allegheny Conference.)

As part of the Brethren in Christ denomination, the purpose of the Allegheny Conference is to foster a fellowship of believers whose objective is to worship and obey the triune God and to proclaim his gospel to all people. To accomplish this purpose, the Allegheny Conference seeks to provide support and encouragement for each congregation within the conference; to provide an avenue for cooperation and accountability among the congregations of the conference; and to provide a link between these congregations and the denomination.

**ARTICLE II
Membership**

The membership of the Allegheny Conference shall consist of the congregational constituents of the Allegheny Conference, acting by and through their elected delegates, subject to the provisions governing voting membership of the regional conference as outlined in the Manual of Doctrine and Government .

**ARTICLE III
Business Session**

Section A. Structure

The Allegheny Conference shall convene annually, in Business Session (Session) to conduct the business necessary to the functioning of the Conference.

1. The Session shall meet on the first Saturday in April, unless Passion Week is the first week of April, when the Session shall meet on the second Saturday of the month.
2. The Board of Directors shall se the location for meeting of the Session, giving consideration to geographic rotation and adequacy of facilities.
3. Special meeting of the Session may be called by a three-fourths vote of the Board of Directors and notification of the congregations at least 30 days prior to the date of the Session.

4. For the purposes of transacting business at the Session, fifty percent of the voting members shall constitute a quorum.
5. The clerical staff shall be appointed by the Moderator and Secretary as needed to expedite the work of the Session.
6. Voting membership at the Session shall include:
 - a. the Bishop; assigned pastors; ordained and licensed ministers; up to five (5) deacons or church board members (directors); duly elected or designated Delegates of recognized congregations or fellowships within the Conference; the clerical staff of the Business Session; members of Conference agencies; and Conference representatives to other agencies serving either the General Conference or Allegheny Conference.
 - b. Delegates elected by each congregation of the Allegheny Conference, one for every fifty members of fraction thereof.
 - c. Persons seated by special privilege by the Session.
7. Congregations, by way of their council meetings may present items to the Business Session by submitting their issues to the Board of Directors to be considered for inclusion in the Session agenda.

Section B. Funding

Costs relating to the Session shall be met through the regular budgeting process. These costs include rental of facilities and expenses incurred by the offices of the Secretary and Treasurer. Travel allowances to delegates whose costs are excessive may be considered by the Board of Directors upon request.

ARTICLE IV Administration

Section A. General Administration

The president of the corporation (The Bishop of the Allegheny Conference) shall be assisted in the administration of the Conference by the Board of Directors.

Section B. Officers

1. The Bishop of the Allegheny Conference shall be the Moderator.
2. The Assistant Moderator shall be elected from the active ministers of the Allegheny Conference and shall be installed at the end of the Session and shall serve through the following Session. From a nomination ballot, the three highest nominees shall be selected for the election ballot. The Assistant Moderator shall be elected by plurality and shall be ineligible for reelection to this office for five successive years.

3. The secretary shall serve a three-year term. The selection of the Secretary shall be by the recommendation of the Staffing Council to the Board of Directors who shall submit the nominee to the Business Session for confirmation. He/She shall be ineligible to serve more than two consecutive terms.
4. The Treasurer shall serve a three-year term. The selection of the Treasurer shall be by the recommendation of the Staffing Council to the Board of Directors who shall submit the nominee to the Business Session for confirmation. He/She shall be ineligible to serve more than two consecutive terms.

Section C. Administrative Duties

1. The Bishop, as Moderator, shall preside at all Sessions and at the meeting of the Board of Directors. He further shall serve as chief executive officer in relation to the general work of the Allegheny Conference and as ex officio on its boards and committees with voting privilege.
2. The Assistant Moderator shall perform all the duties of the Moderator in case of absence or disability of the Moderator. He shall assist the Moderator during Session and perform other duties as the Moderator may designate. If he replaces the Moderator at Session, another Assistant Moderator shall be elected for that Session.
3. The secretary shall prepare an agenda for the Session and distribute the same to congregations at least two weeks before the session convenes. He shall keep minutes of all Session proceedings as well as those of the Board of Directors. He shall perform all other secretarial duties related to the administrative work of the Allegheny Conference, including any reporting to the General Conference.
4. The Treasurer shall receive contributions from Cooperative Ministries and from any other sources. He shall distribute these funds monthly, or as agreed upon to all Allegheny Conference ministries, in proportion to the budgeted amounts. Restricted and/or designated funds shall be distributed according to the wishes of the donors. He shall keep accounts of all monies belonging to the Allegheny Conference. He shall prepare a proposed budget for the Allegheny Conference Fund for approval. He shall submit a certified financial report to the Session.

ARTICLE V Board of Directors

Section A. Membership

The Board of Directors shall be composed of the Moderator, the Assistant Moderator, the Secretary, the Treasurer, the Allegheny Conference Representative to the General Conference Board, the chairperson of the Ministry Council, Worship Council, Evangelism Council, Discipleship Council and three members-at-large, chosen by the Session, with one of these members-at-large responsible for carrying the Trustee Portfolio.

Section B. Duties

1. The Board shall provide general administrative guidance for the Allegheny Conference.
2. The Board shall function in legal matters on behalf of the Allegheny Conference and hold in custody the Corporation Seal, with authorization for its use.
3. The Board shall authorize the sale of local church properties on behalf of the Allegheny Conference.
4. The Board shall hold in trust, or by its order, the proceeds from church property sales.
5. The Board, acting on behalf of the Allegheny Conference:
 - a. Is responsible for approving all secured loans granted to Allegheny Conference Churches
 - b. Must give approval and guarantee, as required, for all loans made to Allegheny Conference churches by the Brethren in Christ Foundation.
6. The Board shall report all legal actions, authorizations for sale of church property and guarantees for congregational loan requests to the Session for confirmation.
7. The Board shall, when necessary between Sessions, confirm the appointment of local church trustees. Trustees so confirmed shall perform their duties until the next meeting of the Session, when they shall be included with the list of trustees submitted to the Session for confirmation and record.
8. The Board shall plan the place of the meeting and arrange for the entertainment of the Session, announcing the date and place one year in advance.
9. The Board shall, as program committee, plan for the Session sermon, the promotional and inspirational features and the designation of the offering received at the Session.
10. The Board shall recommend to the Session the budgetary requirements for the operation of the Allegheny Conference.
11. The Board shall appoint the member-at-large who will carry the Trustee Portfolio and be responsible for both the background work and the carrying out of the actions of the Board in trustee related matters. This member-at-large, along with the officers of the Board of Directors would form the Trustee Council.
12. The Board (less the Bishop) shall select four members-at-large to serve on the Bishop's Selection Committee in accordance with the Manual of Doctrine and Government.
13. The Board of Directors shall maintain communication, through the Bishop, with the Leadership Council.

ARTICLE VI

Agency Regulations

Section A. Functions and Representations

The work of the Allegheny Conference shall be carried on under the direction of the Board of Directors and the Councils, (hereinafter known as agencies) confirmed by the Session. Memberships on agencies shall be selected with consideration for territorial representation and personal qualifications for service.

Section B. Term of Office

Persons elected or appointed to agencies shall serve three-year terms unless otherwise directed by the Session. They shall be ineligible for immediate reappointment or election at the end of two consecutive terms.

Section C. Organization

All agencies shall organize annually, observing instances where the bylaw may designate certain officers. The Bishop of the Allegheny Conference may serve on all agencies ex officio.

Section D. Reimbursement for Expenses

Agency members shall be entitled to reimbursement for expenses incurred in the discharge of their official duties. An agency not having a treasury of its own shall have its expenses met within budget considerations set by the Board of Directors and approved by the Session.

Section E. Responsibility to Allegheny Conference

All agencies shall be amenable to the Session, through the Board of Directors, to which they shall present an annual general and financial (where applicable) report. Councils may from time to time appoint "Task Forces" to assist them with specific functions. Task Forces shall be amenable to Allegheny Conference through their appointing Council. All financial reports shall be reviewed by competent auditors.

ARTICLE VII Discipleship Council

Section A. Membership and Organization

The Discipleship Council shall be composed of no less than five representative members of the Allegheny Conference. The Council shall organize annually subsequent to the Session, choosing such officers as are necessary to carry out its responsibilities. The Bishop or his representative will work closely with the Council.

Section B. Duties

1. The Council shall promote Christian Education, training, equipping and leadership development within the Allegheny Conference in cooperation with the Bishop.
2. The Council shall prepare and submit budget projections regarding its needs to the Board of Directors Executive Committee.
3. The council shall prepare and submit budget projections regarding its needs to the Board of Directors Executive Committee.
4. The Council shall report its work to each regular meeting of the Allegheny Conference Board of Directors and to the Session.
5. The Council Chair shall sit on the Allegheny Conference Board of Directors.
6. The Council shall reports its work to each regular meeting of the Allegheny Conference Board of Directors and to the Session.
7. The Council, in consultation with the Bishop, shall prepare a document containing job descriptions, policies, procedures, goals and objectives, as well as other items at the Chair's discretion. This Document shall be reviewed no less than annually.

ARTICLE VIII Evangelism Council

Section A. Membership and Organization

The Evangelism Council shall be composed of no less than five representative members of the Allegheny Conference. The Council shall organize annually subsequent to the Session, choosing such officers as are necessary to carry out its responsibilities. The Bishop or his representative will work closely with the Council.

Section B. Duties

1. The Council shall promote extension, expansion and evangelistic outreach within the Allegheny Conference in cooperation with the Bishop.
2. The Council shall maintain communication through the Bishop, with the Leadership Council.
3. The Council shall prepare and submit budget projections regarding its needs to the Board of Directors Executive Committee.
4. The Council shall advise the Bishop in the areas of evangelism and church planting.
5. The Council Chair shall sit on the Allegheny Conference Board of Directors.
6. The Council shall report is work to each regular meeting of the Allegheny Conference Board of Directors and to the Session.

7. The Council, in consultation with the Bishop, shall prepare a document containing Job descriptions, policies, procedures, goals and objectives, as well as other items at the Chair's discretion. This document shall be reviewed no less than annually.

ARTICLE IX Ministry Council

Section A. Membership and Organization

The Ministry Council shall be composed of no less than five representative members of the Allegheny Conference. The Council shall organize annually, subsequent to the Session, choosing such officers as are necessary to carry out its responsibilities. The Bishop or his representative will work closely with the Council.

Section B. Duties

1. The Council shall promote and facilitate loving relationships within the Allegheny Conference. The Council will seek ways to feed the hungry, clothe the naked, heal the sick, release the captive, relieve the suffering of the oppressed, and create a healthy, harmonious accountable community.
2. The Council shall maintain communication, through the Bishop, with the Leadership Council.
3. The Council shall advise the Bishop in the areas of relationships and ministry within the conference.
4. The Council Chair shall sit on the Allegheny Conference Board of Directors.
5. The Council shall prepare and submit budget projections to the Board of Directors Executive Committee.
6. The Council shall report its work to each regular meeting of the Allegheny Conference Board of Directors and to the Session.
7. The Council, in consultation with the Bishop, shall prepare a document containing their job descriptions, policies, procedures, goals and objectives, as well as other items at the Chair's discretion. This document shall be reviewed no less than annually.

ARTICLE X Worship Council

Section A. Membership and Organization

The Worship Council shall be composed of no less than five representative members of the Allegheny Conference. The Council shall organize annually, subsequent to the Session, choosing such officers as are necessary to carry out its responsibilities. The Bishop or his representative will work closely with the Council.

Section B. Duties

1. The Council shall promote and facilitate inspiring worship within the Allegheny Conference. The Council will seek ways to engage the conference in fervent prayer, humble confession, sacrificial fasting, generous giving, and vibrant praise, as well as other acts of obedience that develop and focus devotion and affection on God.
2. The Council shall maintain communication through the Bishop, with the Leadership Council.
3. The Council shall appoint task forces as needed to assist it with special projects, using persons that are particularly gifted in the areas of need at the time.
4. The Council shall advise the Bishop in the area of spiritual exercise and expression within the conference.
5. The Council Chair shall sit on the Allegheny Conference Board of Directors.
6. The Council shall prepare and submit budget projections regarding its needs to the Board of Directors Executive Committee.
7. The Council shall report its work to each regular meeting of the Allegheny Conference Board of Directors and to the Session.
8. The Council, in consultation with the Bishop, shall prepare a document containing job descriptions, policies, procedures, goals and objectives, as well as other items at the Chair's discretion. This document shall be reviewed no less than annually.

ARTICLE XI Staffing Council

Section A. Membership and Organization

The Staffing Council will adhere to the requirements of the Brethren in Christ Church Manual of Doctrine and Government, Article II, Section 10, Nominating Committee. Membership of the Staffing Council shall be comprised of the Bishop, the Assistant Moderator, the Secretary, the Ministry Council Chair, the Worship Council Chair, the Evangelism Council Chair, the Discipleship Council Chair, and three members-at-large. Members-at-large shall be named by the Board of Directors with consideration for continuity, geography and ability. Members-at-large shall be appointed for three year terms with one of the terms expiring each year. Members-at-large shall be confirmed at the Session. The Bishop shall chair the meetings and the Secretary shall serve as the Secretary to the Staffing Council.

Section B. Duties

1. The Council shall present to the Board of Directors one nominee for each vacancy on regional conference agencies and for the offices of Secretary and Treasurer.

The Board of Directors will submit nominees to the Business Session of the Allegheny Conference for confirmation.

2. The Council shall present to the Board of Directors three nominees for the position of Allegheny Conference member on the General Conference Board. The Committee shall also present three nominees for each member-at-large position on the Board of Directors of the Allegheny Conference. The Board of Directors will submit the nominees to the Business Session of the Allegheny Conference for election by majority vote.

ARTICLE XII

Christian Retreat Center

Section A. Purpose

The Christian Retreat Center serves the Allegheny and Susquehanna Conferences by providing opportunities for evangelism, nurture and Christian service through camping activities, both indoor and outdoor.

Section B. Governance

The Center operates under the supervision of the Christian Retreat Center Board of Trustees. This board is made up of three persons chosen by the Allegheny Conference, in accordance with their Bylaws, three chosen by the Susquehanna Conference, and up to four persons chosen by the Board of Trustees. All members shall be confirmed by their respective Conferences and shall serve three year terms.

Section C. Amenability

The Christian Retreat Center Board of Trustees shall report annually to both conferences.

ARTICLE XIII

Roxbury Holiness Camp, Inc

Section A. Purpose

The purpose of Roxbury Holiness Camp, Inc. shall be to glorify God by developing and maintaining a Christian camping ministry that promotes the worship of Almighty God, that proclaims the Bible and its message of holiness that leads people to faith in Jesus Christ as their Savior and Lord, and that meets people's spiritual and physical needs through a variety of programs and methods.

Section B. Governance

Roxbury is governed by a Board of Directors of not less than sixteen members. This Board of Directors is made up of three persons appointed by each of the Allegheny,

the Atlantic and the Susquehanna Conferences and seven persons named by the Board of Directors. Each shall serve a three-year term.

Section C. Amenability

Roxbury Holiness Camp Board of Directors shall submit both general and financial reports to each of the three Conferences represented on its Board of Directors.

ARTICLE XIV Church-related Institutions

Institutions related to the General Conference or a regional conference of the Brethren in Christ Church shall have the privilege of promotional and reporting the Session. Requests for such promotion shall be made through the Secretary and approved by the Allegheny Conference Board of Directors.

ARTICLE XV Conference Representatives to Other Agencies and Ministries

Agencies, ministries, and organizations not otherwise specifically addressed within these Bylaws may request a formal connection with the Allegheny Conference Board of Directors by way of the Bishop. If the Allegheny Conference Board of Directors approves a request, the Allegheny Conference Staffing Council will work, in cooperation with the requesting organization, to locate a liaison and present that name to the Allegheny Conference Board of Directors for approval. Once approved, the liaison shall serve the requesting agency within the scope of the Allegheny Conference Bylaws and Guidelines.

The Allegheny Conference Secretary shall maintain a current record of formal connections established with requesting agencies. The Allegheny Conference Board of Directors will receive reports from liaisons and review the list of formal connections at their first meeting in each calendar year. Relationships deemed unnecessary or counter productive will be dissolved.

ARTICLE XVI Bylaw Amendment

Section A.

These Bylaws may be altered, amended, or repealed by approval of two-thirds of the voting members attending any Session, provided that such changes have been duly proposed and explained in the printed agenda distributed prior to that Session.

Section B.

Any portion of these Bylaws may be suspended for a period of one year by approval of seventy-five percent of all voting members at the Session.