

**Bylaws**  
**Presbyterian Church Business Administrators' Association**  
**Presbyterian Church (U.S.A.)**  
**Presbyterian Church in Canada**

**Article I**

**NAME**

The name of this organization shall be the Presbyterian Church Business Administrators' Association (PCBAA).

**Article II**

**PURPOSE**

The purpose of the Association shall be to promote the extension of God's kingdom through annual meetings of the membership in a program of continuing education, service, and fellowship designed to deepen and strengthen our lives, spiritually and professionally, and encourage members to work for the betterment of the Christian church throughout the world.

**Article III**

**DURATION**

The duration of the Association shall be perpetual.

**Article IV**

**OFFICE OF RECORD**

The official office of record for the Association shall be the mailing address of the Association's staff. When there is no staff, the office of record shall be the mailing address of the Association's Secretary or Treasurer.

## **Article V**

### **MEMBERSHIP**

A. **ACTIVE** - Active member status shall be granted to all persons who are employed full-time or whose principal vocation is in business administration in a local church, governing body, board, agency, or institution of the Presbyterian Church (U.S.A.), other organizations supported by the Presbyterian Church (U.S.A.), or the Presbyterian Church in Canada and who subscribe to and agree to support the aims and purposes of PCBAA and be governed by its Bylaws. Active membership is effective upon payment of dues and continues in force so long as dues remain current. Active members are eligible to vote and to hold office.

B. **CONTRIBUTING** - Contributing member status shall be granted to individuals or companies/churches not meeting the qualifications for active membership and who desire to join in support of PCBAA, its purposes, and its programs. Contributing membership is effective upon payment of dues and will continue in force so long as dues remain current. Contributing members are ineligible to vote or to hold office.

C. **HONORARY** - Honorary membership shall be bestowed upon a person, church, or organization for its services to the Church in the field of church business administration. Honorary members are not subject to dues assessment and they are ineligible to vote or hold office.

D. **EMERITUS** - Emeritus membership shall be granted to all active members who upon full retirement from church employment are in good standing with the Association, make written application to the Association, and are recommended for such status by the Membership Committee. Emeritus members are not subject to dues assessment but are eligible to vote and hold office.

## **Article VI**

### **MEETINGS**

A. The Presbyterian Church Business Administrators' Association shall hold a conference once a year. Ordinarily, the conference will be at the location of the annual conference of the National Association of Church Business Administration (NACBA) and will run concurrently with the NACBA conference. A different time and/or location can be set by the vote of the active membership at the preceding conference.

B. A special meeting of the Association may be called at the discretion of the Executive Committee or by written request of any ten (10) active members, submitted to the Executive Committee. At least one (1) month's notice shall be required for a special meeting. The notice for special meetings shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted. Where a special meeting has been called, the minutes of

the meeting will be read and approved at the next regularly scheduled conference.

C. A quorum for transactions of business at any meeting shall consist of twenty percent (20%) of the active membership. In case a quorum is not present at any meeting, those present shall have the power to adjourn the meeting until the requisite number of voting members shall be present.

D. All elections and questions shall be decided by majority vote at any meeting at which there is a quorum, except in such cases as shall be required or permitted by these Bylaws.

## **Article VII**

### **OFFICERS AND COMMITTEES**

A. **OFFICERS.** The elected officers of the Association and their duties shall be as follows:

1) The President shall preside at all general meetings, serve as the chairperson of the Executive Committee, exercise general leadership of the organization in accordance with these Bylaws, and serve as ex-officio member of all committees.

2) The President-Elect shall assume the role of the President in the latter's absence and serve as ex-officio member of all committees.

3) The Secretary shall handle all correspondence; maintain a permanent record of minutes; deliver minutes of official meetings to the national office no later than thirty (30) days after such meeting; maintain official documents and records as needed; act as Historian; and perform other duties appropriate to that office.

4) The Treasurer shall provide an accounting of all receipts and disbursements; render an annual financial statement as of May 31; present a financial report at the annual business meeting; audit financial records kept by the PCBAA office; and execute other duties appropriate to that office.

### **B. BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

1) The Board of Directors. The Officers of the Association and the Chairs of the Standing Committees shall constitute the Board. The Board shall consist of the President, President Elect, Secretary, Treasurer, and the chairs of the Standing Committees of PCBAA listed in Section C of Article VII.

2) Definition of the Board's responsibilities and meetings -The Board of directors shall manage the affairs of the Association and meet at least 4 times during the year to transact business. Board meetings will be conducted by conference call or in person, depending on

availability of the board members. The first meeting will be in the early Fall to organize the board, make assignments for the year, review/evaluate the annual conference, and start the planning for the next year's conference. A Winter meeting will be held to check on where the committees are with their assignments, update the conference planning, and other business of the association as needed. The Spring meeting will focus mainly on the annual conference, as well as receive the intentions of the current officers and committee chairs relative to continuing in their current offices and/or committees (so long as they are still eligible to serve in that office). The Summer/Annual meeting will be held at the beginning of the annual conference.

3) Executive Committee. The officers of the Association shall constitute the Executive Committee. The officers of the Association are the President, the President elect, The Secretary, and The Treasurer. The Executive Committee shall manage the affairs of the Association during the times the board is not able to meet.

4) Vacancies occurring within the Board shall be filled by Executive Committee appointment. Person(s) so appointed shall serve until successor(s) is (are) duly elected at the next annual meeting or at any meeting called for that purpose.

C. STANDING COMMITTEES: The following shall be standing committees of the Presbyterian Church Business Administrators' Association.

1) The Membership Committee Chairperson shall be nominated by the nominating committee and elected at the annual conference. The Chairperson in turn shall appoint additional committee members, sufficient in number, to assure job accomplishment. The primary task of this committee shall be handling membership applications, and the planning and execution of the continuous membership drive for new members.

2) The Conference Planning Co-chair persons shall be nominated by the nominating committee and elected at the annual conference. The Co-chair persons in turn shall appoint additional committee members, sufficient in number, to assure job accomplishment. This committee shall be responsible for the planning, budgeting, coordinating and staging of the annual conference.

3) The Nominations Committee Chair person shall be nominated by the nominating committee and elected at the annual conference. The Chairperson in turn shall appoint additional committee members, sufficient in number, to assure job accomplishment. This committee shall prepare and present a slate of officer and committee chair nominees at each annual conference.

4) The Certification Committee Chairperson shall be nominated by the nominating committee and elected at the annual conference. The Chairperson in turn shall appoint additional committee members, sufficient in number, to assure job accomplishment. This committee shall be responsible for managing certification programs and other forms of professional development.

5) The Communications Committee Chairperson shall be nominated by the nominating

committee and elected at the annual conference. The Chairperson in turn shall appoint additional committee members, sufficient in number, to assure job accomplishment. This committee shall be responsible for producing a quarterly newsletter for members of the Association and updating the Association's web site.

6) The Bylaws Committee shall be nominated by the nominating committee and elected at the annual conference. The Chairperson in turn shall appoint additional committee members, sufficient in number, to assure job accomplishment. This committee shall be responsible for updating the Association's bylaws as needed. Changes to the Bylaws must be made in accordance with Article 12.

## **ARTICLE VIII**

### **ELECTION OF OFFICERS**

A Officers shall ordinarily be elected annually and should serve for one year or until their successor has been elected and installed and are eligible to be re-elected for one additional year except for the Treasurer. No officer except for Treasurer may immediately succeed themselves after a second year in the same office, the Treasurer may be re-elected for a third year. All officers must be certified by the Presbyterian Church Business Administrators Association.

B. The President-Elect, upon completion of his/her term, will ordinarily be nominated by the Nominating Committee for the office of President. However, if he/she is unable to serve as President, another person may be nominated.

C. Nominations may be made from the floor providing consent has been obtained from the person whose name is to be entered in nomination.

D. Secret ballot shall be used if there is more than one (1) candidate for any office.

E. The election shall be held during the final session of the annual conference and the officers elected shall take office immediately following the election.

## **Article IX**

### **STAFF**

The Executive Committee may hire part-time staff and authorize expenses for those persons, subject to the availability of funds from the treasury. Such staff shall assist the Secretary and Treasurer, Membership Committee, Certification Committee, Communications Committee, Nominations Committee, Conference Planning Committee, and Bylaws Committee and others as directed by the Executive Committee.

## **Article X**

### **DUES**

A. Dues shall be assessed of each active and contributing member of the Association. The amount shall be determined by the Executive Committee and approved by the membership-at-large. Dues shall not be increased without one (1) year's prior notice.

B. All dues shall be paid annually.

## **Article XI**

### **PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order*, Newly Revised Edition, shall apply.

## **Article XII**

### **AMENDMENTS**

These Bylaws may be amended by a two-thirds (2/3) vote of the active membership present and voting provided that written notice of amendment has been submitted to the membership by mail at least two (2) weeks prior to the meeting.

## **Article XIII**

### **DISSOLUTION CLAUSE**

If at any time the Presbyterian Church Business Administrators' Association (PCBAA) be lawfully merged or consolidated with any other group related to the Presbyterian Church Business Administrators' Association activities, all the provisions hereof in respect to the Association shall be deemed to have been made for and in behalf of such merged group entity, which shall be entitled to receive all the assets and benefits of said Association and shall be obligated to administer the same in all respects and in accordance with the terms thereof. In the event of dissolution of the Presbyterian Church Business Administrators Association, the Church Vocations Ministry Unit of the Presbyterian Church (U.S.A.) or its successor shall become the

legal owner of any assets and shall be obligated to administer the same in all respects and in accordance thereof.

Adopted July 18, 1998  
Susan Hall, President

Revised July 14, 2008  
Revised July 19, 2009