

**Constitution and By-Laws
Of the
Huntsville Presbytery Sunday School Convention
Cumberland Presbyterian Church in America**

Article I-Name

This organization shall be an auxiliary of the Huntsville Presbytery of the Cumberland Presbyterian Church in America and shall be known as the Huntsville Presbytery Sunday School Convention.

Article II-Purpose

The purpose of this organization shall be to assist the church schools in the Huntsville Presbytery in providing quality Christian education through organized programs of instruction as directed by the Huntsville Presbytery.

Article III-Mission

The Huntsville Presbytery Sunday School Convention is an auxiliary of the Huntsville Presbytery and functions under the guidance of the Huntsville Presbytery in matters related specifically to Sunday School activities.

Article IV-Official Meeting

The convention shall hold an annual meeting during the first several days or whenever the Huntsville Presbytery so deem (in the same location) of the week when the Huntsville Presbytery holds its annual meeting.

Article V-Membership

Section I- Voting Members

Voting members shall be the officers of the Sunday School Convention and the delegates duly selected by their churches to represent their congregations at the convention.

Section II- Participating Members (non-voting members)

Participating members are persons attending the convention from any of the nineteen (19) churches that make up the Huntsville Presbytery but is not a

delegate duly selected by their church to represent their congregation at the convention. They may serve on committees and perform other functions assigned by the convention. However, they are not eligible to vote on matters brought to the convention floor.

Article VI-Officers

The officers of this organization shall be President, Vice President, Recording Secretary, Assistant Recording Secretary, and Chaplain.

Article VII-Election of Officers

Section I-Eligibility

To be eligible for an office in this organization, a person shall be a delegate at the time he/she is nominated for an office. The delegate must also be an adult. This body defines an adult as age 18 & above.

Section II-Mode of Election and Term of Office

The election of officers shall be every year. The election of officers shall be by secret ballot from a slate of candidates recommended by a nominating committee elected by the convention (although, other names may be nominated from the floor). The nominees receiving the highest number of votes shall be declared elected. In case of a tie, a run-off shall be held between the two nominees. Term of office shall be two years. The President, Assistant Recording Secretary and Chaplain shall be elected in odd years. The Vice President, Recording Secretary and Assistant Chaplain shall be elected in even years. No officer can serve more than two (2) consecutive terms, which is four (4) years.

Article VIII-Duties of Officers

Section I-Duties of the President

The president shall preside over the convention, chair the Executive Committee, appoint committees, and perform other duties as may be appropriately required.

Section II-Duties of the Vice President

The Vice President serves on the Executive Committee, perform the duties of the president when the president is unable, **chair the Future Work Committee**, and may also perform special tasks assigned by the president.

Section III-Duties of the Recording Secretary

The recording secretary shall keep the records of all meetings of the convention and the minutes of the Executive Committee meetings.

Section IV-Duties of the Assistant Recording Secretary

The assistant recording secretary shall assist in conducting the official correspondence of the convention, issue calls and notices of the meetings of the Executive Committee, and perform the duties of the recording secretary when needed.

Section V-Duties of the Chaplain

The chaplain shall conduct devotional services for the organization when the convention is in session, **at the Executive Committee meetings**, and perform other related duties assigned by the president.

Section VI-Duties of the Assistant Chaplain

In the absence of the chaplain the assistant chaplain shall conduct devotional services for the organization when the convention is in session, **at the Executive Committee meetings**, and perform other related duties assigned by the president.

Article IX-Committees

Section I-Standing Committees

The Executive Committee-This committee shall be composed of the current officers in the convention, chairpersons of the standing committees, the Dean, and the three members-at-large elected by the convention. The three members-at-large elected by the convention shall serve for a term of two (2) years. Vacancies that may occur as a result of members' death or resignations will be filled by appointment of the president with the approval of the Executive Committee. The committee shall meet at the same time and place of the annual convention and at such other time and place as may be necessary to conduct the business of the convention. The committee shall take no action contrary to any decisions made by the convention at its annual meeting. **The quorum for this committee shall be a simple majority. A simple majority is more than half.**

The Executive Committee, with the recommendation from the president, shall appoint the Dean. The dean shall be given the responsibility of developing plans for implementing the Sunday School curriculum, selecting the instructional staff and supervising the classes of the HPSSC.

Future Work Committee-This committee shall consist of the vice president and four (4) members elected by the convention. The vice president of the convention will serve as chairperson of the committee. This committee will be responsible for long-range planning. **The four (4) members elected by the convention shall serve no more than two (2) consecutive terms, which is four (4) years.**

Section II-Select Committees

Audit Committee- This committee shall consist of at least three (3) members to be appointed by the president for the purpose of auditing the Finance Committee's Report and to review the budget of the convention to determine if the convention is functioning within the prescribed budget guidelines that have been established by the body.

Budget Committee-This committee will consist of at least three (3) members to be appointed by the president for the purpose of preparing the annual budget for the convention.

Finance Committee-This committee shall consist of at least three (3) members to be appointed by the president for the purpose of preparing financial matters at the convention. The committee is to handle all monies

received during the meeting (Wednesday Night Worship). Upon adoption of the Audit Committee's Report, the Finance Committee shall turn over all monies and a list of disbursements to the Huntsville Presbytery Board of Budget and Finance.

Nominating Committee-This committee shall consist of five (5) voting members (delegates) elected by the convention to recommend nominees for officers in the convention.

Statistics Committee-This committee shall consist of at least three (3) members to be appointed by the president to review the statistics of the local churches in the Huntsville Presbytery.

Memorial Committee-This committee shall consist of at least three (3) members to be appointed by the president for the purpose of making the convention aware of the deceased Sunday School members of each local church in the Huntsville Presbytery.

Executive Review Committee-This committee shall consist of at least three (3) members to be appointed by the president for the purpose of reviewing the work of the Executive Committee to determine if the Executive Committee has met and transacted business in the best interest of the convention as a whole; and that they did function within the guidelines of the Constitution and By-Laws and the instructions of the body. This convention shall concur with recommendations that the Executive Committee offers or replace those recommendations with recommendations that are better suited for the convention.

Resolution Committee-This committee shall consist of at least three (3) members to be appointed by the president for the purpose of bringing additional business to the body for further consideration and another method or means of getting important issues to the body's attention. The resolution committee can obtain resolutions from any delegate or anyone who is a registered member. The committee may also draft resolution (s).

Communication Committee-This committee shall consist of at least three (3) members to be appointed by the president for the purpose of reviewing any and all communications addressed to the body that are general in nature.

Article X-Amendments

The Constitution and By-laws may be amended by two-thirds (2/3) vote of the voting members at an annual meeting of the convention provided the following conditions are met:

1. Notice in writing of the proposed amendment has been submitted to the president at least 90 days prior to the date of the convention.
2. Churches have been notified in writing of the proposed amendment at least 60 days prior to the date of the annual convention.

Article XI-Representation

Representation from the churches to the convention shall be determined as follows:

<u>Membership</u>	<u>Delegates</u>
1– 20	1
21– 40	2
41– 60	3
61– Above	4

Article XII-Quorum

Delegates from one-third (1/3) of the churches in the Huntsville Presbytery shall constitute a quorum.