

The Vice President shall preside at those meetings for which the President cannot be present. In addition, the Vice President shall chair the Program Committee.

The Secretary/Treasurer shall keep a careful record of all meetings of the Council and Executive Committee, see that meeting notices are mailed at the proper time, and attend to the general correspondence of the Council. In addition, the Secretary/Treasurer shall receive all money from dues and other sources and disburse such sums as are directed by the Executive Committee.

### Article VII Committees

There shall be an Executive Committee and standing committees as follows:

The Executive Committee shall consist of the elected officers. It shall have custody of all property of the Council and transmit any necessary business between members of the Council. The Executive Committee shall be empowered to fill any office left vacant for the duration of the unexpired term.

The Program Committee shall be chaired by the Vice President and shall include but not be limited to the two (2) Ministers-Elect from the Executive Committee.

The Nominating Committee shall consist of three (3) members appointed every two years by the President to propose a slate of members to present at the general election.

Other committees may be created by the President with the approval of the Executive Committee. Committee Chairs may be appointed by the President with the approval of the Executive Committee.

### Duties of Committees

The Executive Committee shall meet at least once (1) a year or prior to the next Annual Meeting and to discuss of such other business necessary to be transacted between meetings of the Council. Executive Committee meetings may be called at the discretion of the President. Officers shall conduct all of the meetings at least two weeks in advance.

The Program Committee shall develop the program content of the general and annual meetings.

The Nominating Committee shall conduct a general election of officers to be elected every two (2) years at every other Annual Meeting.

The duties of other committees shall be set by the Executive Committee.

### Article VIII Amendments

These Bylaws may be amended by a majority vote at any regular meeting provided all members have been notified in writing one (1) month in advance of that meeting.

Approved and attested:  
I, Clerk of the Council  
  
*Barbara J. Mitchell*  
Clerk of the Council

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The Secretary/Treasurer shall keep a careful record of all meetings of the council and Executive Committee, see that meeting notices are mailed at the proper time, and attend to the general correspondence of the council. In addition, the Secretary/Treasurer shall receive all money from dues and other sources, and disburse such sums as are directed by the Executive Committee.

## Article VII Committees

There shall be an Executive Committee and standing committees as follows:

The Executive Committee shall consist of the elected officers. It shall have custody of all property of the council and transact any necessary business between meetings of the council. The Executive Committee shall be empowered to fill any office left vacant for the duration of the unexpired term.

The Program Committee shall be chaired by the Vice President and shall include but not be limited to the two (2) Members-at-Large from the Executive Committee.

The Nominating Committee shall consist of three (3) members appointed every two years by the President to prepare a slate of nominees to present at the biennial elections.

Other committees may be created by the President with the approval of the Executive Committee. Committee Chairs may be appointed by the President with the approval of the Executive Committee.

## Duties of Committees

The Executive Committee shall meet at least once (1) a year to plan the next Annual Meeting and to dispose of such other business necessary to be transacted between meetings of the council. Executive Committee meetings may be called at the discretion of the President. Officers must receive notice of the meetings at least two weeks in advance.

The Program Committee shall develop the program content of the general and annual meetings.

The Nominating Committee shall compile a potential list of officers to be elected every two (2) years at every other Annual Meeting.

The duties of other committees shall be set by the Executive Committee.

## Article VIII Amendments

These Bylaws may be amended by a majority vote at any regular meeting provided all members have been notified in writing one (1) month in advance of that meeting.

Adopted unanimously  
7 October 1993

*Barbara J. Mathews*  
Secretary/Treasurer