

Standing Rules of the Ministers Council ABCUSA as of April 2019
To be used with Constitution and By Laws of the Ministers Council ABCUSA
as amended effective January 1, 2019

Adoption and Revision

A standing rule is a rule that relates to the details of the administration of a society and which can be adopted or changed the same way as any other act of the deliberative assembly to which the rule applies.

Local Chapters (see Article V)

- A local Ministers Council Chapter is a related organization of this body, which exists within an American Baptist Region, in a portion of an American Baptist Region, or in an area that covers more than one American Baptist Region.
- Local Chapter activities and expenses are covered by national non-profit status only if national dues are paid for its members.
- National members are expected to also join and pay dues to a Local Chapter, unless there is no Local Chapter near them or there are obstacles preventing their participation in Local Chapters.
- When Local Chapters based on geography overlap Local Chapters based on affinity or other associational status, members are expected to pay national dues only once.
- Local Chapters with members who qualify for more than one Local Chapter are encouraged to discuss ways of cooperating in activities and may consider reduced Local Chapter Dues for those members willing to take on dual Local Chapter memberships.

Local Chapter Responsibilities (see Article V)

- Organize and select at least a President, Treasurer, and Local Chapter Representative.
- Provide regular workshops, retreats, or other forms of engagement for its members in order to increase professional effectiveness, encourage personal/spiritual wholeness, and make collegial connections.
- Set and collect local dues.
- Collect and remit national dues, including names, addresses and emails of members.
- Provide annual reports, including names and contact information of officers.
- Send their Local Chapter Representative, or a substitute, to the Biennial Meeting and hold him/her accountable for participation in business meeting and conference calls.
- It is recommended that the Local Chapter use part of its local dues to pay expenses of its Representative(s) to attend the Biennial Meeting not paid by national. (see "Costs" below)
- Advocate for use of the Covenant and Code of Ethics by churches in its region.

National Membership Categories (Article VI, Section 1)

- Among those individuals eligible under Article VI, Section 1 of the By Laws are ordained individuals, commissioned individuals, lay professionals, and students in seminary.
- Honorary Life membership will not be granted for the 2015 membership year or after. Life Memberships granted through April 30, 2014 shall retain their Life membership status.

National Dues (see Article VI, Sections 2-3)

- Shall be collected annually.
- Shall cover the calendar year.

- Every effort will be made to submit national dues by April 30th of the year covered.
- Dues received after October 31st will be counted as dues for the following calendar year.

Dues Structure (see Article VI, Section 4)

- References to categories (seminarian, retired, missionary, etc.) will be removed. Instead, dues will be based on the member's income, following the chart below:

Annual income of	Should pay dues of
> \$60,000	\$100
\$25,000-\$59,999	\$ 50
\$10,000-\$24,999	\$ 25
<\$10,000	\$ 10

- Income levels will not be verified; members will pay appropriate amount based on the honor system.
- The dues of members of National Officers and Local Chapter Representatives must be current at the time of election/appointment and through the duration of their term in office.
- The Leadership Team and Local Chapter Representatives shall review the effectiveness and fiscal viability of the current dues schedule each Biennial.
- The Leadership Team shall consider the MMBB Compensation Analysis annually and adjust the income categories of national dues to ensure the average salary is in the \$50 dues range.

Costs

- National dues cover the operational costs of the national Ministers Council, including expenses of two Leadership Team meetings; underwrite the Biennial Meeting program; and cover part (currently 50%) of the expenses of Local Chapter Representatives to attend the Biennial Meeting of the Ministers Council.
- Additional Local Chapter Representatives may be seated when the [grand-fathered] non-dues-paying Life Membership numbers are included in the total membership count, provided that the Local Chapter funds 100% of the expenses of each additional Local Chapter Representative, from 2015 and afterwards.
- Local Chapter dues underwrite local programming and may cover or contribute to the costs for their Local Chapter Representative(s) to attend the Biennial Meeting of the Ministers Council.
- Local Chapter Representative(s) will cover any of their own expenses not covered by National or the Chapter. They are encouraged to seek church continuing education and/or conference support.
- Local Chapters may request discounts for their dues or stipends for their Representative if in financial straits.
- The Leadership Team and Local Chapter Representatives shall review the effectiveness and fiscal viability of the current cost sharing schedule each Biennial Meeting.
- Expenses for the Biennial Meeting and Leadership Team Meetings shall be economical, covering the cost of a shared double room, meals, travel in coach/economy , and booked at least 21 days in advance.
- Transportation by auto will be reimbursed up the cost of reasonable air fare, as described above.

Scholarship Fund

- When donors have provided funds for Scholarships, they shall be distributed by the Leadership Team upon recommendation of the Coordinator of Membership and Chapter Development or the Chapter Representatives Coordinator.

- Priority granting of scholarships shall go to Representatives from inactive or struggling chapters who have pledged to work to revitalize the chapter and to Representatives from active chapters whose funds a given year are insufficient to cover half of their expenses.

Draw on Endowment (see Article VIII, Section 1)

- Beginning in 2018, a reasonable draw on endowment is 5%. This number can be changed by a majority vote of the Leadership Team, but should remain at or near the reasonable draw accepted by other reputable Governing or Trustee Boards of non-profits.

Duties of Officers (see Article VII)

Removal of Officers (see Article VII, Section 4)

- Causes for removal of an Officer by the Leadership Team or Local Chapter Representatives shall include, but not be limited to dereliction of assigned duties, embezzlement, sexual abuse or harassment, assumption of powers not assigned by due process, violation of the Code of Ethics, violation of standard conflict of interest procedures, repeated failure to work cooperatively with fellow officers and behavior destructive to a healthy team dynamic.

Representation of Ministers Council within ABCUSA (see Article VIII, Section 2)

- The President and Vice President may represent National Ministers Council at any denominational gathering or on any denominational committee.
- If neither the President nor the Vice President is willing, the Leadership Team may appoint a Representative.
- Attendance by a Representative at the National Leadership Council, the Mission Table and the Joint Review Committee on Nominations shall be included in the budget.
- The Leadership Team may/must approve the use of funds to send a National Representative to other events or meetings.

Terms of Local Chapter Representatives (see Article IX, Section 1)

- In selecting its Representative(s), Local Chapters shall consider both sharing the opportunity to serve and the need for continuity. A single four-year appointment is recommended.
- A Local Chapter Officer may also serve as that Chapter's Representative.
- National Ministers Council functions on a calendar year, and requests that Local Chapter Representatives for each year be named by January 1st.

Chapter Representatives Team (see Article IX, Sections 3-4)

- The Chapter Representatives Team will meet at least quarterly by electronic means and use email or other technology to work on ongoing projects.
- Each Local Chapter Representative will provide reports from and to his/her Local Chapter.
- The Ministries Team may provide recommendations for Biennial Meeting emphases and speakers to the Biennial Meeting Committee.
- The Ministries Team will select appropriate means of communicating ideas, successful programs, and best practices to members of the Ministers Council directly and/or to Local Chapter officers.
- The Ministries Team will discuss programming possibilities at the local and national levels.

Biennial Meeting (see Article X)

- All dues paying members of the Ministers Council who are not members of the Leadership Team and/or Local Chapter Representatives may have voice, but not vote, at the business session of the Biennial Meeting.
- The Biennial Meeting shall include a business session for Local Chapter Representatives and the Leadership Team, and additional opportunities for education, inspiration, and discussion of items of concern to ministerial leaders. Recommended activities include prayer teams, a Sabbath period, fellowship gatherings, and table conversations.

Committees (see Article VII, Section 3g and Article XI, Sections 3h and 5)

- Officers may appoint committees or task forces as needed. Appointments shall be reported to the Leadership Team and, if financial support is required, must be approved by the Leadership Team.
- A majority of members of each committee and task force must be currently active members of the Ministers Council. Remaining members may be drawn from any valuable source, ministerial or lay, American Baptist or other.
- Committees and task forces shall serve only as long as the specific program or event assigned to them requires.
- Active members of the committees and task forces shall serve at least one year, but may serve as long as the committee/task force continues, even if his/her status (for example, as a Local Chapter Representative) changes.
- The Officer appointing them may remove inactive or ineffective members of committees and task forces.

Other Meetings

- The Leadership Team shall convene before and/or after the Biennial Meeting and at least one other time each calendar year, and electronically monthly or as needed.
- The Chapter Representatives shall organize at Biennial Meeting, conduct electronic meetings at least quarterly, and shall meet electronically as needed on other topics.
- The Personnel Committee shall meet at least annually and may do so electronically.
- The Nominating Committee shall convene at Biennial Meeting and meet electronically between meetings as needed.

Nominating Procedures (see Article XII, Section 2)

- The Nominating Committee is to announce openings at least one month before the Biennial Meeting and consider recommendations from members.

Journals and Publications

- National Ministers Council may publish a journal or journals related to its mission.
- The Leadership Team shall oversee such publications, including appointing the editor(s), and determining the funding, subscription rate and eligibility to receive the journal(s).
- The editor(s) and contributors shall provide services and material free-of-charge, unless the Leadership Team identifies special cause for compensation.
- If the Board requests that the editor(s) or specific contributor(s) attend any given meeting or gathering, the Board will designate the amount of compensation to be offered and its source before making the request.