

**THE UNITED METHODIST MEN  
OF THE NORFOLK DISTRICT  
OF THE UNITED METHODIST CHURCH**

**CONSTITUTION AND BYLAWS**

Constitution Revised: July 20, 2002  
Bylaws and Constitution Approved: September 14, 2002  
Bylaws Revised: July 20, 2002

## **Preamble**

Having the knowledge of the rich blessings which God has given us, especially the realization that we have Jesus Christ as our Lord and Savior, we, the United Methodist Men of the Norfolk District of the United Methodist Church, freely join our hearts and hands in Christian fellowship. In so doing we rededicate ourselves, our time, our talents, and our resources to the building of the Kingdom of God through the spreading of the Gospel of Jesus Christ. We continue our sincere faith in daily prayer to Jesus Christ asking Him to keep us steadfast in all our thoughts, words, and actions so that His Kingdom may be glorified both here and hereafter.

## SECTION I

### CONSTITUTION

**The Constitution of the United Methodist Men of the Norfolk District of the Virginia Conference of the United Methodist Church shall be revised to be consistent with *The Book of Discipline of the United Methodist Church*. This Constitution follows ¶ 665. of the *Book of Discipline*.**

### **Article 1. Name**

The name of the organization shall be: The Norfolk District United Methodist Men of the United Methodist Church, hereinafter referred to as the Norfolk District UMMen. This organization shall be auxiliary to the jurisdictional committee on United Methodist Men and to the General Commission on United Methodist Men.

### **Article 2. Function**

The functions of the Norfolk District UMMen shall be to work with all men within the Virginia Conference UMMen, district organizations and the local units of United Methodist Men in developing programs to meet the needs and interests of men and the concerns and responsibilities of discipleship; to assist in personal witness and evangelism; to enable outreach in individual and group mission and ministry; to encourage and support spiritual growth and faith development; and to promote the objectives and responsibilities of the Virginia Annual Conference and the General Commission on United Methodist Men.

### **Article 3. Responsibility**

The Norfolk District UMMen shall have the responsibility to promote its work in accordance with the plans, responsibilities, and policies of the Virginia Annual Conference and the General Commission on United Methodist Men.

### **Article 4. Membership**

The Norfolk District UMMen shall be composed of all men and clergy of local churches or charges within the bounds of the Norfolk District of the Virginia Annual Conference of the United Methodist Church. Membership may include any man with a desire to know the love of Jesus Christ.

### **Article 5. Officers and Committees**

a) The Norfolk District UMMen shall elect a president, at least one vice-president, a secretary, and a treasurer.

b) The Norfolk District Superintendent shall serve as the honorary president and be a member of the Norfolk District UMMen and its executive committee.

c) Additional officers and committees shall be elected or appointed in accordance with the bylaws of the Norfolk District UMMen.

d) The district lay leader (or designated representative) shall be a member of the Norfolk District UMMen organization and of its executive committee.

### **Article 6. Meetings and Elections**

a) There shall be an annual meeting of the Norfolk District UMMen, at which time there shall be presented an annual report and a program plan designed to meet the needs of the men of

the Norfolk District. Officers and committees shall be elected in accordance with the requirements of the Norfolk District UMMen's bylaws.

b) The voting body of the annual meeting of the Norfolk District UMMen shall include district and local fellowship officers and committee chairpersons as determined, members of the General Commission on United Methodist Men, and members of the jurisdictional committee on United Methodist Men residing within the bounds of the Norfolk District.

### **Article 7. Relationships**

a) The president of the Norfolk District UMMen is a member of the Virginia Annual Conference.

b) The president of the Norfolk District UMMen shall represent the Norfolk District on the Virginia Conference UMMen. In the absence of the president a designated member may represent the Norfolk District UMMen.

c) Designated members shall represent the Norfolk District UMMen on the various agencies, councils, commissions, and committees of the district as the constitutions and bylaws of such agencies provide.

d) The Norfolk District UMMen shall encourage men to participate in the total life and work of the Church and shall support them in assuming positions of responsibility, leadership, and daily discipleship.

### **Article 8. Amendments**

Amendments to this constitution may be sent to the recording secretary of the General Commission on United Methodist Men prior to the last annual meeting of the Commission in the quadrennium.

### **Article 9. Connectional Reporting**

a) The Norfolk District UMMen shall file a current copy of this constitution with the Virginia Conference UMMen.

b) The Norfolk District UMMen shall submit an annual report to the Virginia Conference UMMen prior to the Virginia Conference UMMen's annual meeting.

## **SECTION II**

### **BYLAWS**

## **Article 1. Officers**

- a) The elected officers of the Norfolk District UMMen shall be: President, Vice-President, Secretary, and Treasurer. Should an elected officer be unable to complete his term, the Cabinet shall elect a replacement to serve until the next Annual Meeting
- b) To be nominated for the office of President or Vice President, an individual shall normally have served in at least one other elected position in the organization.
- c) No person shall be nominated without his prior approval and commitment to serve if elected.
- d) All elected officers must be members of a United Methodist Church in the Norfolk District.
- e) Officers of the Norfolk District UMMen shall be elected each year at the Annual Meeting for a one-year term beginning January 1, following the date of election. The President and Vice President shall serve for no more than two and consecutive years in any one office.
- f) The President elected immediately before the current President shall serve as Immediate Past President. Should that individual be unable or unwilling to serve, the office of Immediate Past President shall be vacant.

## **Article 2. Duties of Officers**

- a) President
  1. The President shall be the executive officer of the Norfolk District UMMen and shall preside at all Annual, Cabinet, Special, and Executive Committee meetings.
  2. Is a member of the Norfolk District Council of Ministries and may be appointed to serve on other committees by the District Superintendent.
  3. Shall provide general oversight and information of all the work of the UMMen in the district and in local church fellowships.
  4. Shall be an ex-officio member of all Norfolk District UMMen committees except the nominating committee.
  5. Shall develop a recommended calendar of events, a list of goals, and a list of activities for the Norfolk District UMMen for each year in which he is elected to the office and shall present these items at his first Cabinet Meeting.
  6. Shall recommend to the Cabinet persons to serve as: Sub-district Coordinators, Coordinators of Spiritual Life, Heart Havens Advocate, Scouting, Moving United Methodists (MUM), and members of the Audit Committee, which shall audit the records of the Treasurer and shall report to a business session of the Annual Meeting.
  7. Shall appoint committees and individuals as necessary to meet the spiritual growth and development of the Norfolk District UMMen.

b) Vice-President

1. The Vice-President shall assist the President by performing such duties as assigned by the President.
2. Shall assume full responsibility of the presidency in the absence of the president.
3. Shall promote spiritual growth and development at all levels of the Norfolk District UMMen.
4. Shall coordinate all district level functions and act as program director.
5. Shall maintain an accurate roster of the names, addresses, phone numbers, and electronic mail addresses of all members of the Cabinet.

c) Secretary

1. The Secretary shall keep records of all meetings of the Executive Committee and Cabinet as well as meetings of the Norfolk District UMMen. Accounts of each meeting shall be filed in a permanent record for future reference. Minutes of Executive Committee meetings shall be mailed to all members of the Executive Committee within a reasonable time after each meeting. Minutes and accounts of other meetings shall be mailed to all members of the Cabinet within a reasonable time after each meeting.
2. Shall send notices of all meetings of the Executive Committee, Cabinet and other committees, as instructed by the President, several weeks prior to the meeting date.

d) Treasurer

1. The Treasurer shall receive and disburse all funds.
2. Shall maintain adequate records and shall submit and present a written report at each Cabinet meeting. Shall present a report to the President upon request.
3. Shall disburse funds upon authorization of the Executive Committee or written voucher. Any voucher received by the treasurer from a non-executive committee member must have prior approval of the NDUMMen President.
4. Shall maintain records in a permanent file for future reference.
5. Shall promptly deposit all funds received in an account in the name of the United Methodist Men of the Norfolk District of the Virginia Annual Conference of the United Methodist Church.
6. Shall submit financial records to the Audit Committee.
7. Shall submit an annual report to the Norfolk District UMMen President.

e) Chaplain

1. The Chaplain shall ensure a devotional is prepared and presented at each Cabinet and Executive Committee meeting and the Annual Meeting.
2. The Chaplain shall ensure grace is offered at all meals during meetings of the Norfolk District UMMen.
3. The Chaplain shall contact individuals to perform these tasks as necessary.

\*\*\*\*\*

### **Article 3. Executive Committee**

a) Membership - The Executive Committee shall be composed of the President, the Vice-President, the Secretary, the Treasurer, the Chaplain, the Immediate Past President, the District Director, Sub-district Coordinators, District Layleader, and the District Superintendent.

b) Duties - The Executive Committee shall determine the course of the Norfolk District UMMen and shall direct the officers in carrying out that course.

### **Article 4. Cabinet**

a) Membership - The Cabinet shall be composed of the Executive Committee, all individuals appointed to positions by the President, and all, chartered and non-chartered, local fellowship presidents.

b) Duties - The Cabinet shall propose and/or review all studies, plans, or proposals related to all aspects of effective ministry, concerns and responsibilities of the Norfolk District UMMen and shall present these studies, plans, or proposals to the Executive Committee for consideration and final direction.

### **Article 5. Meetings**

a) The Annual Meeting of the Norfolk District UMMen shall normally be held during the month of September at a date, time, and location designated by the President, with the approval of the Executive Committee. The purpose of the Annual Meeting is: to provide a special program of information and leadership development for the men of the district, elect officers, present an annual report and a program plan, and to transact other business of the Norfolk District UMMen. The entire membership of the Norfolk District UMMen shall be encouraged to attend. The date, time, and location of the Annual Meeting shall be announced in writing at least thirty days in advance.

b) The Cabinet shall meet at least twice per year. The dates shall be chosen by the President and shall avoid holiday weekends. The President may call additional meetings as necessary.

c) The Executive Committee shall meet at least quarterly and at the request of the President.

d) The President, with the approval of the Executive Committee, may call special Meetings of the Norfolk District UMMen. The purpose of the meeting shall be stated in the meeting announcement.

## **Article 6. Voting**

Voting privileges at all Norfolk District UMMen meetings shall be as follows:

- a) Each Executive Committee or Cabinet member or his/her representative present has one vote.
- b) All members of the Norfolk District UMMen present at the Annual Meeting or any Special Meeting shall have one vote each.
- c) The method of voting may be by voice, show of hands, or ballot.

## **Article 7. Finances**

- a) The Norfolk District UMMen shall be financed from within its own constituency and operate as an autonomous organization. All money received shall be used to support the programs of the UMMen.
- b) The Norfolk District UMMen shall operate on a fiscal year basis. The fiscal year shall begin October 1.
- c) Funds received by the Norfolk District UMMen shall be deposited only in banks or savings and loan institutions approved by the Executive Committee and insured by the Federal Deposit Insurance Corporation or by the Federal Savings and Loan Corporation.
- d) The Finance Committee, as appointed by the Norfolk District UMMen, shall prepare an annual balanced budget for the coming fiscal year for presentation and approval at the last Executive Committee meeting prior to the Annual Meeting. The budget shall be ratified at the Annual Meeting.
- e) Financial projects and total expenditures should be included in the annual report.
- f) Members of the Executive Committee shall be reimbursed for expenses incurred in the performance of their duties. Any voucher received by the treasurer from a non-executive committee member must have prior approval of the NDUMMen President.

## **Article 8. Nominating Committee**

- a) The Nominating Committee shall consist of the District Director, Chairman; District Superintendent; Immediate Past President; and two members appointed by the current President.
- b) If the District Director is unable or unwilling to serve, the Immediate Past President will act as chairman
- c) Each year there shall be at least one called meeting of the Nominating Committee prior to the July Breakfast Meeting.
- d) A slate of officers for all elective positions shall be developed and presented to the Cabinet for information at least 30 days prior to the Annual Meeting. Each nominee shall be contacted to ensure willingness to serve prior to his inclusion on the slate. Each

officer not being nominated for his current office shall be informed prior to the July Breakfast Meeting.

### **Article 9. Themes**

a) The adopted theme of the Norfolk District UMMen is: "Be ye doers of the word, and not hearers only" (James chapter 1, verse 22 - KJV).

b) The adopted theme song of the Norfolk District UMMen is: "Rise up, O men of God" (Hymn 576, The United Methodist Hymnal).

### **Article 10. Amendments to the Constitution and Bylaws**

The Constitution and Bylaws of the Norfolk District UMMen may be amended at any Annual Meeting of the Norfolk District UMMen by a majority of all voting members present, and approved amendments shall become effective immediately. Any proposed amendments must be presented to the Cabinet for review and recommendation. The District President shall present the proposed amendment(s) (with Cabinet recommendation) to the local fellowships at least thirty days prior to the Annual Meeting.