

NOTHERN CALIFORNIA NEVADA CONFERENCE, UCC
SEQUOIA ASSOCIATION
BY-LAWS

Article I – Name and Boundaries

The name of this association shall be the Sequoia Association of the Northern California Nevada Conference of the United Church of Christ (NCNC/UCC), referred to hereinafter as the Association; the geographic boundaries of which are determined by the Association in consultation with the NCNC/UCC Conference and neighboring associations.

Article II – Purpose and Function

Section 1: The purpose of the Association is to:

- A. Unite member churches in Christian fellowship;
- B. Promote effective Christian witness, education, and service;
- C. Facilitate community growth and support for churches, authorized ministers, and Members in Discernment;
- D. Promote covenantal relationships with the NCNC/UCC and the United Church of Christ.

Section 2: The functions of the Association are to:

- A. Ordain, commission, or install persons;
- B. Encourage and facilitate community among the congregations of the Association;
- C. Encourage ecumenical involvement in the local churches;
- D. Support and promote the ministries and missions of the Conference and the United Church of Christ.

Article III – Structure

The Association accepts and assumes the duties, responsibilities, rights, and privileges of an Association of the United Church of Christ. Standing of the Association as a body of the United Church of Christ is determined by NCNC/UCC, the Association is related to the General Synod of the United Church of Christ.

Article IV – Membership

1. All churches within the boundaries of the Association, which are affiliated with the United Church of Christ, are members of this Association.
2. Other churches may be received as members of the Association upon application to the Association, recommendation by the Conference Committee on Ministry, approval of the Association Council, and two thirds (2/3) vote of the members of the Association.
3. All Authorized Ministers, active and retired, who are members in good standing of a member church of the Association and normally reside within the boundaries of the Association have standing within the NCNC/UCC are members of this Association and entitled to voice and vote.
4. Ordained ministers of other denominations, and other persons, may be granted voice but not vote, by a vote of the Association meeting at which they are present.

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5. Authorized Ministers of the NCNC/UCC, members of the Conference staff, representatives of the General Synod, and any representative from a Board, Agency, or Instrumentality of the United Church of Christ, in attendance at any meeting of the Association, shall be granted voice but not vote.
6. Each member church of the Association is entitled to be represented at meetings of the Association by five lay delegates for the first one hundred (100) members, or fraction thereof, and clergy with standing. The maximum number of voting delegates shall be ten (10) per church. When the Association meets as Ecclesiastical Council, there shall be no limit on the number of delegates from a member church, but the church shall be entitled to one (1) vote only.
7. No church shall be removed from the roll of members except by a two thirds (2/3) vote of the Association, due notice of the proposed action having been given to the parties concerned.

Article V – Ministerial Standing

The standing of all Authorized Ministers is held in the Conference.

Article VI – Organization

Section 1: Officers of the Association

The officers of the Association shall be Moderator, Vice Moderator, Secretary, Treasurer, and Dean. The term of each officer shall commence at the adjournment of the Annual Meeting at which the officer was elected, and continue for the number of years specified or until a successor is duly qualified and elected

A. Duties of the Officers:

1. The Moderator shall:
 - a. Supervise Association business and coordinated activities; preside at meetings of the Association and Council;
 - b. Represent the Association in churches, the Conference, and the community
 - c. Serve on committees as non-voting ex-officio member.
2. The Vice Moderator shall:
 - a. Supervise the Association activities as assigned by the Moderator;
 - b. Assume the duties of the Moderator in case of a vacancy during the term of office.
3. The Secretary shall:
 - a. Be responsible for records, notices, and official functions pertaining to ecclesiastical councils, ordinations, transfer and recognition of pastors and churches;
 - b. Maintain a roster of members of the Association and notify the Moderator and Conference when changes occur;
 - c. Keep minutes of the meetings of the Association and Council;
 - d. Be responsible for mailings and correspondence.

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4. The Treasurer shall:
 - a. Be responsible for handling income and disbursements of the Association as authorized by the Moderator or the Council;
 - b. Prepare the annual budget;
 - c. Present a financial report to the Association and the Council at business meetings.
5. The Dean Shall:
 - a. Be an ordained minister with standing in the Association and NCNC/UCC;
 - b. Serve as spiritual and personal adviser to clergy and persons in care;
 - c. Participate in, support, and advise the Association Council.

Section 2: council of the Association

The Council of the Association shall consist of: the Moderator, Vice Moderator, Secretary, Treasurer, Dean, and eight (8) members-at-large, the two (2) representatives to Conference Council, and the recommended delegate and alternate to the General Synod.

A. Duties of the Council:

1. Conduct the business of the Association between Association meetings, performing all responsibilities as directed by these bylaws and being responsible to the Association for all Council actions;
2. Meet with a quorum of a simple majority, if the Moderator or Vice Moderator is present and proceed with Roberts Rules of Order.

B. Additional Duties of the Council:

1. Members at-large shall:
 - a. Consist of eight (8) representatives from member churches;
 - b. Participate in Association and Council meetings and activities.
2. The two (2) Representatives to the Conference Council shall:
 - a. Attend and participate in meetings of the conference council;
 - b. Serve as liaison between the Association and the Conference;
 - c. Report pertinent information to both agencies;
 - d. Participate in Association and Council meeting.
3. A delegate and alternate to the General Synod shall be nominated at an Annual Meeting of the Association, to be elected at the Conference Annual Meeting, and serve for the following two (2) General Synods.
 - a. The delegate shall give a timely report of the Synod to the Council.

Article VII – Terms of Office:

The Moderator and Vice Moderator shall each be elected for a term of two (2) years and shall alternate from clergy to laity. All other Council members shall be elected for two (2) year terms and may serve two (2) consecutive terms, **unless approved by Association Council.**

The representative to the NCNC/UCC Conference Council shall be elected to a term of four (4) years.

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Article VIII – Committees of the Association:

- A. The Moderator shall appoint a Nominating Committee of three (3) members no later than two (2) months prior to the Annual Meeting of the Association. Duties of the Committee shall be:
 - 1. To submit a list of candidates to fill vacancies in the Council and in committees at the request of the Moderator or the Council;
 - 2. To recommend candidates to fill vacancies in the Council and in committees at the request of the Moderator or the Council.
- B. A Credentials Committee of three (3) members shall be appointed by Council, from the membership of the Council, at the first meeting following the Annual Meeting of the Association. the duties of the Credentials Committee shall be:
 - 1. To give due consideration to the recommendation of the conference Committee on Ministry and, if the Association Credentials committee’s recommendation differs from the Conference Committee, to note this fact in the report of the Credentials Committee to the Council;
 - 2. To examine the credentials of any applicant for membership in the Association, for ordination, or any other appointment for ecclesiastical procedures.
- C. Ad Hoc Committees – It shall be the duty of the Moderator to appoint ad hoc committees as necessary, with the consent of the council.

Article IX – Regular Meetings:

Section 1: Regular Meetings

- A. An Annual Meeting of the Association shall convene in the spring of each calendar year
- B. The council shall determine the time and place of the meetings.
- C. All Association member churches shall be notified in writing at least sixty (60) days before the meetings.

Section 2: Special Meetings

- A. An Ecclesiastical council is called to examine candidates for ordination, or commissioning. The member church requesting such a meeting, shall work with the Moderator of the Association to make arrangements.
- B. The Moderator, the Council, by two (2) member churches, or by five (5) member ministers, may call special meetings of the Association.
 - 1. Association member churches shall be notified at least two (2) weeks prior to any special meeting called.**

Section 3: Voting in Association Meetings

- A. The voting body of the Association meetings shall be limited to ministers holding standing in the Association, members of the Council, and lay delegates of member churches.
- B. In this Association, member churches may have five (5) delegates for the first one hundred (100) members and one delegate for each one hundred (100) members thereafter. The number of delegates by any one member church shall not excel one (1).

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Article X – Amendments

Amendments to these bylaws may be acted upon in a business meeting of the Association provided that a statement of intent with the text of the proposed amendment is mailed to all voting members at least thirty (30) days before the meeting. Amendments must be ratified by a two thirds (2/3) vote of the quorum present at the meetings.

Article XI – Dissolution

Upon dissolution of this Association, its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift, or grant contained in any will or other legal document, in trust or otherwise, made before or after such dissolution, shall be transferred to the Northern California Nevada Conference of the United Church of Christ.

These By-laws were amended on May 16, 2022 at the Sequoia Association Annual Meeting.

Signed: _____, Moderator, Sequoia Association
Signed: _____, Vice Moderator, Sequoia Association
Signed: _____, Secretary, Sequoia Association
Signed: _____, Treasurer, Sequoia Association
Signed: _____, Dean, Sequoia Association

Date of Signatures: _____, 2022