

# BY-LAWS OF THE ALABAMA-WEST FLORIDA

## ASSEMBLY GROUNDS TRUSTEES

Adopted May 5, 1980  
Revised June 5, 1991  
Revised January 16, 1997  
Revised June 9, 2004  
Revised June 9, 2008  
Revised August 20, 2015

### ARTICLE I

**ELECTION OF OFFICERS** There shall be elected the following officers to carry out the functions and to direct the affairs of this corporation. There shall be a president, a vice president, a secretary, and a *treasurer*. *The officers will be elected to serve a TWO (2) year term, and they shall hold office until their* duly elected successors shall have been elected and shall take office. The Executive Committee shall be composed of the officers of the corporation as well as one clergy and one lay person. The clergy and lay person elected at large by the Trustees to serve a three (3) year term. The Executive Committee will be empowered to act on behalf of the Board in between board meetings and will be responsible for reporting back to the Board.

### ARTICLE II

The PRESIDENT shall preside at all meetings of the Board of Trustees. THE PRESIDENT may call special meetings of the Board of Trustees as is consistent with the needs of the Trustees.

### ARTICLE III

The VICE-PRESIDENT shall, in case of absence or disability of the president, perform the duties of the president. THE VICE PRESIDENT WILL SERVE AS PARLIAMENTARIAN.

### ARTICLE IV

The TREASURER shall have custody of all monies and securities of the corporation. THE TREASURER shall keep or cause to be kept by the Executive Director of the corporation regular books and the Executive Director will have authority to handle the day-to-day business matters as well as receiving and depositing all monies and to write checks for payment of salaries and bills. Checks may be signed by the Executive Director and THE TREASURER designee OR the Treasurer. All checks must be signed by two of the above three people. All monies of the corporation shall be deposited in such depository or depositories as shall be designated by the Board of Trustees. In addition, the treasurer shall perform all other duties usually pertaining to this office.

## ARTICLE V

The SECRETARY shall keep the records of the corporation and the books of account, or shall cause the same to be done. THE SECRETARY shall have custody of the seal of corporation and shall do all duties necessary and usually performed by secretaries pertaining to THIS office.

## ARTICLE VI

The Books of the Assembly Grounds Executive Director and the books of the treasurer shall be audited annually by competent auditors. All personnel who handle finances shall be bonded by a blanket bond of \$50,000 or at least \$25,000 individually, if blanket bond is not available.

## ARTICLE VII

The Board of Trustees shall meet at least annually.

## ARTICLE VIII

Notice of all meetings, either regular or called, shall be in accordance with the Articles of Incorporation or the Resolution Authorizing Incorporation.

## ARTICLE IX

*In accordance with the Articles of Incorporation, a majority of members of said Board shall constitute a quorum. There shall be no voting by proxy. The Board shall meet at such times and places as may be selected by the president or secretary and at least ten (10) days WRITTEN notice of such meetings shall be given to each member.*

## ARTICLE X

The rules and regulations of The United Methodist Church as set forth in The Book of Discipline and the Articles of Incorporation and Resolution authorizing the incorporation and the laws of the state of Alabama shall further govern the acts of this corporation.

## ARTICLE XI

Ex-Officio members of the Board will have a vote.

## ARTICLE XII

By-Law changes can be made only after the President has given 30 days notice of the proposed changes to the Trustees. Changes of the By-Laws require a 2/3 vote of those present.