



Bylaws

**The mission of APCE is
To Connect
To Enrich
To Empower
And
To Sustain
Persons serving in educational ministry in the
Reformed family of churches**

**Revised as of September 2020, to be approved at February 2021
Corporation Meeting**

NAME OF THE ORGANIZATION

The official name of this organization is **Association of Presbyterian Church Educators, Inc.** (Herein referred to as APCE)

STATEMENT OF PURPOSE

The purpose of the Association of Presbyterian Church Educators, Inc. is to advance educational ministries in the Church and increase the ongoing witness of our faith in the Gospel of Jesus Christ. APCE encourages professional recognition through certification and/or designation, provides opportunities for improvement of in educational ministry for professionals and volunteers (supports personal enrichment, actively advocates for church education, serves as a channel to and from denominational structures, and recognizes achievements and innovative contributions of church educators. The corporation is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

PARTICIPATING DENOMINATIONS

APCE is an association made up of those who are serving or have served in educational ministries, as ministers, professional or volunteer educators, or students, in the Presbyterian Church (U.S.A.), the Reformed Church in America, The Presbyterian Church in Canada, the Moravian Church in North America, and the Christian Reformed Church in North America.

APCE is related to participating denominations through the Presbyterian Mission Agency of the Presbyterian Church (USA), Congregational Mission of the Reformed Church in America, Canadian Ministries of The Presbyterian Church in Canada, Congregational Ministries of the Moravian Church in North America, and Faith Formation Ministry of the Christian Reformed Church in North America. Participating denominations provide APCE with a staff liaison and support for specific projects. In return, APCE is accountable to the participating denominations for providing Coordinating Council meeting minutes and yearly financial statements.

APCE serves the educational ministries of the Reformed family of churches in association with the Christian Educators Reformed Church in America (CERCA) and the Moravian Association of Christian Educators (MACE).

MEMBERSHIP

Any person or organization involved in the educational ministry of the church may be a member of APCE. The payment of dues shall constitute membership in APCE. The membership year shall be from September 1 through August 31. The Administrative Ministry Team shall set the annual dues and specify an amount to be returned to each member's region.

Benefits of Membership for Individuals

- o Discount registration to the annual event
- o An elected regional connector to communicate local concerns
- o A channel to governing structures of denominations
- o Opportunities for improvement of professional skills
- o Ecumenical networking for church educators in the U.S.A. and Canada
- o Active advocacy for church educators

- o Support of effective standards for local church educators
- o Recognition of achievements and contributions of church educators
- o Access to the APCE Membership Portal
- o Subscription to the journal, *The APCE Advocate*
- o Subscription to the e-newsletter, *The APCE Alert*

Benefits of Membership for Organizations

- o Member organizations may designate up to two individuals to register for the annual event at the regular Member level, with all the associated benefits
- o An elected regional connector to communicate local concerns
- o Participation in regional activities, including the regional gathering at the annual event
- o A channel to governing structures of denominations
- o Opportunities for improvement of professional skills
- o Ecumenical networking for church educators in the U.S.A. and Canada
- o Active advocacy for church educators
- o Support of effective standards for local church educators
- o Recognition of achievements and contributions of church educators
- o Access to the APCE Membership Portal
- o Subscription to the journal, *The APCE Advocate*
- o Subscription to the e-newsletter, *The APCE Alert*
- o Members of the organization in attendance at the annual event may be invited to meet with APCE leadership during the annual event.

Membership Categories

Member: a person involved in or supportive of the educational ministry of the church.

Student Member: a person currently enrolled as a student at the undergraduate or graduate level.

Senior Member: a person age 65 or older

Life Member: a person granted life membership according to the guidelines of APCE

Membership Privileges/Responsibilities

- o May vote in elections of the appropriate region for regional connector
- o May be elected as a connector
- o May serve on the Leadership Council
- o Having served on the Leadership Council may hold office in APCE

Member Organization: a church, seminary, denominational governing body, or resource center

COORDINATING COUNCIL

APCE shall be governed by the Coordinating Council.

The Coordinating Council shall consist of the Executive Council (President, President-elect, Past-president, Secretary, and Treasurer), the Organizational Administrator, and the Moderators of each ministry team. Denominational staff, appointed by the appropriate entities, are invited to meet with this Council and will have both voice and vote.

Coordinating Council Meetings

The Coordinating Council shall hold at least two stated meetings each year. Additional information about the Coordinating Council may be found in the Operational Guidelines.

ORGANIZATION OF THE EXECUTIVE COUNCIL

The Leadership Council shall elect the following officers and they shall be the Executive Council. Those eligible to be nominated to serve on the Executive Council shall be current members of the Leadership Council or former Cabinet or former Leadership Council members, who are eligible APCE members and who have been off the Leadership Council for at least one year. The officers shall be: President-elect, President, Past-president, Secretary, and Treasurer. Officers shall begin terms of office at the conclusion of the Annual Event following their elections.

The office of **PRESIDENT** is a three year term

First year	President-elect
Second year	President
Third year	Past-President

The President shall not be reelected to a second term.

The **SECRETARY** and the **TREASURER** shall each serve a three year term and shall not be reelected for a second term.

If a vacancy occurs in the office of **PRESIDENT**, the **PRESIDENT-ELECT** shall become **PRESIDENT** for the unexpired term.

If a vacancy occurs in the office of **PAST-PRESIDENT**, the **PRESIDENT** shall assume the duties of **PAST-PRESIDENT**.

If a vacancy occurs in the office of **PRESIDENT-ELECT**, the Governance Ministry Team shall conduct an election. The elected person shall fulfill the unexpired term.

If a vacancy occurs in the office of **SECRETARY** or **TREASURER**, the Governance Ministry Team shall conduct an election. The elected person shall fulfill the unexpired term. The unexpired term shall constitute one term if the time left in the unexpired term is two years or more.

LEADERSHIP COUNCIL

As a supporting fellowship, APCE shall provide services through the Leadership Council. Leadership Council is comprised of the members of the following Ministry Teams.

Ministry Teams

Administrative
Advocacy
Advocate
Annual Event
Awards and Scholarship
Communications and Resource
Connecting
Endowment Fund
Governance
Membership (pending approval at 2021 Corporation Meeting)

The purpose, membership description, meeting requirements, quorum description, and key responsibilities of all Ministry Teams are described in the Operational Guidelines of the organization.

GUIDELINES FOR MINISTRY TEAMS

- Any member of APCE may apply or be nominated for a position on a Ministry Team and be part of the Leadership Council. Applications will be available at all times on the APCE website which will be directed to the Governance Ministry Team.
- Each ministry team shall submit goals, objectives, and financial requirements to the Coordinating Council for review prior to their Fall meeting.
- Each ministry team shall submit a proposed budget to the Treasurer by the appointed date.
- Each Ministry Team shall keep a permanent record of its projects and proceedings, and bring recommendations to the Coordinating Council.
- All committees and groups expressly established by the bylaws are authorized to hold meetings electronically in addition to face-to-face meetings.
- Members who are not present for face-to-face meetings have the right to participate by electronic means.
- Videoconferences (enabling visual engagement) are preferred over teleconferences if the technology is available.
- Electronic meetings must provide, at minimum, the ability for participants to hear each other at the same time and engage in discussion.
 - o “The opportunity for simultaneous communication is central to the deliberative character of the meeting, and is what distinguishes it from [other] attempts to do business...”
[*Roberts Rules of Order Newly Revised (page 482)*]
- The notice of electronic meetings must include an adequate description of how to participate so that all qualified participants may do so
 - o Connection information (a link to the videoconference and/or telephone number to call for a teleconference) should be provided.

REGIONAL ORGANIZATION

The membership shall be organized into various regions. Presbyteries listed are PC (U.S.A.) and are included for the purpose of establishing boundary lines only.

- No region shall be recognized with fewer than 20 members.
- Each region will set up its own governance, but must have at least a regional connector who will serve on the Connecting Ministry Team.

East: Delaware, District of Columbia, Maryland, National Capital Presbytery, New Jersey, Pennsylvania, West Virginia (except Shenandoah Presbytery)

Great Lakes: Illinois (except Giddings Lovejoy Presbytery), Indiana, Michigan, Ohio

Mid-Atlantic: North Carolina, Virginia, (except National Capital Presbytery), Shenandoah Presbytery

Mid-Central: Kansas, Missouri, Giddings Lovejoy Presbytery

Mid-South: Alabama, Kentucky, Mississippi, Tennessee

North Central: Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin

Northeast: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont

Northwest: Alaska, Idaho, Oregon, Washington

Rocky Mountain: Arizona, Colorado, Montana, New Mexico, Utah, Wyoming

South Atlantic and Puerto Rico: Florida, Georgia, South Carolina, Puerto Rico

South Central: Arkansas, Louisiana, Oklahoma, Texas

Southern Pacific: California, Hawaii, Nevada

Canada: Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Ontario, Prince Edward Island, Quebec, Saskatchewan, Yukon

Christian Educators Reformed Church in America (CERCA): members of CERCA, no matter their geographic location

Alignment shall be negotiated between the interested members and the Connecting Ministry Team.

Each region in the appropriate year shall elect a connector to the Connecting Ministry Team as part of the APCE Leadership Council. The nominee and nominator must be an eligible member. Regional elections may be held electronically providing all members in each region/group are given the opportunity to vote. Only eligible members may vote.

Members shall not serve more than two consecutive full (three year) terms as connectors. When a connector is elected to fulfill an unexpired term, that unexpired term shall constitute one term, if the time left in the unexpired term is two years or more.

Connectors shall begin their service at the Connecting Ministry Team meeting at the annual event, following their election.

The results of elections shall be communicated by the connectors to the Moderator of the Connecting Ministry Team by the end of the calendar year.

If vacancies occur, the Moderator of the Connecting Ministry Team shall communicate with the region requesting that the vacancy be filled. Elections may be held electronically providing all members are given the opportunity to vote. Only eligible dues paying members may vote.

THE ELECTING CYCLE

The electing cycle shall be:

Year 1

Canada
Mid-South
Northeast
Rocky Mountain
South Central

Year 2

Great Lakes
Mid-Central
Northwest
South Atlantic/Puerto Rico
Southern Pacific

Year 3

CERCA
East
Mid-Atlantic
North Central

CORPORATION MEETINGS

The annual meeting of the Corporation shall take place at the Annual Event. Notice and call of the annual meeting of the corporation shall be published in advance of the annual meeting. The financial report shall be presented to the membership. Meetings may be held by any means whereby all persons participating in the meeting can hear and speak with one another.

CONTRACTED SERVICES

Contracts shall be let for services for such management and programmatic services as needed. The Administrative Ministry Team shall negotiate contracts annually.

FISCAL YEAR

The fiscal year shall be September 1 through August 31.

FINANCIAL REVIEW

A review of the financial transactions of APCE shall be performed by an outside certified public accountant at least every five years. An independent audit shall be performed whenever APCE changes management companies. Either a review or an audit may be performed as requested by the Coordinating Council.

ORDER OF BUSINESS

Robert's Rules of Order, Newly Revised shall be followed for the business of APCE.

DISSOLUTION

In the case of the dissolution of APCE, assets remaining will be given to the entities responsible for educational ministry within the participating denominations in proportion to the current membership.

AMENDMENTS TO BYLAWS

These bylaws may be amended by Coordinating Council recommendation to the corporation meeting and by 2/3 majority of the membership voting at the meeting of the corporation. Operational Guidelines changes shall be made by the Coordinating Council and reported to the membership at the meeting of the corporation.

Amendments:

January, 2014

- Restructuring adopted. Cabinet changed to Coordinating Council, etc.
- Membership levels updated
- Changes made by Sue Moore and Anne Wilson.

January, 2015

- Association with ministry groups clarified
- Membership levels updated
- Denominational staff given vote
- Southern Pacific region created to include all of CA, NV, HA
- CERCA designated as a region
- Financial review clarified

January, 2016

- "Representatives" changed to "connectors"
- Electronic meeting policy added

February, 2020

- Consolidated membership responsibilities
- Remove references to "multicultural representatives"
- Add proposed Membership Ministry Team
- Updated current practice with budget, membership fees, Organizational Administrator and Roberts Rules References