

# **BY-LAWS OF THE GOLDEN REIDS MINISTRY REID TEMPLE A.M.E. CHURCH**

Revised June 6, 2018

## Mission

The Golden Reids Ministry of Reid Temple A.M.E. Church is an organization that provides fellowship and entertainment for its senior membership and creates an environment that allows all Golden Reid members to enjoy and fully participate in its activities.

## Goals

- To demonstrate concern for the welfare of the senior population of the congregation
- To encourage fellowship, friendship, kindness and respect for one another
- To engage in spiritual, educational, cultural and fun activities
- To model wisdom, moral standards, and Christian behavior
- To ensure that each endeavor or activity falls into one of the following areas of consecrated service as established by Senior Pastor Rev Doctor Lee P Washington:
  - Evangelism,
  - Education,
  - Economics,
  - Empowerment, and/or
  - Expansion.

## Activities

- Meet once each month, for organization business January through December, (no business meetings are held in July and August)
- Reach out to Golden Reid members in sickness, distress, and loss of loved ones through corporate and individual prayer, telephone calls, greeting cards, home and/or hospital visits, and any other thoughtful gestures
- Plan and execute excursions to movie theaters, dinner theaters, museums, historic sites, and other church events and activities
- Plan a senior recognition event to honor all Reid Temple members who are 80 years and older

- Share information for seniors and participate in outreach programs and other activities of the larger church
- Collect stipulated membership dues and amenities to supplement the budget and allow the organization to carry out the activities listed above.

## **ARTICLE I: NAME**

The name of the organization shall be The Golden Reids.

## **ARTICLE II: OBJECTIVE**

The objective of this organization is to encourage fellowship among senior members of Reid Temple A.M.E. Church.

## **ARTICLE III: MEMBERSHIP**

Section 1: Membership in this organization shall be open to Reid Temple Church members, ages 50 and over.

### **Section 2: DUES**

The dues shall be \$24 per year, and shall be paid in full by the March meeting.

The Treasurer shall receive dues and transfer all monies to the Central Treasury of Reid Temple A.M.E. Church before the next regularly scheduled meeting.

### **Section 3: AMENITIES FUND**

The Golden Reids shall establish an amenities fund for outreach to financial members, including cards, postage, and incidental items as agreed to by the body.

Current members are responsible for a payment of \$10 per member per year payable in cash at the January meeting. New members are responsible for \$10 per year payable at the time of joining the Golden Reids.

## **ARTICLE IV: OFFICERS**

Section 1: The elected officers of the organization shall be:

- President
- Vice President
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer

The elected officers shall serve as the Executive Committee of the organization.

The President shall appoint the following:

- Chaplain
- Historian
- Parliamentarian

Activities Coordinators:

- Event Coordinator
- Senior Recognition Coordinator
- Amenities Coordinator

### **Section 2: DUTIES OF THE OFFICERS**

A. The President shall:

- Preside at all meetings
- Appoint all committees except the Nominating Committee
- Sign financial vouchers for the organization
- Prepare reports for the Official Board when requested
- Present to the Commissioner of The Golden Reids a monthly report of the organization's work and activities, as requested

- Work with the Treasurer to prepare and submit the yearly budget.
- Serve as an ex-officio member of all committees, except the Nominating Committee.

B. The Vice President shall:

- In the absence of the President, exercise the duties of the President, with all of the rights, privileges, and powers, as if he/she had been the duly elected President
- Support the President whenever needed, i.e., meetings, funerals, and other activities as requested by the President

C. The Secretary shall:

- Keep the minutes and records of the organization in appropriate books, Logs, CDs or discs
- Distribute minutes of meetings
- Be the official custodian of the records of the organization
- Attend to all correspondence of the organization
- Exercise all duties incidental to the office of Secretary.

D. The Assistant Secretary shall:

- Assume the duties of the Secretary in his/her absence
- Assist with compiling and distributing all minutes and handouts
- Keep an up-to-date roster of all financial members including correct names, addresses, telephone numbers, and birth dates
- Assign new members to a Telephone Tree Chair for ongoing communication
- Be responsible for communicating to the Telephone Tree Chairs meeting reminders and any changes to upcoming activities, and any communication from the President related to the organization which needs to be communicated to members prior to the next meeting.

E. The Treasurer shall:

- Receive all monies and be solely responsible for such monies of the organization

- Keep a written record of dues and Amenities payments
- Deposit into the Reid Temple A.M.E. Church Central Treasury all monies received before the next regular meeting
- Give a report of the financial status of the organization at monthly meetings
- Submit financial reports required for budget determination when requested by the President
- Be one of the authorized signers of all approved financial transactions
- Notify the Assistant Treasurer and the President of any delinquencies in membership dues by March 31<sup>st</sup>.
- Assist the President with the preparation of the Annual Budget, which follows the Conference Year, April 1 through March 31
- Serve as Chair of the Budget Committee

F. The Assistant Treasurer shall:

- Assume the duties of the Treasurer in his/her absence
- Ensure that the Treasurer has copies of any transactions that occur in his/her absence
- Keep an up-to-date roster of all members in financial standing
- Notify members of outstanding dues in March of each year
- Serve as a member of the Budget Committee

G. The Chaplain shall:

- Lead the devotions at the opening of each meeting
- Lead the benediction at the close of each meeting
- Lead devotions as directed by the President

H. The Parliamentarian shall:

- Advise the President on all Parliamentary Procedures or questions of order
- Maintain a current copy of Parliamentary Authority, Roberts Rules of Order, Newly Revised, and the Discipline of the A.M.E. Church
- Maintain a current copy of the Golden Reids' By-Laws

- Maintain order and decorum of Golden Reids' meetings
  - Assist in preparing a script or other agenda items when requested by the President or Secretary
  - Shall serve as a member of the Executive Committee
- I. The Historian shall:
- Prepare an account of the organization's activities during his/her term of office
  - The account may be a narrative, an album/scrapbook, CD or disc, or electronic file
  - This account, when approved by the organization, will become the official history of the organization
- J. The Activities Coordinators
- There shall be three Activities Coordinators:
    - Event Coordinator;
    - Senior Recognition Chairperson;
    - Amenities Coordinator
  - Coordinators will plan and coordinate all activities that fall within the purview of their activity

Elected and appointed officers may be removed from office for negligence of duty. Ten financial members may petition the membership to remove an officer if it is deemed that he/she is not performing the duties of his/her office satisfactorily. Removal from office will be by majority vote.

### Section 3: PROCEDURES FOR ELECTION

- A. A Nominating Committee shall be elected by the organization in October of an Election Year which is every even year.
- B. Only financial members are allowed to serve on the Nominating Committee.
- C. The Nominating Committee shall consist of not less than 3 and no more than 5 financial members.
- D. The Nominating Committee shall prepare and present a slate of candidates for office at the November meeting of an Election Year. Nominations may also be made from the floor at the November meeting. Only financial members may be nominated for office.

- E. Elections will be by majority vote. The method of voting will be by paper ballot. If there are no additional nominations from the floor for each office, then the slate of candidates presented by the Nominating Committee may be elected by acclamation.
- F. Election of officers will be held in December every even year.
- G. The term of office will commence for a two-year term in January following the December of an even year election, and will terminate on December 31<sup>st</sup> of an Election Year.
- H. All appointed positions will also terminate December 31<sup>st</sup> of an Election Year.
- I. Elected officers may serve two consecutive two-year terms in the same office as elected by the majority vote.

## **ARTICLE V: MEETINGS**

Section 1: Regular meetings of the organization will be held on the first Wednesday of each month, except July and August.

Section 2: The Annual Meeting shall be held on the first Wednesday of December and shall be for the purpose of election of officers, if an election year, receiving reports of officers and committees, and other business that may arise. If possible, all old business shall be completed at this meeting.

Section 3: Quorum: Fifteen members of the organization shall constitute a quorum.

Section 4: Officers are required to notify the President of expected absences.

## **ARTICLE VI: COMMITTEES**

Budget Committee:

- This committee shall be comprised of the Treasurer, the Assistant Treasurer, and two other members as appointed by the President.

- The purpose of the Budget Committee is to prepare the budget of the Golden Reids for submission to the Commissioner.

Executive Committee:

- Shall review major issues the organization faces and make preliminary decisions.
- Shall meet at the discretion of the President.

## **ARTICLE VII: PARLIAMENTARY AUTHORITY**

The Parliamentary Authority in this organization shall be the Roberts Rules of Order, Newly Revised, and the Doctrine and Discipline of the A.M.E. Church when inconsistencies with the By-Laws arise.

## **ARTICLE VIII: AMENDMENT OF BY-LAWS**

These By-Laws may be amended at any regular meeting provided the amendment has been submitted in writing at the previous meeting. A two-thirds vote is necessary to adopt the amendment.



## **STANDING RULES**

**(revised October, 2019)**

1. A member of the Golden Reids is considered a financial member when the dues and amenities for the current year are paid in full.
2. To enjoy the full benefits of membership (e.g., to vote, participate in excursions, and receive financial donations), a member must be a financial member.
3. If a financial member is hospitalized for three or more days, a one-time donation of \$20 will be given to that member. If a financial member is hospitalized more than one time during the year, a card will be sent to that member from the Golden Reid ministry.
4. When a financial member dies, a one-time donation of \$25 will be given to the family.
5. When a family member of a financial member dies, the financial member will receive a donation of \$25 for bereavement. A family member's relative includes: mother, father, sister, brother, husband, wife, and/or children.
6. Prior to expenditures for the Golden Reids, approval of the President is required. Receipts will be approved by the President and forwarded to the Treasurer and the Secretary for recordkeeping. A copy of all forms and vouchers submitted to the church supporting expenditures or excursions will be provided to the President by the requestor.
7. A Golden Reid financial member who signs up to go on a trip will be responsible for paying the full amount by the announced deadline. A Golden Reids financial member who paid for a ticket and is unable to go on a trip will forfeit their money and not have it refunded unless the trip is cancelled, since the money collected is used to pay for transportation and tickets. Instead, the person can find another financial Golden Reids member to buy their ticket. Once sold, the member must provide the name of the buyer to the Event Coordinator before the day of the trip to ensure an accurate list of attendees is maintained.