

# THE BY-LAWS OF THE ILLINOIS CONFERENCE OF CHURCHES

## OUR MISSION STATEMENT

The Illinois Conference of Churches seeks to be an inclusive community of churches that celebrates and makes visible our sacred bonds of unity in Christ. We will do this by:

Promoting an honest sharing and understanding of both our common and divergent theological convictions; and

Making public, prophetic witness to Christ's love for all people, particularly by addressing poverty and racism.

To these ends the members of the Illinois Conference of Churches proclaim our common faith in Jesus Christ. In word and deed, we give expression to Ephesians 4:5 – there is "...one Lord, one faith, one baptism..." – as we unite in cooperative ministries.

## Article I: LOCATION

The registered office of this cooperative ministry shall be in Springfield, Illinois.

## Article II: MEMBERSHIP

- A. The membership of the ICC shall be those judicatories within the State of Illinois which affirm the ICC Mission Statement to proclaim our common faith in Jesus Christ. Participation in the Annual Assembly and financial contribution to the general budget is the minimum involvement expected of members. Individual organizations and congregations not represented by a judicatory may be admitted to membership as ecumenical partners with voice but not vote.
- B. Application for membership shall be by written request filed in the ICC office. Said request shall be acted upon by the Leadership Team for recommendation to the Annual Assembly.
- C. Membership shall be ratified by the Annual Assembly.
- D. Each member shall affirm the Mission Statement and agree to:
  - 1. Appoint a delegate, in addition to the Judicatory Executive, to the Annual Assembly;
  - 2. Make financial contribution to the general support of the ICC at least annually. Contributions for specific programs or projects will be accepted in addition to general support;
  - 3. Support the Mission Statement and work of the ICC.

### Article III: THE ANNUAL ASSEMBLY

- A. The Assembly shall be composed of:
1. Two delegates from each member body – one Judicatory Executive and one representative – and each shall be given voice and vote.
  2. When appropriate, special guests and others will be welcome and will be given voice but no vote.
- B. Fortified by open dialogue and theological reflection, the Assembly shall:
1. Gather annually;
  2. Collaborate in developing strategies that further the visible expression of our unity in Christ;
  3. Provide direction for the ICC's mission and witness by adoption of policies, goals, budgets, acting upon requests for membership recommended by the Leadership Team, electing officers and members of the Leadership Team;
  4. Ratify personnel policies;
  5. Ratify membership applications;
  6. Elect the Leadership and Mission Teams;
  7. Ratify initiation or dissolution of a mission team(s).

### Article IV: LEADERSHIP TEAM

Between sessions of the Annual Assembly, the work of the ICC shall be conducted by a Leadership Team.

- A. The Leadership Team shall be elected by the Annual Assembly.
- B. Composition:
1. Twelve (12) members, at least two of which shall be Judicatory Executives;
  2. The officers shall perform the duties usually assigned to their respective offices;
  3. Four (4) members of the Leadership Team shall be designated as the officers (2 Co-chairs, Secretary and Treasurer) of the ICC:
    - a. The Co-Chairs shall:
      - i. Convene, preside and develop agendas for Leadership Team meetings;
      - ii. Be responsible to see that decisions of the Leadership Team are implemented;
      - iii. Maintain communications among the Leadership Team members;
      - iv. Supervise the staff of the ICC – provide recommendations and counsel to employed and volunteer staff;
      - v. At least one (1) shall be a Judicatory Executive.
    - b. The Secretary shall:
      - i. Keep a record of attendance;
      - ii. Keep minutes of the Leadership Team and Assembly actions;
      - iii. Be the Corporate Secretary, who will hold the Incorporation Seal and sign official documents of the ICC.

- c. The Treasurer shall:
  - i. Facilitate the development of an annual budget;
  - ii. Authorize expenditures;
  - iii. Maintain the financial records;
  - iv. Implement an annual audit;
  - v. Provide such financial reports as may be required by the Leadership Team or Assembly.
- 4. Five (5) members of the Leadership Team shall be elected as judicatory regional representatives. They will be chosen to represent these five regions of the state:
  - a. The portion of IL located south of Interstate 70;
  - b. The portion of IL located between Interstate 70 and Interstate 80;
  - c. The portion of IL located north of Interstate 80, excluding the greater Chicago metropolitan area;
  - d. Chicago;
  - e. Chicago suburbs.
- 5. Four (4) members of the Leadership Team shall be elected as chairs of four (4) Mission Teams, as follows:
  - a. Forum Team;
  - b. Public Policy Team;
  - c. Bi-Annual Statewide Gathering Team;
  - d. Transition Mission Team (during 2006 and 2007).

C. The Leadership Team shall:

- 1. Provide leadership for the ICC in implementing the Mission Statement;
- 2. Oversee the administration of the ICC;
- 3. Be responsible for the hiring of staff persons;
- 4. Present a budget for approval by the Annual Assembly;
- 5. Be responsible for planning of the Annual Assembly;
- 6. Be responsible for oversight of the financial operations of the ICC;
- 7. Oversee all personnel issues:
  - a. Review and revise personnel policies for ratification by the Annual Assembly;
  - b. Advise and evaluate ICC staff;
- 8. Recommend such policies and procedures as needed for implementation of the Mission Statement.

D. Terms

- 1. Terms of office shall begin with the calendar year;
- 2. Elections shall be held each year at the Annual Assembly;
- 3. Terms shall be for two years, and no person will serve more than two consecutive terms;
- 4. One Co-chair and one half of the Leadership Team shall be elected in alternate years so that one Co-chair will always be continuing for the next year;
- 5. In the case of resignation or death of a member of the Leadership Team, the Team shall name a successor for the unexpired term or until the next Annual Assembly.

E. ICC staff may attend meetings of the Leadership and/or Mission Teams as deemed helpful, with voice but no vote.

#### Article V: MISSION TEAMS

- A. The purpose of the Mission Teams shall be to carry out the planning, implementation and evaluation of programs and actions which support the Mission Statement of the ICC.
- B. A Mission Team shall:
  - 1. Be accountable to the Annual Assembly and shall function under the direction of the Leadership Team;
  - 2. May be created by the Leadership Team to impact the issues, concerns, goals and objectives established by the Assembly (with ratification at the next Annual Assembly meeting);
  - 3. Submit written reports of their activities and progress to the Leadership Team as well as at each gathering of the Annual Assembly;
  - 4. Have a chairperson who is elected by the Annual Assembly and will serve as a member of the Leadership Team;
  - 5. At the time of adoption of this Constitution and these By-Laws, the Mission Teams are designated as the Forum Team, Public Policy Team, Bi-Annual Statewide Gathering Team and the Transition Mission Team (2006-2007). Teams may be added, changed or dissolved as necessary by recommendation of the Leadership Team and ratification by the Annual Assembly.

#### Article VI: ADMINISTRATIVE COORDINATOR

- A. The Administrative Coordinator shall be selected by the Leadership Team. The Administrative Coordinator shall be supported by such staff as the Leadership Team and Annual Assembly deem appropriate.
- B. The Administrative Coordinator's duties shall be outlined by the Leadership Team.

#### Article VII: OPERATIONAL GUIDELINES

- A. The Constitution and By-Laws shall govern the operation of the ICC.
- B. The Assembly, Leadership Team and Mission Teams shall normally take actions on a consensus model rather than by a majority vote, but each body may identify issues when action shall be taken by majority vote.
- C. A quorum at all scheduled meetings of the Assembly, Leadership Team or Mission Teams shall consist of those present. However, it is considered not expedient to transact important business without a fair representation present.

#### Article VIII: AMENDMENTS

- A. Amendments to these By-Laws may be made by a recommendation of the Leadership Team and presented to the Annual Assembly. Amendments shall be ratified by a 2/3 vote of the Annual Assembly.