

OPERATING GUIDELINES FOR THE TRUSTEES SECTION
UNITED METHODIST ASSOCIATION OF HEALTH AND WELFARE MINISTRIES

ARTICLE I. Name

The name of this Membership Section shall be the Trustees Section of the United Methodist Association of Health and Welfare Ministries (UMA), hereafter referred to as Trustees Section.

ARTICLE II. Authority

The Trustees Section derives its authority from the Board of Directors, and Bylaw Article IX of the UMA, and as such is accountable to the Board of Directors of the UMA.

ARTICLE III. Purpose

Segment 1. The Trustees Section is the organization of UMA member Trustees where opportunities and problems of mutual interest and concern are identified and discussed.

Segment 2. The Trustees Section provides a means of interchange of expressed interests, experiences, needs and desires that promote a better understanding of the functioning of member Trustees.

Segment 3. The Trustees Section provides collegiality, fellowship, leadership training, and development for its members in order to assure quality ministry to those persons serving as Trustees and Directors of UMA member facilities.

Segment 4. The Trustees Section promotes and encourages inclusion of a spiritual life dimension throughout the ministry of each UMA member institution by working to establish faith based programs and activities that reflect Wesleyan Christian values.

Segment 5. The Trustees Section cooperates with all UMA sections and Related Ministries (General Board of Higher Education and Ministry, Division of Ordained Ministry), and the Health and Relief Unit (General Board of Global Ministries), and other General Boards and Agencies of The United Methodist Church as need or opportunity permits. The purposes of this cooperation are to foster the continued growth of the members of the Trustees Section and to support UMA goals to maintain/enhance shared ministry between the UMA and the United Methodist denomination.

ARTICLE IV. Membership

Segment 1. Membership in the Trustees Section consists of individuals identified by the following categories:

(a) Trustees of a UMA Member organization. Members shall have the right to exercise one (1) vote in the determination of Trustees Section business.

(b) Individual United Methodists and non-United Methodists who are Trustees in institutions which are not institutional members of the UMA who reflect similar ministry philosophies and whose primary responsibility is in governance, who holds an active individual membership in the UMA. Members shall have the right to exercise one (1) vote in the determination of Trustees Section business.

Segment 2. An annual business meeting shall be held to conduct elections and to transact other business during the Annual UMA Meeting. Other regular or special meetings of the Trustees Section may be called by the Chairperson,

upon one week's advance notice. The members of the Trustees Section present at any regular or special meeting shall constitute a quorum for voting purposes. Each member shall have one (1) vote.

Segment 3. Educational and training events for members of the Trustees Section will be conducted during the Annual UMA Convention. These events will be coordinated with the UMA Training Committee.

Segment 4. Other educational and training events may be conducted during other times of the year if supported by interest of the Trustees Section Executive Committee and/or Trustees Section membership in consultation with the UMA. Workshops may be held jointly with other UMA sections.

ARTICLE V. Officers

Segment 1. The officers of the Trustees Section shall be the Chairperson, the Chairperson-Elect, the Secretary and the Immediate Past Chairperson. Other officers may be elected by the Trustees' Section as deemed necessary according to Article VII, Section 1 of these Guidelines.

Segment 2. The duties of the Section Chairperson shall include serving as member of the Board of Directors of the UMA, to provide leadership for the Section, to serve as a member of the UMA Leadership Recruitment and Nominations Standing Committee, approve disbursements for the Section and others duties as assigned by the UMA Board of Directors [see Article IX, Sections 3 & 4 of the UMA Bylaws]. The Chairperson shall rise to this office after serving as Chairperson-Elect, and shall serve a three year term.

Segment 3. The Chairperson-Elect will be elected for a term of two years. Following the two year term, the Chairperson-Elect will succeed to the Chairperson position for a three year term.

Segment 4. The Chairperson-Elect shall preside in the absence of the Chairperson. The Chairperson-Elect serves as the Trustees Section Representative to the UMA Training Committee. In the event that the position of the Chairperson becomes vacant for any reason, the Chairperson-Elect shall succeed immediately to take the office of the Chairperson.

Segment 5. The Secretary shall be elected for a term of three years. The Secretary shall serve no more than two consecutive terms of office. The Secretary shall be responsible for the taking of minutes at all meetings of the Section, of maintaining a current Membership list of the Section and coordinates correspondence with Trustees Section membership. In case the Secretary is absent at a meeting of the Section, the Chairperson shall designate a person from Section members present to record the meeting minutes.

Segment 6. The immediate Past-Chairperson shall serve for 3 years as an officer of the Trustees Section following his/her term as Chairperson of the Section. The immediate Past-Chairperson shall convene the Trustees Section Leadership Recruitment and Nominations Committee appointed by the Chairperson of the Section.

ARTICLE VI. The Executive Committee and Duties

Segment 1. There shall be an Executive Committee that includes the Chairperson, the Chairperson-Elect, the immediate Past-Chairperson, the Secretary, the Trustees Section representatives serving on the Professional Development Work Center, Member Relations Work Center and Strategic Mapping Work Center and any elected UMA Officer who is a member of the Trustees Section. All members of the Executive Committee shall be members of the Trustees Section.

Segment 2. The term of office shall begin at the adjournment of the meeting where they were elected or appointed, generally held in conjunction with the UMA National Convention.

Segment 3. The duties of the Trustees Section Executive Committee will be to provide general leadership to the Trustees Section, the planning of the annual meeting, workshops, seminars, and any other events, projects, or duties assigned by the UMA Board of Directors or the Trustees Section membership at the business meeting. The Trustees Section Executive Committee will conduct all interim business.

Segment 4. The Trustees Section Executive Committee shall select annually the Trustee of the Year, to be recognized during the UMA National Convention. This committee establishes the guidelines and criteria for this recognition.

Segment 5. The Trustees Section Executive Committee shall have the authority to establish committees and other task forces as deemed necessary for the work of the Trustees Section.

ARTICLE VII. Nominations and Elections

Segment 1. The Chairperson will appoint a Trustees Section Leadership Recruitment and Nominations Committee, to be chaired by the Immediate Past Chairperson, or designee. This group shall be alert for possible Chairpersons-Elect, Secretaries, Representatives to UMA Work Centers, UMA Standing Committees, UMA Task Forces, and any other positions deemed necessary by the membership.

Segment 2. At the Trustees Section annual business session, a single slate of nominees will be presented for those positions that become vacant at the close of the UMA Annual Meeting. Additional persons may be nominated from the floor providing permission has been obtained from the person to be nominated.

Segment 3. The Trustees Section Executive Committee shall have the authority to fill any position that may become vacant between business meetings of the Section.

Segment 4. Officers are elected by a majority vote of the Trustees Section members present at a duly constituted meeting where a quorum exists.

ARTICLE VIII. UMA Work Center and Standing Committee Representation

Segment 1. The Chairperson of the Trustees Section shall be a member of the UMA Board of Directors and the UMA Leadership Recruitment and Nominations Standing Committee.

Segment 2. The Chairperson-Elect of the Trustees Section shall be a member of the UMA Training Standing Committee.

Segment 3. There shall be One (1) member of the Trustees Section appointed to serve on each of the following UMA Work Centers: Professional Development Work Center, Member Relations Work Center and Strategic Mapping Work Center. These appointments are to be made by the Trustees Section Executive Committee.

Segment 4. The length of term of office for Trustees Section Representatives to the UMA Work Centers shall be for two years with a limit of two consecutive terms.

Segment 5. There shall be One (1) member of the Trustees Section appointed to serve on each of the following UMA Standing Committees: Bylaws Review, Policy,

Business Practices, Fund Raising, Membership, Resource Promotion, Ethics, Field Consultation and Order of Good Shepherds. These appointments are to be made by the Trustees Section Executive Committee.

Segment 6. The length of term of office for Trustees Section Representatives to the UMA Standing Committees shall be for three years with a limit of two consecutive terms.

Segment 7. The Chairperson or other Trustees Section Representative shall serve on the EAGLE Accreditation Committee. The length of term of office shall be for three years with a limit of two consecutive terms.

Segment 8. The appointments to the various committees shall be made with respect to cultural, gender, racial, and geographic diversity.

ARTICLE IX. Amendments and Revision

Segment 1. These guidelines may be amended and revised by a special or regularly scheduled meeting of the Trustees Section provided that such proposed changes are made available to the membership in writing prior to said meeting.

Segment 2. The members of the Trustees Section present at any regular or special meeting shall constitute a quorum for voting purposes. Each member shall have One (1) vote. Adoption shall be made by a simple majority affirmative vote, pending final approval by the UMA Board of Directors.