



Texas Conference Christian Educators Fellowship By-Laws

- I. The name of the organization is the Texas Conference Christian Educators Fellowship of The United Methodist Church (TCCEF). TCCEF is organized through CEF (Christians Engaged in Faith Formation) the national organization.
- II. The purpose of this organization is to:
 - A. Spiritually encourage one another.
 - B. Help members network for support, fellowship and ideas.
 - C. Strengthen the role of Christian education in the Texas Annual Conference
 - D. Encourage continuing professional growth through personal study and conference activities.
- III. The membership of TCCEF is composed of:
 - A. MEMBER
Full membership is open to anyone (lay or clergy) who works to promote Christian faith and formation within The United Methodist Church and specifically the Texas Conference.
 - B. ASSOCIATE MEMBER
Persons from other denominations are welcome to join TCCEF. Non-United Methodist Christian Educators shall be known as Associate Members. They have all rights of membership except holding an elective office.
 - C. RETIRED MEMBER
Persons who at the time of their retirement are members of TCCEF and who choose to remain active in it.
 - D. STUDENT MEMBER
Persons who are enrolled full time as students in a college, university or seminary.
 - E. LIFE MEMBER
Life Membership is an honored status given to selected members and bestowed by the board upon their retirement. Life members must be active in TCCEF prior to retirement to be considered for this honor.
 - F. FRIEND OF TCCEF
Persons who choose to connect with TCCEF but cannot fully participate.
- IV. Membership Dues
 - A. Annual dues of \$25 are payable at the beginning of each fiscal year.
 - B. The fiscal year is January 1 to December 31.
 - C. The Membership Coordinator will send reminders to those who are delinquent in the payment of their dues. Failure to pay dues will terminate membership.
 - D. Members and Associate Members pay full dues.
 - E. Dues for Retired and Student Members are half of the full membership fees.
 - F. Life Members are not required to pay dues.
 - G. Dues for those who join TCCEF for the first time (not returning or renewing membership) after June 1 are one-half the dues for the year.
 - H. Dues for Friends of TCCEF are \$5 per year.
- V. Officers
Officers are elected for a one-year term. The term of service is from the annual meeting of the Texas Annual Conference to the next yearly meeting (not to include any special "called" sessions of the Annual Conference).

A. The following officers will be elected.

1. President
2. Programming Coordinator(s)
3. Hospitality Coordinator(s)
4. Secretary
5. Treasurer
6. Membership Coordinator
7. Scholarship and Standards Coordinator
8. Caring and Communications Coordinator (s)
9. Technology Coordinator (s)
10. Past President (Chairperson of Nominations Committee)

B. Ex-Officio Officers (appointed by Executive Committee)

1. Historian
2. Study Retreat Coordinator(s)
3. Five Stars of Excellence Award Coordinator (s)
4. Annual Conference Meeting Coordinator (s)
5. Continuing Education Coordinator (s)

C. The Executive Committee is comprised of the elected officers of TCCEF.

D. Appointed Positions--the Executive Committee appoints:

1. 2 (two) persons to serve on Scholarship and Standards Committee
2. 2 (two) persons to serve on Nominations Committee
3. The Continuing Education Design Team consists of 2 appointed persons and the 5 (Five) Star

E. The President and the Membership Coordinator of TCCEF will be members of the CEF. All other officers and members are strongly urged to be members of CEF.

F. TCCEF may pay the national membership dues for the President and Membership Coordinator.

G. The Executive Committee will fill vacancies within the committee for the remainder of the term.

VI. Duties of Officers

A. President

- Convene and conduct business sessions of the Executive Committee at least quarterly.
- Convene and conduct regular meetings of TCCEF
- Convene and conduct the General Meeting of TCCEF held during Annual Conference and any other General Meetings deemed necessary.
- Work with the Executive Committee to ensure that all appointed positions are filled each year.
- Work with the Executive Committee to ensure that all honors, awards, and presentations are provided for at the Annual Conference General Meeting.
- Ensure that a slate of officers, proposed budget, membership form, and other vital information be provided to members annually.
- Represent TCCEF at all National CEF Conferences.
- Ensure that the TCCEF Charter is renewed annually with National CEF, and a roster of officers is provided to the national office.

- Ensure that the yearly budget, slate of officers, and any proposed by-laws changes are duly put before the membership at least two weeks (14 days) prior to when the votes are to be taken, either at a General Meeting or by an official email vote.
- Ensure that the yearly budget, election of officers, and other business are duly voted upon at the appropriate General Meeting or by an official email vote.

B. Programming Coordinator (s)

- Assume responsibility for making sure a program is planned in a timely manner for all TCCEF meetings.
- Gather a programming "design team", if desired, to plan ahead for a period of at least six months. Either make the contacts with speakers yourself or secure volunteers to make the arrangements.
- Write thank you notes to program presenters.
- Make necessary arrangements for each meeting including reserving facilities, program and needs of the presenter, and other arrangements as deemed appropriate for that meeting and program.
- Provide program information to the President, Website Coordinator, and Caring and Communications Coordinator in a timely manner before each meeting.
- Maintain a record of programs during term of office.
- Convene and conduct business of the Executive Committee in the absence of the President.

C. Hospitality Coordinator (s)

- Make arrangements with a caterer for the meal at each meeting.
- Receive reservations for the meal at each meeting.
- Invite members to serve as greeters and to offer the meal prayer.

D. Secretary

- Maintain minutes of all Executive Committee and General Meetings.
- Email minutes of Executive Committee Meetings to its members and to all ex-officio members.

E. Treasurer

- Keep all financial records.
- Receive membership dues and other monies.
- Deposit all monies within 30 days of receipt and write all checks in a timely manner.
- Obtain receipts for expenses from officers and provide reimbursements for expenses covered in the approved annual budget.
- Prepare annual budget for review and approval by the membership at the appropriate General Meeting.
- Provide a written bi-annual financial statement to the Executive Committee.
- Ensure that an accounting professional reviews the TCCEF financial records every three years.
- Serve as a member of the Scholarship and Standards Committee.

F. Membership Coordinator (s)

- Prepare and publish (email, website, etc.) an updated membership form before the end of the calendar year.
- Maintain an up-to-date contact list of the membership, coordinating email lists with the Caring and Communications Coordinator.

- Provide a membership booklet each year at Annual Conference for all current paid and Life Members.
- Turn in all monies for membership to the TCCEF Treasurer within 30 days of their receipt.
- Prepare brief information about TCCEF membership and benefits for conference and district communication. Provide information about TCCEF membership and organization for conference monthly meetings. Make sure membership booklets are part of budget.

G. Scholarship and Standards Coordinator (s)

- Prepare and publish scholarship application forms (email, website, etc.) by August 31 each year.
- Receive applications for scholarships.
- Convene a meeting of the Scholarship and Standards Committee at least once each year for review of applications and appropriate awarding of scholarships.
- Report to the Treasurer and Executive Committee the names of persons receiving scholarships during the year.
- Review the Scholarship Standards annually. Report to the Executive Committee any suggestions for changes in the standards.
- Ensure that notification of all deadlines for scholarships is well advertised throughout TCCEF.

H. Caring and Communications Coordinator (s)

- Receive and forward all requests for prayer, joys and concerns to the membership of TCCEF.
- Update email addresses for all members routinely in cooperation with the Membership Coordinator.
- Serve as a clearinghouse for membership-wide announcements.
- Send email notices of monthly programs and meetings in a timely manner.
- Send cards when appropriate.

I. Technology Coordinator (s)

- Work with the Executive Committee to promote meetings, events and programs through the TCCEF website and social media
- Work with the Conference Communications Department to ensure that TCCEF is mentioned and linked on the Texas Conference website.
- Update TCCEF website/social media at least monthly with information provided by members of the Executive Committee.

J. Past President

- Serve as chairperson of the Nominations Committee.
- Convene the Nominations Committee in a timely manner and prepare a slate of officers to be communicated to the membership for a vote at or near the time of Annual Conference.
- Prepare and publish (email, website, etc.) Life Member and Dick Murray Award nomination forms by March 1 each year.
- Receive nominations for officers of TCCEF, Life Members and the Dick Murray Award.

K. Historian

- Responsible for organizing TCCEF Files and Historical Documents- including agendas, minutes from meetings, photos, and notes from luncheons and retreats.
- Preserving TCCEF History, captures and keeps a record of its activities and successes
- These records can be kept as a hard copy or on a hard drive. All records should be dated in order to show progress of the group.

L. Study Retreat Coordinator (s)

- Work with the Executive committee to determine a retreat place, topic, speaker and schedule each calendar year that would encourage professional growth, personal study and/or networking.
- Prepare and publish flyer, information or invitation to TCCEF members, other educators and the Texas Annual Conference about the study retreat.

M. Five Stars of Excellence Award Coordinator

- Promote the annual on-going program of Five Stars of Excellence to churches & districts of the Texas Annual Conference.
- Review Five Star applicants and submit information to the President and Annual Conference meeting coordinator.
- Communicate with all churches that submit applications and provide information to those who qualify for the award.
- Be present at the Annual Conference meeting to award recipients.

N. Annual Conference Meeting Coordinators

- Work with the Texas Annual Conference for a place to have the TCCEF Annual Conference meeting.
- Promote the TCCEF Annual Conference meeting to members and Texas Annual Conference.
- Include the Executive committee in planning and assisting with the program.

O. Continuing Education Coordinator (s)

- Provide Resources to the Texas Annual Conference and our Community of Practice for promotion of continued excellence in Christian Education; primarily through District Training Events.
- This committee will have stand Alone Account & Funding because of its affiliation with the past Greater Houston Leadership Education School (GHLES) committee.
- Meet Quarterly to gather & distribute information regarding programs & events.

VII. General Procedures

A. Application for Scholarship monies should be made through the Scholarship and Standards Coordinator, who will present the application to the Scholarship and Standards Committee for review and a decision. The person must meet all requirements listed in the Scholarship Standards. Deadline to receive applications is November 15 and May 15 for all awards for the current fiscal year.

B. Copies of the by-laws and a roster will be made available to all paid and Life Members at the Annual Conference meeting each year.

C. The Annual Conference meeting will be designated a General Meeting of TCCEF. Other General Meetings may be scheduled as deemed necessary.

D. The Executive Committee will ensure that promotional materials about TCCEF are generated at least annually for use at district and conference events.

E. A General Meeting is a meeting of the larger TCCEF membership (paid and Life Members) for the purpose of conducting official TCCEF business (elections, votes, etc.).

VIII. These by-laws may be amended by a majority vote at a General Meeting or by email vote.

adopted by TCCEF, May 27, 2014