

**ARTICLES OF OPERATION FOR
THE NATIONAL CONVOCATION OF THE CHRISTIAN CHURCH
(DISCIPLES OF CHRIST)**

Amended July 2012

Article I - Name

The name of this organization shall be National Convocation of the Christian Church (Disciples of Christ).

Article II - Purpose

The purpose of the National Convocation shall be to provide an instrumentality within the structure of the Christian Church (Disciples of Christ) as a forum for the discussion of pertinent issues related to black church life in the context of total church life, for fellowship, program promotion, leadership training, and such other general purposes as shall support and strengthen the congregations involved in the total mission of the church.

Article III - Membership

The National Convocation shall be composed of delegates from churches and individuals who are members of the Christian Church (Disciples of Christ) and who attend the biennial convocation and pay the registration fee.

Article IV - Organization

- 1) The officers shall be a President, Vice-President, Secretary and Treasurer. Either the President or Vice-President shall be a woman. The President shall appoint a parliamentarian to advise the President during sessions of the convocation.
- 2) A board of the Convocation shall be comprised of twenty-seven (27) persons, including:
 - a) the Administrative Secretary;
 - b) the four officers;
 - c) eight members-at-large from the Convocation;
 - d) the General Minister and President of the Christian Church (Disciples of Christ);
 - e) the President of the Division of Homeland Ministries;
 - f) the Vice President responsible for program administration of the Division of Homeland Ministries;
 - g) two youth representatives appointed by the Board of Trustees upon nomination by the Youth Fellowship;
 - h) nine members from the Convocation.

The four officers, eight members at large, Administrative Secretary, General Minister and President, President of the Division of Homeland Ministries and Vice President responsible for program administration of the Division of Homeland Ministries shall be nominated by the National Convocation to the General Assembly for election as members of the Board of Trustees of the National Christian Missionary Convention.

The President and Vice-President shall become ex-officio members of the board one year prior to their installation. The Immediate Past President shall become an ex-officio member of the board for one year after serving as president.

The board shall be responsible for the general administration of the Convocation and shall make regular reports to the General Board of the Christian Church (Disciples of Christ) through the Administrative Committee of the General Board.

- 3) The Executive Committee shall be comprised of the four (4) officers, Administrative Secretary and the General Minister and President. The Executive Committee shall arrange for the biennial Convocation, making use of the regular program planning channels of the Christian Church (Disciples of Christ) and appointing such committees as are necessary to fulfill the purposes of the Convocation.
- 4) The Board of Trustees of the National Convocation shall recommend to each Biennial Session the following: President, Vice-President, Secretary, Treasurer, eight (8) members-at-large, and nine (9) fellowship group members. The term of office of the President, Vice-President, Secretary and Treasurer shall be two years. Persons being recommended for the office of President, Vice-President, Secretary or Treasurer must have served at least a four year term as a trustee or fellowship group member of the Board of Trustees of the National Convocation. The term of office of the eight (8) members-at-large shall be six years with four members-at-large elected each biennium. The term of office of the nine (9) fellowship group members shall be four years with four fellowship group members elected each biennium. The Administrative Secretary, the General Minister and President of the Christian Church (Disciples of Christ), the Vice President of the Division of Homeland Ministries, and the President of the Division of Homeland Ministries shall be added to the slate by virtue of their office.
 - a) All recommendations shall include the name, address, and title of the person being recommended, including specific rationale for the recommendation and the specific office for which the recommendation is made.
 - b) The Board of Trustees shall communicate by letter with each person being recommended to determine the readiness of the person to serve, if elected; and where necessary, further information concerning the person will be secured.
 - c) That all elected officers terms of office shall begin at the adjournment of the Convocation's assembly following the assembly at which their election took place.
 - d) That all elected members-at-large and fellowship group members of the Board of Trustees will begin their terms of office at the adjournment of the assembly at which they were elected. Members-at-large of the National Convocation elected to a six year term will be nominated to the General Assembly for election as Trustees of the National Christian Missionary Convention for the last four years of their six year term.
 - e) Recommendation of the nine fellowship group members of the Board of Trustees shall be made by the following fellowship groups from within their membership:
 - Ministers (2);
 - Clergy Women (1);
 - Ministers Wives/Husbands (2);
 - Disciples Men (2);
 - Disciples Women (2)

Upon adoption of this amendment to the Articles of Operation each fellowship group will nominate a maximum of two (2) persons. One of the persons from each fellowship group will be nominated for a two year term and one for a four year term. In succeeding years each fellowship group will be limited to one nominee for a four year term. All nominees will be presented to the business session of the Biennial Session for election. Should the Biennial Session not accept the fellowship group's recommendation, nominations made from the floor must be of persons within the membership of the fellowship group whose initial nomination was not accepted.

- 5) Issues to be considered by the National Convocation shall be presented by the Board of any recognized congregation of the Christian Church (Disciples of Christ) and related to the Convocation or over the signature of not less than ten persons, each person being from a different congregation recognized by the Christian Church (Disciples of Christ) and related to the Convocation.
 - a) Issue statements shall be in the National Convocation Administrative Secretary's office ninety days (90) prior to the Convocation's assembly.
 - b) Issue statements shall be transmitted to the Convocation's assembly upon action of the Board of Trustees which shall transmit the business item as received, together with the Board of Trustees' recommended action, including possible amendments.
 - c) Issue statements acted upon by the Convocation's assembly shall be referred to the General Assembly of the Christian Church (Disciples of Christ) through the Convocation's Board of Trustees and the Administrative Committee of the General Board of the Christian Church (Disciples of Christ) for information and, where appropriate, for action.
 - d) Emergency issue statements shall be handled by the Board of Trustees, the Board having the power to determine whether or not the issue is an emergency, including questions of timeliness issues emerging from church, national or world situations not apparent ninety (90) days to the Convocation's assembly. Such emergency items shall be signed by not less than ten persons who are members of ten different congregations recognized by the Christian Church (Disciples of Christ) and related to the National Convocation.

Article V - Officers

- 1) The President and Vice-President shall be elected biennially, (every two years) becoming ex-officio members of the Board of Trustees, one year prior to installation. The Immediate Past President shall become an ex-officio member of the board for one year after serving as president.
- 2) The President shall preside at sessions of the biennial Convocation and of the Executive Committee. The president shall serve as a member and President of the Board of Trustees of the National Christian Missionary Convention Corporation, and perform such other duties as may be assigned.
- 3) The Vice-President shall in the absence of the President perform the duties of the President and serve as program chairperson of the biennial Convocations. The Vice-President shall serve as a member of the Board of Trustees of the National Christian Missionary Convention Corporation and perform such other duties as may be assigned.

- 4) The Secretary shall keep accurate minutes of the biennial Convocation, Board of Trustees and the Executive Committee. The Secretary shall serve as a member of the National Christian Missionary Convention Corporation and perform such other duties as may be assigned.
- 5) The Treasurer shall monitor the budget in accord with policies established by the Board of Trustees of the Convocation and the receipts and disbursements of Convocation funds. The Treasurer shall issue receipts for all monies received, keep an accurate account of all receipts and disbursements and of all financial transactions during the biennial session of the Convocation. The Treasurer shall give bond in a responsible fidelity company in such amount as the Convocation deems necessary, the premium being paid by the Convocation. The Treasurer shall serve as a member and Treasurer of the Board of Trustees of the National Christian Missionary Convention Corporation during his/her term as Treasurer.
- 6) The Administrative Secretary shall be a member of the executive staff of the Office of the General Minister and President and shall perform those duties which are assigned or normally pertain to such an office.

The Administrative Secretary shall serve on all committees, boards and commissions of the Convocation, and bear national administrative responsibility for developing consultations with regions and other structural configurations so that those structures, programs and services are effective for Black congregations.

The Administrative Secretary shall serve as a member of the Board of Trustees of the National Christian Missionary Convention Corporation, act as Corporation Secretary, and maintain custody of the seal of the corporation.

The Administrative Secretary shall be responsible for developing consultative procedures designed to provide adequate and effective structures, programs and services for Black congregations in the various general administrative units and regions of the church.

The Administrative Secretary shall be nominated by mutual agreement of the General Minister and President and an Advisory Committee from the Convocation's Board of Trustees to the Administrative Committee of the General Board for their approval. The Advisory Committee of not more than seven shall be selected by the President of the National Convocation and confirmed by the Board of Trustees (in regular session or by mail ballot). The General Minister and President shall call together the Advisory Committee soon after its confirmation to develop a profile of desired characteristics for the Administrative Secretary and agree upon a process for receiving names.

After the development of the profile, the General Minister and President shall receive names of suggested nominees. Within ninety days after the profile has been developed, the General Minister and President will provide the Advisory Committee a list of all nominees, identifying nominees who match the profile.

The General Minister and President and the Advisory Committee will meet for the purpose of rank ordering the persons that match the profile. The General Minister and

President shall interview the highest ranked candidate. Should that candidate demonstrate identified skills in the interview and accept the nomination, the General Minister and President shall notify the members of the members of the Advisory Committee and submit the candidate as the nominee to the Administrative Committee of the General Board for election. Should the highest ranked candidate, through interview or choice, prove ineligible, the second highest ranked candidate shall be interviewed. If the second highest ranked candidate prove ineligible, the General Minister and President shall continue down the priority list or invite the Advisory Committee to begin the process again.

- 7) An officer shall be a person who has given reasonable evidence of Christian discipleship and effective church-wide leadership and responsibility as:
 - a) an active member in the Christian Church (Disciples of Christ) or Church of Christ) congregation affiliated with the Convocation;
 - b) a participant in significant church endeavors and supportive of Christian mission in the district, region and general church with special relevance to the purpose and priorities of the National Convocation; and
 - c) an individual with good Christian character and principles.

Article VI - Meetings

The National Convocation shall meet biennially beginning in 1970 at such time and place as may be fixed at the biennial meeting by the Convocation or by the executive committee. Notice of the biennial meetings of the Convocation shall be given by the publication of such notice in publications and journals of the Christian Church or by written notice through the mails.

Article VII - Executive Committee Meetings

The Executive Committee shall meet at the call of the Administrative Secretary after consultation with the President at such time and place they shall designate.

Article VIII - Parliamentary Procedure

Robert's Rule of Order, Revised, shall govern proceedings of the Convocation.

Article IX-Amendments

The Articles of Operation may be amended at any regular session of the convocation by a two-thirds vote of members present and voting, provided such amendment has been presented to the Convocation at least twenty-four hours prior to voting and read before the Convocation at least three times before action is taken.