

**THE CONSTITUTION OF THE UNITED METHODIST  
MISSIONARY ASSOCIATION (UMMA)**  
(Original: 1/31/1997; last amendment 10/22/03)

- ARTICLE I. Name and Location**  
**ARTICLE II. Purpose**  
**ARTICLE III. Objectives**  
**ARTICLE IV. Membership**  
    **A. Members**  
    **B. Affiliates**
- ARTICLE V. Organizational Structure**  
    **A. The UMMA Gathering**  
    **B. The Steering Committee**  
    **C. The Administrative Council**  
    **D. The Officers**  
    **E. The Coordinator**  
    **F. The Missionary-in-Residence**
- ARTICLE VI. Finances**  
    **A. Annual Financial Report and Budget**  
    **B. Audit**  
    **C. Dues and Gifts**

- ARTICLE VII. By-Laws**  
**ARTICLE VIII. Amendments**  
**ARTICLE IX. Dissolution**

-----  
**ARTICLE I. Name and Location**

The name of the organization shall be "United Methodist Missionary Association" (UMMA). The address of the organization shall be decided by the UMMA Steering Committee.

**ARTICLE II. Purpose**

To develop and nurture a vital connectional network among active, inactive and retired missionaries of the General Board of Global Ministries (GBGM) of the United Methodist Church (UMC) and its mission organization and their predecessors for the purpose of promoting Christian mission.

**ARTICLE III. Objectives**

The objectives of UMMA are –

-to deepen a sense of community and mutual support among missionaries in active, inactive and retired relationships with the GBGM and other UMC mission organizations and their predecessors;

-to provide practical methods for members to share concerns and propose solutions that address the policies and goals of the mission bodies;

-to engage in related activities in accordance with the purpose.

**ARTICLE IV. Membership**

UMMA shall consist of MEMBERS and AFFILIATES.

- A. MEMBERS shall be active, inactive or retired missionaries of the GBGM mission organizations or their who have paid the current UMMA dues. Members have a voice and vote at meetings of the UMMA GATHERING.
- B. AFFILIATES shall be persons with a high degree of interest in the mission work of the United Methodist Church, affirm the purpose of UMMA and have paid the current UMMA dues. Affiliates have a voice but no vote at meetings of the UMMA GATHERING.

**ARTICLE V. Organizational Structure**

UMMA shall consist of the GATHERING, the STEERING COMMITTEE (SC), and the ADMINISTRATIVE COUNCIL (AC).

**A. The GATHERING**

1. Composition & Voting

All members and affiliates are invited to attend meetings of the GATHERING and have the privilege of speaking on the floor. Only members may vote.

2. Function

- a. The GATHERING is the highest authoritative body of UMMA. The SC and the AC are responsible to the GATHERING for their actions. The GATHERING shall receive reports of the actions of the SC and the AC during the interim between meetings, as well as reports of any task forces established to serve the purpose of UMMA.
- b. The GATHERING may terminate any action of the SC or AC or task force by a majority vote.
- c. The GATHERING shall elect regional & retired representatives to the SC.

**B. The STEERING COMMITTEE (SC)**

1. Composition

- a. Two members elected as representatives from each geographical region defined in the By-Laws,
- b. Two members elected as representatives of those in retired relationship,
- c. One Missionary-in-Residence (MIR),
- d. The Coordinator.

## 2. Functions

- a. The SC shall carry out the actions and policies established by the GATHERING between meeting of the GATHERING in accordance with the purpose of UMMA.
- b. The SC shall prepare a slate of nominees to succeed and SC member whose term of office is ending.
- c. The SC shall elect from its members the following officers: Chairperson, Vice-chairperson, Secretary and Treasurer.
- d. The SC shall elect form among UMMA members the Coordinator to operate the UMMA office and administer the funds of UMMA.
- e. The SC shall make arrangements for regular and special meetings of the GATHERING.
- f. The SC shall prepares an annual operating budget and an annual financial report for approval by the members of UMMA.
- g. The SC shall keep an accurate record of its actions to be presented to the subsequent GATHERING for approval.

## C. The ADMINISTRATIVE COUNCIL (AC)

### 1. Composition

The AC shall be composed of the Chairperson, Vice-chairperson, Secretary, and Treasurer of the STEERING COMMITTEE, the Coordinator and the MIR

### 2. Functions

- a. The AC shall administer the daily affairs of UMMA under the supervision of the SC.
- b. The AC shall keep accurate records of its actions and submit these actions for SC approval or disapproval at the subsequent meeting.
- c. The AC shall keep accurate and full financial records of UMMA.

## D. Officers

### 1. Election and Term

- a. All officers shall be elected from among the members of the SC.
- b. The term of office shall be two years.
- c. An elected officer shall continue to serve until the successor is able to assume the duties of the office.
- d. Officers are eligible for reelection but may not serve more than eight consecutive years.

## 2. Chairperson

- a. The chairperson shall be a member of and preside over all meetings of the GATHERING, the SC and the AC.
- b. The Chairperson is responsible for the effective functioning of the SC and the AC in meeting the objectives of UMMA.
- c. The Chairperson shall submit a written report to all members of UMMA annually.

## 3. Vice-chairperson

- a. The Vice-chairperson shall preside over meetings of the GATHERING, the SC and the AC in the absence of the Chairperson.
- b. The Vice-chairperson as a member of the AC shall carry out whatever further duties the AC requests.

## 4. Secretary

- a. The Secretary shall keep accurate records of all meetings and actions of the GATHERING, the SC and the AC.
- b. The Secretary shall be responsible for counting the ballots of all elections.
- c. The Secretary as a member of the AC shall carry out whatever further duties the AC requests.

## 5. Treasurer

- a. The Treasurer shall be responsible for the preparation of the annual financial report and the annual budget of UMMA.
- b. The Treasurer as a member of the AC shall carry out whatever further duties the AC requests.

## **E. Coordinator**

### 1. Election and Term

- a. The Coordinator shall be elected from among the members of UMMA by a majority vote of the full SC to serve a four year term.
- b. The Coordinator may be reelected.

### 2. Functions

- a. The Coordinator shall be responsible for the operation of the UMMA office including correspondence, mailings and financial transactions.
- b. The Coordinator shall be the designated legal person for UMMA.

- c. The Coordinator as a member of the AC shall carry out whatever other duties the AC requests.

**F. Missionary-in-Residence (MIR)**

The MIR shall be an ex officio member with vote of the SC and AC. When two or more people are designated as MIR by the General Board of Global Ministries all may attend & speak at the SC and AC, but only one may vote.

**ARTICLE VI. Finances**

**A. Annual Financial Report and Budget**

1. The SC shall be responsible for the preparation of a report at the end of the financial year and the preparation of a budget for the new financial year. These reports shall be mailed to all members of UMMA by the Coordinator.
2. A summary of all financial actions since the last meeting shall be presented for discussion and acceptance at all UMMA GATHERING meetings.

**B. Audit**

The SC shall be responsible for an audit of all UMMA funds at the close of the financial year.

**C. Dues and Gifts**

1. The amount of annual dues shall be recommended by the SC and approved by the UMMA GATHERING.
2. The SC is empowered to solicit and accept gifts, grants and legacies for fulfilling the purposes of UMMA.

**ARTICLE VII. By-laws**

- A. By-laws or amendments to the By-laws may be proposed by any member of the SC or by a petition submitted by ten members.
- B. By-laws or amendments to the By-laws are enacted by a two-thirds vote of the SC or a majority vote of the members in attendance and voting at a GATHERING meeting.

**ARTICLE VIII. Amendments**

- A. Amendments to the Constitution may be proposed by a motion from the SC or a petition signed by at least 20 members.
- B. The Constitution may be amended by a two-thirds vote of the members present and voting at an UMMA GATHERING or by a majority vote of all members by a mail ballot.

**ARTICLE IX.                      Dissolution**

Should UMMA cease to function and be dissolved, the assets would be used to pay all liabilities and the balance would be transferred to a mission project of the UMC as determined by the SC.

-----

**BY-LAWS OF THE CONSTITUTION  
OF THE UNITED METHODIST MISSIONARY ASSOCIATION (UMMA)  
(as amended October 23, 2002)**

**Section 1.                                      THE UMMA GATHERING**

**a. Time and Place**

- i. The UMMA GATHERING shall be held annually in conjunction with the General Board of Global Ministries (GBGM) mission personnel conference until the STEERING COMMITTEE (SC) determines otherwise.
- ii. All members & affiliates shall be sent notification by the Coordinator of all GATHERING meetings not less than six months in advance.

**b. Agenda**

- i. Every member has the right to submit a motion, proposal or an item for discussion to the agenda of a GATHERING meeting. Items should be submitted to the Coordinator at least six weeks before the next UMMA GATHERING.
- ii. The agenda for a GATHERING meeting shall be prepared at least one month before the meeting by the ADMINISTRATIVE COUNCIL (AC). Items received later than six weeks before the meeting may be on the agenda only as time allows.
- iii. Once a meeting has convened, the Chairperson is responsible for additions to the agenda.
- iv. Agenda items will include:

The Chairperson's annual report of the work of the SC and the AC;  
Minutes of SC & AC meetings since the last GATHERING;  
The Treasurer's financial report;  
The budget & dues;  
Reports of all task forces and project teams created by UMMA;  
Election of SC members (see Section 2);  
Time and place of the next GATHERING;  
Other items as determined by the AC or Chairperson.

**c. Voting**

- i. Unless otherwise stated in the Constitution or By-Laws a Simple majority of members present and voting shall carry a motion.

ii. Proxy votes will not be counted.

iii. In case of a tie, the Chairperson shall cast the deciding vote.

**Section 2. STEERING COMMITTEE (SC)**

**a. Elections**

i. Any member of UMMA may be elected to the SC.

ii. Election shall be for a term of 4 years with the following exception. One half of the slate for the first SC following incorporation shall be elected for 2 year terms.

iii. Members of the SC may be reelected but may not serve for more than eight consecutive years.

iv. Two regional representatives shall be elected to the SC from the following regions:

1. Sub-Saharan Africa,
2. Northern Africa/Europe/Mid-East/India Sub-continent,
3. East Asia/Pacific Ocean, 4. South America,
5. U.S.A., 6. Mexico Guyana/Caribbean/Central America,
7. Retirees

The SC may adjust the size and number of the regions in such a way as to provide as equal representation as is practical.

v. All members shall be notified in the dues renewal letter at the beginning of the financial year (January) of positions on the SC which need to be filled.

vi. Members wishing to serve on the SC or to nominate others to serve from their region should notify the Coordinator not later than April 1 of the same year.

vii. The AC in consultation with the appropriate regional representatives shall prepare a slate of nominees for submission to be voted upon by the membership of the appropriate region. The election shall be decided by a simple majority vote. Lacking a simple majority, a run-off ballot of the top two candidates will be presented for election.

viii. When a vacancy occurs on the SC between meetings of the GATHERING, the AC, in consultation with the representative of the region from which the resigning member comes, shall appoint a replacement to serve until the next election.

ix. A member of the SC must resign if he/she is unable to attend two consecutive meetings of the SC or if he/she ceases to be a member of UMMA (see By-laws Section 5.c).

x. Newly elected members of the SC shall assume office at the beginning of the month following their election.

**b. Meetings**

- i. The SC shall meet prior to a regular or called meeting of the GATHERING.
- ii. Extraordinary meetings of the SC may be called at the request of five members of the SC or the Chairperson.
- iii. Five members in attendance shall constitute a quorum.
- iv. Members of the SC may vote by proxy.
- v. A mail ballot of all SC members may be called for by three members of the SC or the Chairperson on any motion before the SC.
- vi. Any member or affiliate of UMMA may attend an SC meeting and speak to the issue before the meeting, but not vote.

**c. Functions**

Members of the SC are to function as representatives of their regions or the missionaries in retired relationship. They will –

- help the AC to understand the issues of their area;
- serve as liaison between the AC and people in their areas;
- promote communication between missionaries and their areas;
- assist with completion of projects commissioned by the GATHERING;
- help the AC to prioritize issues and projects;
- provide information & support for projects and studies commissioned by UMMA;
- find and appoint Regional Communicators to assist SC members communicate with members in their regions.

**Section 3. ADMINISTRATIVE COUNCIL (AC)**

**a. Election**

- i. The first business of the SC following its election shall be the election of a Chairperson, Vice-chairperson, Secretary and Treasurer. All members of the SC except the Missionary-in-Residence (MIR) and Coordinator are eligible for election for any position.
- ii. The MIR shall be chairperson pro tem for the elections. Nominations may be made from the floor. Election for each position shall be by a majority vote of those present.
- iii. Nominations for Coordinator shall be received from the floor at the first meeting of the SC following elections. Election is by a majority of the full membership of the SC.

- iv. When a member of the AC resigns before the completion of his/her term, the Chairperson in consultation with the Coordinator shall appoint a replacement to serve until ten ex annual election.

**b. Functions**

- i. The members of the AC shall perform the duties of their office as written in the Constitution under the direction of the Chairpersons.
- ii. The members of the AC both as individuals and as a body shall seek ways to help UMMA achieve its objectives by –
  - communicating concerns, recommendations, policies and actions of members to the GBGM staff and board and among members and affiliates of UMMA;
  - providing an enlarged channel of communication between the GBGM staff and board and the active, inactive and retired missionary communities;
  - serving as resource people for organizations and churches seeking to better understand the mission of the United Methodist Church;
  - promoting and encouraging the mission effort of the United Methodist Church through cooperative efforts of the members & affiliates of UMMA.

**Section 4. TASK FORCES (TF)**

- a. A TF may be created to perform a specific task that will help UMMA fulfill its purpose.
- b. A TF shall be established by a majority vote of the Steering Committee upon the recommendation of the Administrative Council.
- c. A Chairperson for the TF shall be designated from among the members of UMMA by the Administrative Council. The TF Chairperson shall be a member of the Steering Committee without vote while serving, and receive all communication of the Administrative Council.
- d. Membership of the TF shall be determined by the TF Chairperson in the consultation with the Administrative Council Chair and approved by the Administrative Council. A majority of the members of the TF must be full of affiliate members of UMMA.

**Section 5. DUES**

- a. The current dues schedule until changed by the GATHERING is ... members \$25 and affiliates \$15.
- b. Annual dues are payable in U.S. dollars by June 30 or one month before the annual GATHERING, whichever is later.
- c. Members who have not renewed by the date in Section 5b shall lose their voting privilege until such time as they pay the current year's dues.

