



**ASSOCIATION OF PARTNERS IN CHRISTIAN EDUCATION**  
CONNECT · ENRICH · EMPOWER · SUSTAIN

## **Bylaws**

**The mission of APCE is**

**To Connect**

**To Enrich**

**To Empower**

**And**

**To Sustain**

**Persons serving in educational ministry in the  
Reformed family of churches**

### ***STATEMENT OF EQUITY AND JUSTICE***

*APCE leadership pledges ongoing exploration into matters of equity and justice within the organization centered on issues including not only race and ethnicity, but also sexual orientation, gender identity, abledness, language, culture, education, socio-economic status, professionals and volunteers, ordained and lay, urban, suburban, and rural. APCE leadership works to create an atmosphere where many and different voices can speak and be heard, varied opinions can be honored, and long-held customs and practices can be evaluated for ways in which they include (or exclude) the widest possible range of persons engaged in ministries of spiritual formation with the goal of becoming as diverse as God's beloved people.*

**Revised as of 2021**

**Approved at the 2021 APCE Corporation Meeting**

**Revised as of 2023**  
**Approved at the 2023 APCE Corporation Meeting**

**NAME OF THE ORGANIZATION**

The name of this organization is Association of Presbyterian Church Educators, **Inc.**, doing business as the **Association of Partners in Christian Education**. (Herein referred to as APCE).

**STATEMENT OF PURPOSE**

The purpose of the Association of Partners in Christian Education, Inc. is to advance educational ministries in the Church and increase the ongoing witness of our faith in the Gospel of Jesus Christ. APCE encourages professional recognition through certification and/or designation, provides opportunities for improvement in educational ministry for professionals and volunteers, supports personal enrichment, actively advocates for church education, serves as a channel to and from denominational structures, and recognizes achievements and innovative contributions of church educators. The corporation is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

**PARTICIPATING DENOMINATIONS**

APCE is an association made up of those who are serving or have served in educational ministries as ministers, professional or volunteer educators, or students in the Presbyterian Church (U.S.A.), the Reformed Church in America, The Presbyterian Church in Canada, the Moravian Church in North America, and the Christian Reformed Church in North America. APCE is related to participating denominations through the Presbyterian Mission Agency of the Presbyterian Church (USA), Congregational Mission of the Reformed Church in America, Canadian Ministries of The Presbyterian Church in Canada, Congregational Ministries of the Moravian Church in North America, and Faith Formation Ministry of the Christian Reformed Church in North America, Participating denominations provide APCE with a staff liaison and support for specific projects. In return, APCE is accountable to the participating denominations for providing Coordinating Council meeting minutes and yearly financial statements.

APCE partners with the educational ministries of the Reformed family of churches in association with the Christian Educators Reformed Church in America (CERCA), the Moravian Association of Christian Educators (MACE), and **The Cumberland Presbyterian Church (CPC) through The Discipleship Ministry Team (DMT)**.

**MEMBERSHIP**

Any person or organization involved in the educational ministry of the church may be a member of APCE. The payment of dues shall constitute membership in APCE. Individual and organizational membership are active for 12 months from the date of enrollment. The

Administrative Ministry Team shall set the annual dues and specify an amount to be returned to each member's region.

### Benefits of Membership for Individuals

- Discount for In-Person Registration to the Annual Event
- Members' Only Area of the Website
- **Opportunity** to serve the wider APCE community through serving on Ministry Teams and thus Leadership Council
- **Having served on the Leadership Council, is eligible** to be elected an officer Ability to nominate, through the Governance Ministry Team, and vote for elected Officers and regional connectors, which may be done electronically
- Has voice and vote at all Corporation meetings.
- Receives email communications - APCE Advocate and APCE Alert - with a wide variety of resources for educational ministry/faith formation
- Active advocacy within denominational and organizational structures promoting the status, standards of training, and educational opportunities for those in educational ministry/faith formation
- **Access** to scholarships to help attend the Annual Event
- Ecumenical networking for those in educational ministry/faith formation
- **May be elected as a connector.**

### Benefits of Membership for Organizations

**Member Organization:** a church, worshiping community, seminary, classis, districts, Synods, denominational governing body, or resource centers. Organizational fees are based on the number of individual members named as a part of the organizational membership. Fees are evaluated annually and approved by the Coordinating Council. They will be presented at the annual organizational meeting.

- o The APCE Advocate
- o The APCE Alert – an email newsletter
- o Registration Fees at the member rate for **the named members** in your organization at an in-person Annual Event. **Ordinarily, individuals must be named at the time of becoming a member organization and at each renewal.**
- o Connection to denominational structures
- o Connection to Regional Connectors and activities
- o Opportunities for improvement of professional skills
- o Ecumenical Networking for those in Christian education in the USA and Canada
- o Access to members only parts of the APCE website
- o Scholarship funds for in-person attendance at the Annual Event
- o **Individuals selected by the organization annually may serve on Ministry Teams, and have Voice and Vote at Annual Corporation Meeting**

### COORDINATING COUNCIL

APCE shall be governed by the Coordinating Council.

The Coordinating Council shall consist of the Executive Council (offices of President, President-elect, Past-president, Secretary, and Treasurer(s)), and the Moderators of each ministry team. Denominational staff, appointed by the appropriate entities, are invited to meet with this Council and will have both voice and vote. The Historian is a member of this council with voice and no vote.

### **Coordinating Council Meetings**

The Coordinating Council shall hold at least two stated meetings each year. Additional information about the Coordinating Council may be found in the Operational Guidelines.

### **ORGANIZATION OF THE EXECUTIVE COUNCIL**

The membership shall elect the following officers and they shall be the Executive Council. **Those eligible to be nominated to serve on the Executive Committee shall be APCE members who are current members of the Leadership Council, or former Cabinet Members, or former Leadership Council members, or current or former Task Force members, or current or former Advisory Council members.** The officers shall be President-Elect, President, Past-President, Secretary, and Treasurer/Co-Treasurers. Officers shall begin terms of office at the conclusion of the Annual Event following their elections.

The office of **PRESIDENT** is a three year term. They serve as follows:

|             |                 |
|-------------|-----------------|
| First year  | President-elect |
| Second year | President       |
| Third year  | Past-President  |

The President shall not be reelected to a second term.

The office of **SECRETARY** shall serve a three-year term and shall not be re-elected for a second term.

The office of **TREASURER** shall each serve a four-year term and may be re-elected for a second term. A treasurer-elect shall be elected every two years so there is overlap and continuity in this function.

If a vacancy occurs in the office of **PRESIDENT**, the **PAST-PRESIDENT** shall become **PRESIDENT** for the unexpired term.

If a vacancy occurs in the office of **PAST-PRESIDENT**, the **PRESIDENT** shall assume the duties of **PAST-PRESIDENT**.

If a vacancy occurs in the office of **PRESIDENT-ELECT**, the Governance Ministry Team shall conduct an election. The elected person shall fulfill the unexpired term.

If a vacancy occurs in the office of **SECRETARY** or **TREASURER**, the Governance Ministry Team shall conduct an election. The elected person shall fulfill the unexpired term. The unexpired term shall constitute one term if the time left in the unexpired term is two years or more.

## LEADERSHIP COUNCIL

As a supporting fellowship, APCE shall provide services through the Leadership Council. Leadership Council is comprised of the members of the following Ministry Teams.

### Ministry Teams

Administrative  
Advocacy  
Annual Event  
Awards and Scholarship  
Communications and Resource  
Connecting  
Endowment Fund  
Governance  
Membership

The purpose, membership description, meeting requirements, quorum description, and key responsibilities of all Ministry Teams are described in the Operational Guidelines of the organization.

### JUSTICE, EQUITY, DIVERSITY, and INCLUSION COUNCIL

The purpose of this Council is to help APCE live into its statements of Equity and Justice. The Council will comprise 10 members, each assigned to a Ministry Team, to work with the team in providing their work in the most just way. The Executive Council is responsible for naming the members of this Council.

### GUIDELINES FOR MINISTRY TEAMS

- Any member of APCE may apply or be nominated for a position on a Ministry Team and be part of the Leadership Council. Applications will be available at all times on the APCE website which will be directed to the Governance Ministry Team.
- Each ministry team shall submit a proposed budget to the Treasurer by the appointed date, ordinarily in May..
- Each Ministry Team shall keep a permanent record of its projects and proceedings, and bring recommendations to the Coordinating Council.
- All committees and groups expressly established by the bylaws are authorized to hold meetings electronically in addition to face-to-face meetings.
- Members who are not present for face-to-face meetings have the right to participate by electronic means **if technology is available**.
- Videoconferences (enabling visual engagement) are preferred over teleconferences if the technology is available.
- Electronic meetings must provide, at minimum, the ability for participants to hear each other at the same time and engage in discussion.
  - o “The opportunity for simultaneous communication is central to the deliberative character of the meeting, and is what distinguishes it from [other] attempts to business...” [*Roberts Rules of Order Newly Revised (page 482)*]

- The notice of electronic meetings must include an adequate description of how to participate so that all qualified participants may do so.
  - o Connection information (a link to the videoconference and/or telephone number to call for a teleconference) should be provided.

## REGIONAL ORGANIZATION

The membership shall be organized into various regions. Presbyteries listed are PC (U.S.A.) and are included for the purpose of establishing boundary lines only.

Each region will set up its own governance, but must have at least a regional connector who will serve on the Connecting Ministry Team.

**East:** Delaware, District of Columbia, Maryland, National Capital Presbytery, New Jersey, Pennsylvania, West Virginia (except Shenandoah Presbytery)

**Great Lakes:** Illinois (except Giddings Lovejoy Presbytery), Indiana, Michigan, Ohio

**Mid-Atlantic:** North Carolina, Virginia, (except National Capital Presbytery), Shenandoah Presbytery

**Mid-Central:** Kansas, Missouri, Giddings Lovejoy Presbytery

**Mid-South:** Alabama, Kentucky, Mississippi, Tennessee

**North Central:** Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin

**Northeast:** Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont

**Northwest:** Alaska, Idaho, Oregon, Washington

**Rocky Mountain:** Arizona, Colorado, Montana, New Mexico, Utah, Wyoming

**South Atlantic and Puerto Rico:** Florida, Georgia, South Carolina, Puerto Rico

**South Central:** Arkansas, Louisiana, Oklahoma, Texas

**Southern Pacific:** California, Hawaii, Nevada

**Canada:** Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Ontario, Prince Edward Island, Quebec, Saskatchewan, Yukon

**Christian Educators Reformed Church in America (CERCA):** members of CERCA, no matter their geographic location

Alignment shall be negotiated between the interested members and the Connecting Ministry Team.

Each region in the appropriate year shall elect a connector to the Connecting Ministry Team as part of the APCE Leadership Council. The nominee and nominator must be an eligible member. Regional elections may be held electronically providing all members in each region/group are given the opportunity to vote. Only eligible members may vote.

Members shall not serve more than two consecutive full (three-year) terms as connectors. When a connector is elected to fulfill an unexpired term, that unexpired term shall constitute one term, if the time left in the unexpired term is two years or more.

Connectors shall begin their service at the Connecting Ministry Team meeting at the annual event, following their election.

The results of elections shall be communicated by the connectors to the Moderator of the Connecting Ministry Team by the end of the calendar year.

If vacancies occur, the Moderator of the Connecting Ministry Team shall communicate with the region requesting that the vacancy be filled. Elections may be held electronically providing all members are given the opportunity to vote. Only eligible dues-paying members may vote.

**THE ELECTING CYCLE**

The electing cycle shall be:

| <b>Year 1</b>  | <b>Year 2</b>              | <b>Year 3</b>    |
|----------------|----------------------------|------------------|
| Canada         | Great Lakes                | CERCA            |
| Mid-South      | Mid-Central                | East             |
| Northeast      | Northwest                  | Mid-Atlantic     |
| Rocky Mountain | South Atlantic/Puerto Rico | North            |
| Central        | South Central              | Southern Pacific |

**CORPORATION MEETINGS**

The annual meeting of the Corporation shall take place at the Annual Event. Notice and call of the annual meeting of the corporation shall be published in advance of the annual meeting. The financial report shall be presented to the membership. **Changes to the By-Laws shall be presented and voted on by the membership. Changes to the Operational Guidelines are presented for information.** Meetings may be held by any means whereby all persons participating can hear and speak with one another.

**CONTRACTED SERVICES**

Contracts shall be let for services for such management and programmatic services as needed. The Administrative Ministry Team shall negotiate standing contract services annually. The Annual Events Ministry Team is responsible for contracts for event leadership and Marketplace vendors

**FISCAL YEAR**

The fiscal year shall be September 1 through August 31.

**FINANCIAL REVIEW**

A review of the financial transactions of APCE shall be performed by an outside certified public accountant at least every **three** years. An independent audit shall be performed whenever APCE changes management companies. A review or an audit may be performed as requested by the Administrative Ministry Team.

**ORDER OF BUSINESS**

*Robert’s Rules of Order, Newly Revised*, shall be followed for the business of APCE.

**DISSOLUTION**

In the case of the dissolution of APCE, assets remaining will be given to the entities responsible for educational ministry within the participating denominations in proportion to the current membership.

## AMENDMENTS TO BYLAWS

These **by-laws** may be amended by Coordinating Council recommendation to the corporation meeting and by 2/3 majority of the membership voting at the meeting of the corporation. Operational Guidelines changes shall be made by the Coordinating Council and reported to the membership at the meeting of the corporation.

### Amendments:

#### January, 2014

- Restructuring adopted. Cabinet changed to Coordinating Council, etc.
- Membership levels updated
- Changes made by Sue Moore and Anne Wilson

#### January, 2015

- Association with ministry groups clarified
- Membership levels updated
- Denominational staff given vote
- South Pacific region created to include all of CA, NV and HA
- CERCA designated as a region
- Financial review clarified

#### January, 2016

- “Representatives” changed to “connectors
- Electronic meeting policy added

#### February, 2020

- Consolidated membership responsibilities
- Remove references to “multicultural representatives”
- Add proposed Membership Ministry Team
- Updated current practice with budget, membership fees, Organizational Administrator and Roberts Rules References

#### February 2021

- Consolidated membership responsibilities
- Remove references to “multi-cultural representatives”
- Add proposed Membership Ministry Team
- Updated current practice with budget, membership fees, Organizational Administrator and Roberts Rules References

#### February 2022

- Changed responsibility of President-Elect and Past-President
- Updated the membership categories and renewal policy
- Made references to the dba name change

#### January 2023

- Changed the description of Benefits of membership, to include that all members vote on officers.
- Removed references to “Organizational Administrator,” to take effect March 1, 2023.
- Included the designation “Co-Treasurers.”

#### January 2024

- Addition of new Partner – Cumberland Presbyterian
- Addition of statement of Equity and Justice
- Changes in the event of a vacancy in the office of President
- Clarification of Organization Members



- Including the new Equity and Justice Council
- On Inviting New Covenant Members
- Change of treasurer's terms