

**ALLEGHENY EAST CONFERENCE  
USHERS FEDERATION GUIDELINES**

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## STRATEGIC PURPOSE

The purpose of the Allegheny East Conference Ushers Federation (AECUF) is to develop, strengthen and expand the usher's ministry throughout the Allegheny East Conference (AEC) territory, lay plans for future activities of this federation, and provide an opportunity for fellowship of ushers.

## MISSION

The specific and primary mission of the AECUF is to coordinate the ushering ministry in the Seventh-day Adventist churches of the AEC in order to:

- Unite the ushers for religious, cultural, and social development
- Promote an exchange of ideas and experience to gain greater efficiency in better service to our local churches
- Offer unified training to ushers
- Elevate the status of ushers
- Promote proper principles of ushering

## REVISIONS

These Guidelines shall be revised at any duly called Federation level constituency meeting under the following provisions:

- Proposed revisions should be identified in advance as part of this notice announcing the constituency meeting.
- A vote by the majority of the membership present is required to adopt any proposed revision.

## MEMBERSHIP

All Usher Boards in the AEC churches are eligible for membership.

## OFFICERS

The Officers of the AECUF are:

1. Executive Director
2. Associate Executive Director
3. Treasurer

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Any individual elected to any of these offices must meet the following qualifications:

- He/she must be a member of the Allegheny East Conference.
- He/she must have served at least 5 years in the AEC as an usher.
- He/she must have served as an usher at least one AEC Camp meeting.

## MEETINGS

### Section I - Regular Membership Meetings

The AECUF should have regular membership meetings at least twice per year; in the spring and fall in which one shall conduct business and the other a retreat, banquet, training or other activity.

### Section II - Regular Constituency Meetings:

The AECUF should have regular constituency meetings for the purpose of electing officers. The meetings are to be scheduled by the Federation's Executive Committee.

The General Conference Rules of Order, as adapted by the Allegheny East Conference, should govern the conduct of all constituency meetings in the Federation. Where the General Conference Rules of Order are silent, the current edition of Robert's Rules of Order should be used.

## REVISIONS AND AMENDMENTS

The delegates of this Ushers Federation may enact, revise, amend or repeal these Guidelines at any duly called Federation level Constituency Meeting under the following provisions:

- Any proposed enactment, revision, amendment, or repeal must have been specifically mentioned in the notice announcing the Constituency meeting.
- A majority vote of delegates presents and eligible to vote is required to adopt any enactment, revision, amendment, or repeal.

Written notice of the meeting's date, time, place and purpose should be sent to the members of the Federation's Executive committee and all Usher Board Leaders at least four (4) weeks before the meeting.

If revisions to the Guidelines are proposed, this should be so stated in the notice.

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### Section III - Area Constituency Meeting

Area constituency meetings shall be held for the purpose of electing Area Officers. A Conference Representative or designee must be present.

#### Section IV – Special Meetings

Any special meeting must be authorized by the AECUF Executive Committee. Written notice of the time, date, place and purpose of the special meeting should be given in at least four (4) weeks.

#### V - Quorum

A quorum of 10% of the AECUF who have paid their Federation dues for the previous calendar year and are present at the meeting is required to conduct any business.

### STANDING COMMITTEES

Section I - The AECUF Executive Committee includes:

- a. Executive Director
- b. Associate Executive Director
- c. Secretary (\*)
- d. Treasurer
- e. Assistant Treasurer (\*)
- f. Parliamentarian (\*)
- g. Conference Ministerial Director or Designee (\*)
- h. Chaplain (\*)
- i. Area Leaders (6)
- j. Youth Usher Coordinator
- k. Scholarship Coordinator
- l. Camp Meeting Coordinator
- m. Assistant Camp Meeting Coordinator (\*)

\*The following positions will be invitees with no voting privileges:

- Secretary
- Assistant Treasurer
- Parliamentarian
- Chaplain
- Assistant Camp Meeting Coordinator
- Conference Ministerial Director or Designee

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Section II - The purpose of this committee is:

- To exercise general administration over the Federation.
- To set the date, time, place, of Federation meetings.
- To fill vacated or vacant Federation elected/appointed positions.
- To receive, review, act on the reports and plans and recommendations of officers, committees, and Chapters.

Section III - This committee should meet at least twice per year.

Section IV - Special meetings of the committee shall be called by the Federation Executive Director. In the event that the Executive Director is incapacitated or otherwise unable to perform the duties, the Federation Associate Executive Director shall be authorized to call the meetings.

Section V - A quorum of at least eight (8) committee members is required to transact business.

## COMMITTEES

### Guidelines Committee

Section I - This committee consists of the following persons:

- Parliamentarian
- Executive Director
- Associate Executive Director
- Treasurer
- One Area Leader
- Conference Ministerial Director or designee

Section II - The purpose of this committee is to study and revise, as necessary, the Federation's Guidelines

Section III - The Federation Parliamentarian serves as chairperson of this Committee

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### Budget/Finance Committee

Section I - This Committee consists of the following persons:

- Treasurer
- Executive Director
- Associate Executive Director
- Assistant Treasurer
- Secretary
- Scholarship Coordinator
- One Area Leader

Section II - The purpose of this committee is to prepare annual Federation budgets. The committee will meet at least once a year.

Section III - The Treasurer serves as chairperson of this Committee.

### Scholarship Committee

Section I - This Committee consists of the following persons:

- Scholarship Coordinator
- Executive Director
- Associate Executive Director
- Treasurer
- One Area Leader

Section II - The Purpose of this Committee is:

To plan, devise, and/or administer the Federation's Scholarship Program. This may involve:

- establishing the scholarship's writing the qualifications that applicants must meet
- setting time frames for applications
- recommending scholarship fundraising activities.

Plans are subject to confirmation by the AECUF Executive Committee.

Section III - The Scholarship Coordinator serves as chairperson of this Committee.

Section IV - Scholarship dues must be paid by October 31<sup>st</sup> of each year

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### FINANCE

Section 1 - Assessments

Each Usher Board in AECUF is required to pay annual dues in an amount that is to be set by the Executive Committee.

The following additional provisions apply:

- Federation dues are to be remitted by June 30<sup>th</sup> each year.
- Ushers dues should be submitted to the Treasurer.
- Usher Boards that do not remit dues by the stipulated date will be declared inactive. In this case, all of its members are ineligible to vote or otherwise participate in the AECUF activities.

## Section II - Bank Accounts/Accounting Procedures

All monies received by AECUF are to be deposited in the church where the treasurer holds membership.

Only the treasurer/assistant treasurer should handle Federation funds.

Withdrawals of funds are to be made using the voucher system. Each voucher should contain signatures of the following officers:

- Executive Director
- Treasurer or Assistant Treasurer

All expenditures of Federation funds should be approved by the AECUF Executive Committee.

## ELECTIONS

Section 1 - The following procedures are to be followed in the election of the Federation officers:

- A. The nominating committee is chosen at a duly called Federation Constituency meeting. This Committee consist of:
  - a. Two active members from each area.
  - b. The Ministerial Director or his /her designee who will serve as Chairperson for the election process.
  - c. Three (3) at large delegates chosen from the floor.
- B. Federation elected officers may not serve as members of the nominating committee.

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- C. The nominating Committee shall recommend the officers of the Federation:
  - Executive Director
  - Associate Executive Director
  - Treasurer

- D. The nominating committee shall recommend persons for the position of Area Leader. The following guidelines shall apply:
- Each respective area shall caucus and present to the nominating committee two names from their respected area.
  - The nominating committee shall select one of the two names presented from each area
  - The newly elected officers shall provide input to the nominating committee prior to their selection of the area leaders.
- E. The nominating committee shall recommend persons for the following positions:
- Assistant Treasurer
  - Youth Usher Coordinator
  - Scholarship Coordinator
  - Camp Meeting Coordinator
- F. Any individual nominated/elected as an Area Leader or any other elected position other than an Officer, must meet the following qualifications:
- He/she must be a member of the Allegheny East Conference
  - He/she must have served as an usher 2 years within the AEC
  - He/she must have served as an usher at least one AEC Camp Meeting.
- G. The nominating committee presents its report to the General Membership. The officers will be determined by the majority vote of the body.

## Section II - Term of Office Provision

- A. Term Lengths (3) three years
- B. The Executive Director shall not be elected to the same office for more than two (2) consecutive full terms.

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- C. All Officers shall take office (30) thirty days following their election. They serve until either of the following occurs:
- Their offices are declared vacant by the AECUF Executive Committee or their term expires.
  - No one person may hold more than one Federation elective office at the same time.
- D. Resignations by Federation officers are to be submitted as follows:

- Officers other than the Federation Executive Director should submit the resignations, in writing, to the Executive Director and to the Federation Executive Committee.
- A Federation Executive Director who wishes to resign should submit the resignation, in writing, to the Ministerial Director and to the Federation Executive Committee.

### Section III - Voting Representation

- Election to any elected office is by majority vote of eligible members.

### Section IV - Appointed Positions

A. The Federation Executive Committee may appoint persons to fill the following positions:

- a. Parliamentarian
- b. Chaplain

### Section V - Emergency Appointment

In the event that both the Federation Executive Director and the Federation Associate Executive Director are either incapacitated or otherwise unable to perform the duties of Executive Director, the Ministerial Director may appoint an acting Executive Director. This acting Executive Director will serve in that capacity until the positions are filled.

### Section VI - Removal from Office

- Any officer may be removed from office, for cause by 2/3 votes by the Federation Executive Committee.

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- Any appointed position may be removed from office, for cause by 2/3 votes by the Federation Executive Committee.
- No person will be able to hold a position once removed until the next election.

### FEDERATION OFFICERS

## Section 1 -Executive Director

The duties of the Executive Director are as follows:

- To supervise the Federation according to the provision of the Guidelines.
- To chair or assign the Associate Executive Director to preside, at Federation level meetings.
- To chair or assign the Associate Executive Director to chair nominating committee at area elections.
- To represent the Federation, as necessary, at church meetings and events at the Conference, Union, Division, and General Conference levels.
- To appoint, subject to executive committee confirmation, Federation level non-elective officers.
- To prepare strategic plans for the Federation.
- To appoint such ad-hoc committees as he/she deems necessary for the proper functioning of the Federation.
- To serve as an ex-officio member of the Federation level committees.
- To provide copies of the Federation's annual budgets, and funding request, to the Ministerial Director.
- To appoint an Acting Area Leader in the event that an area's Area Leader is either incapacitated or otherwise unable to perform the duties, the Federation's Executive Director or a designate will serve in this position, until these vacancies are filled.

## Section II - Associate Executive Director

The duties of the Associate Executive Director are as follows:

- To perform duties as assigned by the Federation Executive Director
- To maintain the non-financial written records of the Federation
- To serve as a member of the Federation's Budget/Finance committee
- To serve as a member of the Federation's Guidelines committee.
- To serve as a member of the Federation's Scholarship committee.
- To serve as a liaison for the Federation Executive Director and between the Area Leaders

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- To serve as acting Federation Executive Director in the event the Federation Executive Director is either incapacitated or otherwise unable to perform the duties of the Executive Director
- To compile and/or maintain the following:
  - a. A directory consisting of at least the names, mailing addresses, and telephone numbers of Federation level officers.
  - b. A directory consisting of at least the names, mailing addresses, and telephone numbers of all Chapter-level officers.

- c. A directory consisting of at least the names, mailing addresses, and telephone numbers of all local Usher Board Leaders.
- d. Any other directory authorized by the Executive Committee
- e. To provide copies of the above-mentioned directories to members of the Executive Committee

The Acting Federation Executive Director will serve in this capacity until either of the following occurs:

1. The Federation Executive Director returns
2. The office of the Federation Executive Director is otherwise filled.

### Section III - Treasurer

The duties of the Treasurer are as follows:

- To document Federation level income and disbursements.
- To receive and convey to the appropriate church treasurer for deposit, all Federation level income.
- To prepare vouchers, as necessary, for Federation level disbursements.
- To make financial reports at Federation level Executive Committee and constituency meetings.
- To chair the Federation's Budget/Finance Committee.
- To present Budget/Finance Committee reports and recommendations at Federation level Executive Committee.
- To present reports of the Conference's audits of the Federation, at Federation Executive Committee and Constituency meetings.
- To conduct audits of area financial records. These audits may be triggered by any of the following:
  1. The Treasurer's schedule of regular audits
  2. Request of the Federation's Executive Committee
  3. Request of the Federation's constituency
  4. Request of the Allegheny-East Conference
- To present reports of the Federation's audits of areas, at Federation's level Executive Committee.

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- To prepare cost benefit analysis of all funding request proposals submitted to the Federation Executive Committee.
- To serve as resource person for Areas treasurers who seek Federation assistance in the performance of their duties.

The Federation treasurer may assemble a staff to assist in the performance of these duties.

### Section IV - Assistant Treasurer

The duties of the Assistance Treasurer are as follows:

- To perform duties that may be assigned by the Treasurer.
- To serve as a member, and as recording secretary, of the Federation's Budget/Finance Committee.
- To serve as acting Federation treasurer in the event the Federation Treasurer is either incapacitated or otherwise unable to perform the duties of the office.
- The acting Federation treasurer will serve in this capacity until either of the following occurs:
  - The Federation treasurer returns
  - The office of Federation treasurer is otherwise filled.

#### Section V - Secretary

The duties of the Secretary are as follows:

- To prepare correspondence for the Federation Executive Director.
- To serve as recording secretary at the Federation level Executive committee and constituency meetings.
- To prepare minutes of the Federation level Executive Committee and constituency meetings and to distribute the minutes according to time frames set by the Executive Committee.

#### Section VI - Assistant Secretary

The duties of the Assistant Secretary are as follows:

- To serve as acting Federation secretary in the event the Federation secretary is either incapacitated or otherwise unable to perform the duties of the office.
- To perform duties that may be assigned by the Secretary.
- The Assistant Secretary will serve and record at all Federation meetings.
- The acting Federation secretary will serve in this capacity until either the following occurs:
  - The Federation Secretary returns.
  - The office of Federation Secretary is otherwise filled.

The Federation assistant secretary may assemble a staff to assist in the performance of these duties.

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#### Section VII - Parliamentarian

The duties of the Parliamentarian

- To serve, or designate someone to serve in their absent as Parliamentarian officer at Federation level Executive committee and Constituency meetings.
- To schedule periodic meetings of the Federation's Guidelines committee.
- To receive and analyze members suggestions for changes to the Federation's Guidelines.
- To establish and maintain a log of changes made to the Guidelines.
- To serve as resource person for the area and local Usher Board parliamentary officers who seek Federation assistance in the performance of their duties.

- The chairperson may assemble a committee with representatives from each area.
- The Federation Parliamentarian may assemble a staff to assist in the performance of these duties.
- To prepare minutes of the Guidelines committee meetings and to distribute the minutes according to time frames established by the Federation's Executive Committee.

#### Section VIII - Youth Usher Coordinator

The duties of the Youth Usher Coordinator are as follows:

- To plan, devise, and/or administer the Federation's Young People's Division.
- This may involve:
  - a. Establishing age group categories for youth ushers.
  - b. Leading youth ushers in selecting officers and staff persons for the Young People's Division.
  - c. Guiding the youth ushers in designing, planning, and implementing their own activities.
  - d. To present reports (of Young People's Division activity) at Federation Level Executive Committee and constituency meetings.
  - e. To serve as resource person for chapter and local Usher Board young people's personnel who seek Federation assistance in the performance of their Duties.
  - f. Plans are subject to confirmation by the Federation's Executive Committee.

The Federation Youth Usher Coordinator may assemble a staff to assist in the performance of these duties.

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#### Section IX - Camp Meeting Coordinator

The duties of the Camp Meeting Coordinator are as follows:

- To plan, devise, and/or administer the Federation's program for providing ushering services at Allegheny East Conference Camp meeting. This may involve:
  - Representing the federation on planning committees and at conference meetings designed to make plans for camp meeting.
  - Serving as official point of contact between conference officials and ushers during camp meeting.
  - Supervising usher services during camp meeting

- To present reports (of camp meeting needs and requirements) at federation level executive committee and constituency meetings.
- To serve as resource person for federation, area, and local usher board personnel who seek assistance in recruiting ushers to serve at camp meeting.
- To provide adequate usher's training during camp meeting.
- Mandatory ten day stay at camp meeting or split the time with the assistant camp meeting coordinator

The Federation Camp Coordinator may assemble a staff to assist in the performance of these duties.

#### Section X - Scholarship Coordinator

The duties of the Scholarship Coordinator are as follows:

- To chair the Federation's Scholarship Committee.
- To lead the Scholarship Committee in planning, devising, and/or administering the Federation's scholarship program.
- To present reports (of Federation level Scholarship activity) at Federation level Executive Committee and constituency meetings.
- To serve as resource person for the Area and local Usher Board scholarship personnel who seek Federation assistance in the performance of their duties.
- Scholarship Committee should consist of representatives from each Area.
- Plans are subject to confirmation by the Federation's Executive Committee.
- The Scholarship Coordinator must be able and willing to visit all six (6) areas at least one time during their term to promote the AECUF Scholarship Program.

The Federation Scholarship Coordinator may assemble a staff to assist in the performance of these duties.

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#### Section X1 - Chaplain

The duties of the Chaplain are as follows:

- To be responsible for generating a spiritual atmosphere at all meetings.
- To open and close meetings with prayer (or designate).
- To provide devotional leadership at all times
- To maintain good standing in their faith.
- To administer spiritual guidance and prayer

#### Section XII - Area Leaders

The duties of the Area Leaders are as follows:

- To visit assigned churches in his/her area.

- To maintain an open line of communication with all head ushers/assistant head ushers.
- To schedule meetings as necessary to keep head ushers/assistant ushers informed and up-to date on information pertaining to the business of the federation (dates, times, and locations of any related meetings).
- To coordinate transportation to attend the Federation Meetings.
- To schedule area workshops in conjunction with the Federation Officers at least once a year. The workshop must include written notification to the Executive Director and the Associate Executive Director giving them at least 4 weeks notice of said meeting.
- To attend Executive Committee Meetings.
- To promote all Federation Events.
- To submit a written report on a quarterly basis. This report shall be submitted to the Executive Director per quarter. The report shall provide the following information:
  - The churches visited
  - The date of the visit
  - The name of the Head Usher or Assistant Usher
  - Any activities or action in the area
  - Any challenges or concerns
  - A summary detailing information about the visit (s)

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### Section XIII

#### Area Scholarship Representatives

The duties of the AREA Scholarship Representatives are as follows:

- To visit assigned churches and to promote the Federation Scholarship Program
- To schedule meetings with local church scholarship committee
- Discuss the scholarship application
  - Review qualifying criteria
  - Due Dates
  - Collect Student email addresses
  - Student ID#
  - School Mailing Address must be provided
  - All information on the application must be printed clearly

- Collect and maintain current contact phone numbers and email addresses of your local churches head usher/assistant head usher
- Work closely with the head ushers in recommending scholarship fundraising activities
- Make sure that all churches have a working local scholarship committee that includes the head usher, two other ushers and the pastor or head elder.
- Contact the Federation Treasurer and request a list of active churches to ensure that any applicant from your area qualifies.
- Inform the head usher of their duty to look over all applications submitted for funding to ensure that the application is filled out completely and signed by all required parties.
- Make sure all applications are postmarked and mailed to the scholarship director by the due date of December 15<sup>th</sup>.
- Make sure that a breakdown of each church's scholarship contribution is provided to the Federation Treasurer.

## AREAS

### Section 1 -Alignments

The Area alignments shall be the same as set forth by Allegheny-East Conference.

### Section II Area Elections

The following procedures govern the election of Area Leaders:

- Each Area shall schedule regular constituency meetings whose purpose is the election of Federation officers.
- A caucus of eight (8) members is required for the purpose of electing an Area Leader

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- These meetings will be held at a time and place and in the manner designated by the Area Executive Committee.
- Written notice of the date, time, place, and purpose of the constituency meeting is to be mailed to the members of the Area's Executive Committee, preferably at least four (4) weeks before the meeting.
- Each Area shall recommend to the Executive Director, Associate Director, Treasurer and the Secretary the names of two persons for Area Leader
- The Executive Officers will choose one of the two recommendations.

The following offices shall be filled:

- Assistant Area Leader(s)
- Area Secretary

- Area Assistant Secretary
- Area Treasurer
- Area Assistant Treasurer

Any individual nominated/ elected to any of these offices must meet qualifications stated in “DENOMINATIONAL RELATIONSHIPS”.

He or she must not be precluded from holding the office by any of the term limitation provisions of the Federation’s Guidelines.

## LOCAL USHER BOARD

- A. The local church has the sole authority to select and appoint members to local Usher Board.
- B. Persons selected to membership or positions of leadership on the Local Usher Board automatically become members of the AECUF.
- C. A member or officer of the local Usher Board may have his or her membership in the AECUF terminated if either of the following occurs:
  - He or she is determined to be NOT in regular standing at a Seventh-day Adventist Church or Company within the Allegheny-East Conference.

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- His or her ethics and/or manners are deemed to be not consistent with the requirements of ushering ministry.
- He or she does not recognize the duly chosen leadership and authority of the Allegheny East Conference of Seventh-day Adventists.
- He or she does not recognize the duly chosen leadership and authority of the AECUF.

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