

**NEW HORIZON SINGLES
FIRST UNITED METHODIST CHURCH
800 WEST 5TH STREET, FORT WORTH, TX 76102
Phone: 817-336-7277**



BYLAWS

PURPOSE

The purpose of New Horizon Singles is to provide Christian worship opportunities, service opportunities and fellowship. New Horizon Singles will endeavor to help its members grow in Christian faith and will work to create an atmosphere of friendship and fellowship. New Horizon Singles will have social and recreational activities to foster positive relationships among members. Additionally, as New Horizon Singles supports the idea of service to others, the class will provide opportunities for class members to participate in service projects to help our neighbors who are in need.

New Horizon Singles shall adhere to the Book of Discipline of the United Methodist Church, and policies as set forth by the First United Methodist Church, Fort Worth, Texas.

MEMBERSHIP

New Horizon Singles membership shall be open to all single persons who shall be defined as any adult, who is widowed, divorced, or never married.

The class is basically derived from single adults over 45 years of age. Any single adult may become a member of New Horizon Singles upon his or her request.

Persons joining the class shall receive a welcome packet containing information about New Horizon Singles to facilitate participation in the group.

Each January 1 through 31, the class membership list will be updated. Class members are required to re-enroll in person during this time period with the Membership officer. Only those class members who re-enroll during this period each year will be considered active and current.

ELECTION OF OFFICERS

Only currently enrolled class members are eligible to nominate and vote in elections. Class members must be enrolled at least one month prior to the election of officers.

Officers shall be elected for a six (6) month term beginning January 1 and ending June 30, then beginning July 1 and ending December 31. Election shall precede the beginning of officers' terms by at least four (4) weeks.

Nominations for office will open the Sunday morning class meeting two (2) weeks prior to the elections. Nominations will be closed when voting begins. The date of nominations opening and class voting shall be announced by the president at least one (1) week prior to opening nominations.

Nominations for offices shall be restricted to members of the class. The President must be a member of FUMC. Preferably, other nominees will be members of the church as well.

A class member may be nominated for more than one office, but may only be elected to one.

Nominations may be made from the floor during Sunday morning class meetings. A nominee must accept nomination prior to inclusion on the ballot. Election shall be by closed ballot.

The results of the election shall be announced and runoffs completed before the end of the election day.

A majority will elect a class member to office. If two or more candidates tie in the number of votes received and do not obtain the majority of votes for an office, then a new ballot will be taken consisting of only those candidates who tied.

The President or a current officer, unless they are nominees, shall preside over elections of new officers. The ballot counters shall be current or former officers who are not nominees.

No officer may hold the same office for more than two (2) consecutive terms. While not eligible to hold the same office a third consecutive term, a member may be elected to another office.

An officer may be removed from office by a majority vote of remaining officers for failure or inability to conduct or carry out the responsibilities of their office. All vacancies in office will be filled for the non-expired term by special election by the remaining officers.

ROLE OF THE ELECTED OFFICERS

The Officers of New Horizon Singles have the overall responsibility for conducting the business of the group. The Officers must act in accordance with the best interests of New Horizon Singles and its members.

CLASS OFFICERS AND RESPONSIBILITIES

PRESIDENT - The President's primary role shall be to act as a guide and facilitator for the New Horizons Singles class programs and to preside over Officer and class meetings. The President may call special meetings as needed, appoint special duty positions and committees, coordinate planning activities with other officers, ensure that the responsibilities of the various class offices are being filled, announce class activities and other items of business during class meetings, encourage officer participation at scheduled activities. The President of the Class and the Singles Adult Minister of the Church shall have access to all accounts, member lists, and all records and materials of all officers of New Horizons Singles. The President must be a member of the FUMC. The President will comply with those duties set forth by First United Methodist Church.

VICE PRESIDENT - The Vice President shall obtain, schedule and introduce suitable persons to present weekly 20-30 minute class programs and will submit relevant monthly reports to Officers and FUMC. This Officer is responsible for obtaining all audio/visual equipment that may be needed for presentations. The Officer shall also assume the responsibilities of the class President when the President is unable to attend a class or meeting. The Vice President will comply with those duties set forth by First United Methodist Church.

RECORDING SECRETARY - The Recording Secretary shall be responsible for preparing accurate minutes of Officer meetings, and distributing minutes to Officers in a timely fashion after making additions and corrections as needed. After the minutes are approved, the Recording Secretary shall post them in the NHS classroom. This Officer securely maintains records of all Officer

meeting minutes and other reports distributed at Officer Meetings. The Recording Secretary is responsible for acknowledging all member birthdays and other significant life events via correspondence. The Recording Secretary complies with those duties set forth by First United Methodist Church.

COMMUNICATIONS – The Communications Officer shall be responsible for maintaining an accurate and current database of class member information which will include names, phone numbers, mailing addresses, e-mail addresses and birthdays. This Officer will send twice weekly email announcements of class activities to members. Special information bulletins will be sent on an as-needed basis. This Officer is responsible for the preparation and production of the New Horizons Singles Class Directory as need is determined annually by the Officers. The Communications Officer will comply with those duties set forth by First United Methodist Church.

TREASURER – The Treasurer is responsible for the proper receipt, accounting and disbursement of New Horizon Singles funds within policies established by the FUMC for adequate financial control. The Treasurer will keep accurate records in appropriate financial journals of all monies received and disbursed, and reconcile monthly bank statements and correct ledgers as needed. The Treasurer will sign checks in accordance with New Horizon Singles policies and procedures and verify the supporting data for each check request. Additionally, the Treasurer will submit accurate financial reports and records for monthly financial review by the Officers according to New Horizon Singles policy. This Officer will keep New Horizon Singles Officers and appropriate committees informed of any trends or changes in fiscal matters. The Treasurer will instill and preserve a high financial confidence throughout the New Horizon Singles Class Membership and will also assist and share financial information with an in-coming treasurer selected by the Class when new officers are elected. The Treasurer will comply with those duties set forth by First United Methodist Church.

MEMBERSHIP – The Membership Officer shall be responsible for tracking weekly class member attendance, and welcoming, identifying and conducting follow-up contact with visitors. This Officer facilitates new member registration and re-enrollment of members annually in January. This Officer provides welcome packets and name tags to new members. This Officer provides a weekly report to the class regarding class attendance. The Membership Officer complies with those duties set forth by First United Methodist Church.

SERVICE – The Service Officer shall be responsible for coordinating and implementing member participation in class service projects. This Officer will make a weekly report to the New Horizon Singles Class regarding service opportunities available for members and encourage participation. The Service Officer will comply with those duties set forth by First United Methodist Church.

SOCIAL – Two persons shall be elected to serve as Social Officers and shall plan and implement social activities and encourage class member participation in social functions. The Social Officers will be responsible for creating a monthly calendar of social events, service opportunities, and Sunday class programs and distributing current calendars to class members. The Officers will make a weekly report to the New Horizons Singles Class. The Officers will comply with those duties set forth by First United Methodist Church.

HOSPITALITY AND DEVOTIONS – The Hospitality Officer shall be responsible for recruiting and scheduling persons to greet, provide devotional messages, and closing prayers for weekly Sunday classes. This Officer provides support as needed to the Membership and Social Officers. During Sunday classes, this Officer assists the Membership Officer to identify and welcome visitors to the class. The Hospitality Officer complies with those duties set forth by First United Methodist Church.

AMENDING THESE BYLAWS

These bylaws may be amended by the submission of a proposal to amend at any regular or special meeting of the Officers of New Horizon Singles. The proposal must be submitted in

person and in writing. All Officers shall receive written notice of the proposal to amend. The proposal will be reviewed and considered by the Officers at the next regular or special meeting of the Officers. If a majority of the Officers recommend the amendment, the President must, in turn, submit the proposed amendment to the class (in writing) for their consideration. In fourteen (14) days, the proposal will be put before the class members for a vote by the President. The vote shall be by simple show of hands and if two-thirds of those present approve, the bylaws may be amended.

New Horizon Singles is "joined by faith and blessed by friendship."

THESE BYLAWS WERE APPROVED AND ACCEPTED ON _____

PRESIDENT _____

VICE PRESIDENT _____

RECORDING SECRETARY _____