



Joined by Faith • Blessed by Friendship

FIRST UNITED METHODIST CHURCH
800 W. 5th Street, Fort Worth, Texas 76102
Phone: 817-336-7277

MISSION STATEMENT

New Horizon Singles (*hereafter referred to as NHS*) seeks to provide a Christian fellowship where members' needs are met through the expression of the spirit of Christ. NHS strives to help its members grow in Christian faith while also supporting personal growth. NHS will have social and recreational activities as well as service opportunities to help those outside our class who are in need. NHS adheres to the Book of Discipline of the United Methodist Church and policies as set forth by First United Methodist Church, Fort Worth, Texas.

BYLAWS and PROCEDURES

MEMBERSHIP

NHS membership is open to all single persons defined as any adult who is widowed, divorced, or never married. The class is primarily comprised of single adults over 50 years of age although any single adult may become a member of NHS upon his or her request. The class membership list will be updated annually from January 1 through January 31. Class members are required to re-enroll in person in class during this time to be included in the Class Directory.

ELECTION OF OFFICERS

Only current class members may nominate and vote in elections. 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.

The President or a current officer will preside over elections of new officers. Nominations for office will be taken in class two (2) weeks prior to the election. Final nominations and election of officers will take place on the following Sunday. The date of nominations opening and class voting shall be announced by the President at least one (1) week prior to opening nominations.

A class member may be nominated for more than one office but may only hold one position.

Nominations must be made from the floor during Sunday morning class meetings. A nominee must accept nomination prior to inclusion on the ballot and a majority present will elect a class member to office. If there are multiple nominees for one position, those candidates will be asked to leave the room and the election will be by a show of hands. Any vacancies in office will be filled for the non-expired term by special election by the remaining officers.

OFFICERS' MEETINGS

Officers' meetings are typically held on the first Sunday of each month for the purpose of conducting class business and planning activities. The President may determine the open or closed status of the meetings. A majority of Officers must be present to conduct a meeting and vote on issues. Only elected class Officers may vote.

ROLE OF THE ELECTED OFFICERS

The Officers of NHS are responsible for conducting the business of the class. The Officers must act in accordance with the best interests of NHS and its members. In addition, each Officer will comply with those duties relative to their respective office as set forth by First United Methodist Church.

CLASS OFFICERS AND RESPONSIBILITIES

PRESIDENT: The President's primary role is to act as a guide and facilitator for class programs and 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 all officers are being filled and announce other items of business in Sunday school. The President shall have access to all accounts, member lists, and all records and materials of the Board members. The President must be a member of FUMC.

VICE PRESIDENT: The Vice President obtains, schedules and introduces suitable persons to present weekly class programs and submits a monthly speaker list to Officers and FUMC. This Officer is responsible for obtaining all audio/visual equipment that may be needed for presentations. The Vice President will also assume the responsibilities of the President if the President is unable to attend a class or meeting.

RECORDING SECRETARY: The Recording Secretary records and prepares accurate minutes of Officer meetings and emails the minutes to Officers for approval or revisions. After the minutes are approved in the following Officers' meeting, the Recording Secretary posts 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.

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, email addresses, emergency contacts and birthdays. This Officer will send twice weekly email announcements of class activities to members. Special information emails will be sent on an as-needed basis. This Officer creates or oversees the production of the NHS Class Directory following annual enrollment in January.

TREASURER: The Treasurer is responsible for the proper receipt, accounting and disbursement of NHS funds within policies established by FUMC for adequate financial control. The Treasurer will keep accurate records of all class funds and reconcile monthly bank statements. The Treasurer will sign checks in accordance with NHS accounting procedures (following) and verify the supporting data for each check request. Additionally, the Treasurer will submit accurate financial reports and records for monthly financial review in Officers' Meetings and will post his/her monthly report in the NHS classroom for review by interested class members. This Officer must be able to use NHS approved financial software (Quicken) provided by NHS.

MEMBERSHIP: The Membership Officer is responsible for welcoming and conducting follow-up contact with visitors and tracking weekly attendance. 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 presents a verbal weekly report to the class as well as furnishes the weekly attendance list and new member forms to FUMC. This Officer provides the Communications Officer with new member information and circulates the clipboards in class.

SERVICE: The Service Officer is responsible for coordinating and implementing member participation in class service projects. This Officer gives a weekly report to the class regarding service opportunities available for members and encourages participation.

SOCIAL: This Officer plans and implements social activities and encourages participation in programs and events. The Social Officer is responsible for creating and producing (or co-producing) a monthly calendar of events and distributing current calendars to class members. The Officer gives a weekly presentation of events and activities to the class.

FRIENDSHIP: The Friendship Officer is responsible for recruiting and scheduling persons to greet and provide devotional messages and closing prayers in Sunday School. The Officer will notify volunteers via text or phone call prior to Sunday. The Friendship Officer provides support as needed to the Membership and Social Officers. During Sunday classes, this Officer assists the Membership Officer in identifying and welcoming visitors to the class.

ACCOUNTING PROCEDURES

The President and Recording Secretary shall be authorized to issue checks in cases when it is not appropriate for the Treasurer to do so. Any check for an amount \$300.00 or above must be co-signed by two of these three officers. Newly elected Treasurers, Presidents and Recording Secretaries must have their names added to the NHS bank account in a timely manner and the outgoing officers names removed from the account within one week of leaving office.

No money will be reimbursed unless receipts for purchases are presented and validated by the Treasurer. NHS shall submit to a financial audit by FUMC church staff (or one who is disassociated from NHS) at least once a year and/or at any time upon request by FUMC or the President of NHS. Upon dissolution of NHS, all remaining funds after debts are paid will go into the general fund of FUMC.

AMENDING THESE BYLAWS AND PROCEDURES

These bylaws and procedures may be amended by submitting a proposal to amend at any regular or special meeting of the Officers of NHS. 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 President will put the proposal before the class members for a vote. The vote shall be by simple show of hands and if two-thirds of those present approve, the bylaws may be amended.

These Bylaws and Procedures were electronically approved by the Officers and accepted by the Membership on May 17, 2020.

PRESIDENT: *Karen Erickson*

VICE PRESIDENT: *Teresea Adcock*

RECORDING SECRETARY: *Karen Williams*