

## **BY-LAWS OF THE UOEC**

### **Chapter 1**

#### **MEMBERSHIP**

- 1.1. Any Oromo Speaking Evangelical Church or Fellowship that is in full agreement with the confessional standard of the UOEC as stated in the Constitution Article 3 as well as Article 11 regarding relationship with other entities, and accepts the Constitution and By-Laws of the UOEC as a whole may apply for membership.
- 1.2. Members and pastor of the applying Church or Fellowship shall affirm and agree to abide by Articles 3 and 11 of the Constitution of the UOEC.
- 1.3. The applying Church or Fellowship shall not be in partnership with or be a member of any Church, organization, entity, group, individual, or corporation that does not affirm and abide by Articles 3 and 11 of the Constitution of the UOEC.
- 1.4. The applying Church or Fellowship agrees to pay membership contribution of \$10.00 per each of its members per year due each year before December 25. The Council may increase the contribution when deemed necessary based on the growth and need of the UOEC. Continued membership is contingent upon being up-to-date on membership dues.

#### **1.5. Procedure of Admission**

- 1.5.1. A Church or Fellowship seeking membership in the UOEC shall submit its application in writing to the UOEC Office, together with a copy of its Constitution or comparable written document. The Constitution or comparable document shall include: the name of the Church or Fellowship and its confessional statement. Its confessional statement shall not contradict with Articles 3 and 11 of the UOEC Constitution.
- 1.5.2. The application shall include the number of registered voting members of the Church or Fellowship.
- 1.5.3. In its written application the Church or Fellowship shall certify that:
  - (a) The Church or Fellowship has examined the Constitution and the By-Laws of the UOEC and ascertained its acceptance of them
  - (b) The general assembly of the Church or Fellowship has voted to be a member of the UOEC. Copy of the minutes shall accompany the application.
  - (c) The applying Church or Fellowship understands that the application, when accepted by the UOEC constitutes an agreement between the Church or Fellowship and the UOEC.

## **Chapter 2**

### **Rights and Duties of Member Churches and Fellowships**

- 2.1.** All member Churches and Fellowships shall have equal rights of representation and voice regardless of the population size of their congregation.
- 2.2.** All member Churches and Fellowships shall have the right to send duly authorized representatives to attend any meeting of the UOEC.
- 2.3.** All member Churches and Fellowships shall have the right to elect and to be elected in the process of appointment to serve the UOEC.
- 2.4.** All member Churches and Fellowships shall endeavor to promote and uphold the purpose and aim of the UOEC.
- 2.5.** All member Churches and Fellowships shall carry out responsibilities assigned to them by the Council and the Board and fulfill their obligations stated in the Constitution and By-Laws.
- 2.6.** All member Churches and Fellowships are obliged to faithfully pay annual membership fee at a given time within a fiscal year.
- 2.7.** All member Churches and Fellowships shall have the right to air views and raise questions about the function of the UOEC in writing.

## **Chapter 3**

### **Termination and Withdrawal of Membership**

- 3.1.** Membership in the UOEC shall be terminated if a member Church or Fellowship violates Articles 3 and 11 of the UOEC Constitution and any binding resolutions of the UOEC Council.
- 3.2.** If any member Church or Fellowship fails to pay membership fee for two consecutive years its membership shall be terminated.
- 3.3.** A member Church or Fellowship may terminate its membership:
  - 3.3.1.** By adopting a resolution at a legally called and conducted general meeting of the congregation
  - 3.3.2.** The Secretary of the Church or Fellowship shall submit the adopted resolution to the Secretary of the UOEC.
  - 3.3.3.** The Board of the UOEC, in consultation with the Church or Fellowship wishing to withdraw, shall report to the upcoming Council meeting for acceptance of withdrawal.

**3.4.** A member Church or Fellowship whose membership is terminated shall forfeit any financial and material claims to the UOEC assets as well as all its membership privileges.

**3.5.** Membership shall be terminated if and when a member Church or Fellowship ceases to exist.

## **Chapter 4**

### **ANNUAL CONVENTION OF THE COUNCIL**

**4.1.** The United Oromo Evangelical Churches (UOEC) shall have Annual Convention. This Convention shall be the highest governing organ of the UOEC. Regular Convention of the Council shall be in the month of July or August at a time and place specified by the Board.

**4.2.** All member Churches and Fellowships shall be informed about the up-coming Council meeting by the Secretary of the UOEC six month ahead of the Council meeting. Each member Church and Fellowship shall send 2 voting delegates and up to 2 additional observers.

**4.3.** Delegates to the Annual Convention shall be the officially authorized representatives of the member Churches and Fellowships. The delegates shall submit letters of authorization signed by the leadership of the respective Churches and Fellowships.

**4.4.** 50%+1 majority shall constitute a quorum at any of the Council meeting except for the amendment of the Constitution and By-Laws at which time the quorum shall be two-thirds majority.

**4.5.** The Annual Convention shall have Ex-officio and Honorary members with full rights of voice without vote and may serve as advisory members of the Annual Convention.

**4.6.** The Annual Convention accepts reports from the President, the Treasurer and member Churches and Fellowships as well as from Committees and Task Forces appointed by the Annual Convention.

**4.7.** The Annual Convention approves the UOEC budget.

**4.8.** The fiscal year of the UOEC shall be July.

**4.9.** The Annual Convention approves acceptance of new members.

**4.10.** The Annual Convention shall review the progress of the UOEC towards the set goal.

**4.11.** The Annual Convention shall provide the general guidelines for the UOEC.

**4.12.** Special meetings of the Council may be called at the request of the President, the Board or by written request of at least 7 member Churches and Fellowships. Announcements of special Council meetings shall be made by the Board President two months in advance.

**4.13.** The business transacted at the special meeting is limited to the purpose stated in the announcement of the President.

**4.14.** The Council shall approve the venue and date of the next Convention.

**4.15.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* edition shall govern in all cases to which they are applicable and consistent with the Constitution and by-laws of this organization. The Council may adopt any other applicable rules of order.

**4.16.** The Convention shall appoint the following:

- A. The Board
- B. The Auditing and Regulatory Committee
- C. The Nominating Committee
- D. Advocacy Ministry Team
- E. Commissions, Task Forces and others as need arise.

**4.17.** The Council shall adopt the following languages:

- A. Afaan Oromo as the main worship language
- B. Afaan Oromo and English as working languages

## **CHAPTER 5**

### **THE BOARD**

**5.1.** The Board shall be composed of the President, the Vice President, the Secretary, Treasurer and one additional member appointed by the Council

**5.2.** The Board shall be directly responsible to the Council and shall be subject to the orders of the Council and none of its actions shall be in conflict with actions taken by the Council. Once elected a Board member is directly responsible to the Council and shall serve the interest of the UOEC not that of his/her Church or Fellowship.

**5.3.** The Board shall implement the resolutions and recommendations of the Council and strictly follow their execution.

**5.4.** The Board shall have annual plans and programs in accordance with the directives of the Council including execution schedule of the plans and programs.

**5.5.** The Board shall have general supervision of the affairs of the UOEC between meetings of the Council.

- 5.6.**The Board shall coordinate the activities of the various ministries of the UOEC and make recommendations to the Council, and perform such other duties assigned to it.
- 5.7.**The Board shall endeavor to see to it that mutual understanding between member Churches and Fellowships prevail.
- 5.8.**The Board receives requests from member Churches and Fellowships for hosting the Annual Convention of the Council and the Annual Spiritual Conference and presents its recommendations to the Annual Convention of the Council for decision. Requests from the member Churches and Fellowships shall be received by the Board two years in advance.
- 5.9.**The Board shall meet once a month. Special meetings may be called by the President or by any three members of the Board by making a formal request ten days before the special meeting. A majority of the members constitute a quorum for Board meeting.
- 5.10.**Any Board member who fails to carry out responsibilities entrusted to him or her by the Council, or who fails to perform the responsibilities given to him or her by his or her own Church or Fellowship, may be removed from office by two-thirds majority vote of the Council in a Christian and lawful order. Matthew 18:15-17 may be followed under such circumstances.
- 5.11.**Resignation from the Board must be made in writing and submitted to the Secretary of the Board. Vacancies shall be filled for the remaining time of service after which a new election shall be made.
- 5.12.**The Board members shall endeavor to keep harmonious spirit with one another and resolve differences that may occur among them in the spirit of love and reconciliation as soon as possible.
- 5.13.**Terms of service shall be two years.
- 5.14.**No Board member shall serve for more than two terms unless unforeseen conditions dictate otherwise. At such a time majority decision of the Council is necessary.

## **CHAPTER 6**

### **EXECUTIVE COMMITTEE**

- 6.1.** The Board shall have its own Executive Committee composed of the President, the Vice President, and the Treasurer; the Secretary shall serve as an ex-officio member with voice but no vote.
- 6.2.**The Executive Committee is directly responsible to the Board.

**6.3.**The Executive Committee facilitates the resolutions of the Board.

**6.4.**The Executive Committee has all the powers of the Board to perform duties entrusted to it between the regular meetings of the Board and in emergency cases.

**6.5.** All decisions made and actions taken by the Executive Committee shall be presented to the subsequent full Board meeting for approval and endorsement.

## **CHAPTER 7**

### **DUTIES OF THE MEMBERS OF THE EXECUTIVE COMMITTEE OF THE BOARD**

#### **7.1. President**

- (a) The President shall be the Executive Officer of the UOEC for implementing the provisions of the Constitution and the By-Laws and the resolutions of the Council, the Board and Executive Committee.
- (b) The President chairs the meetings of the Council, the Board and the Executive Committee.
- (c) The President co-signs checks with the Treasurer.
- (d) The President shall represent UOEC before the public as needed.

#### **7.2. Vice President**

- (a) The Vice President shall perform the duties of the President in the absence of the President or at the request of the President.
- (b) In the event of vacancy in the office of the President, the Vice President shall succeed to the office of the President for the remainder of the term.

#### **7.3. Secretary**

- (a) The Secretary shall serve as an official correspondent of the UOEC.
- (b) Shall keep the minutes of the meetings of the Council, the Board and the Executive Committee.
- (c) Shall keep all the documents and records of the UOEC.
- (d) Shall perform other duties of the UOEC assigned to him/her by the Board.

#### **7.4. The Treasurer**

- (a) The Treasurer shall receive all funds, cash and others and deposit the cash in the Bank approved by the Council and properly register all movable and immovable properties of the UOEC.
- (b) Shall keep accurate accounts of receipt and disbursements.
- (c) Shall make disbursements of funds authorized by the Board.

- (d) Shall prepare the annual budget proposal with the Board and present it to the Council for approval.
- (e) Shall present the annual financial report to the Council.
- (f) Shall co-sign all checks with the President and or the Vice President.

## **CHAPTER 8**

### **COMMITTEES**

#### **8.1. Auditing and Regulatory Committee**

- (a) This Committee shall be directly responsible to the Council
- (b) Shall have access to all books of accounts of the UOEC
- (c) Shall give advice on how to properly keep the books of accounts
- (d) Shall analyze financial statements and verify their correctness
- (e) Shall audit the financial records of the UOEC once a year and report to the Council.
- (f) Shall have access to all Board Plans and Programs with their respective execution schedules.
- (g) Shall provide suggestions and advices to the Board on program executions.
- (h) Shall provide recommendations and methods of improvement on Financial Management and Program/Project Management.
- (i) Terms of service shall be two years.

#### **8.2. Nominating Committee**

- (a) The Nominating Committee, composed of three persons, shall be appointed by the Council.
- (b) The Committee members shall be elected and appointed by the sitting Council meeting.
- (c) The Committee shall elect its Chairperson and recording Secretary at its first meeting.
- (d) The Committee shall see to it that the nominees are from seven different member Churches and Fellowships with special consideration of gender and geographical distribution. No member Church or Fellowship should be represented by more than one person in the Board at a time.
- (e) The Committee shall present to the Council seven candidates from among the voting members of the Council.
- (f) Recommendation of respective delegates shall be considered when a person who is believed to be able to fulfill his/her duties as Board member is nominated but not present at the meeting in person.
- (g) The Council shall elect five persons by secret ballot out of the seven nominees.
- (h) Those who get the highest votes shall constitute the Board. In the event the election turns out to be a tie there shall be screening vote.

- (i) The elected persons shall subsequently meet in the presence of the Nominating Committee and elect the President, Vice President, Secretary and the Treasurer. The fifth person shall serve as a member. The Nominating Committee shall announce the responsibilities of the elected Board members to the Council.
- (j) The Nominating Committee shall serve for a one time election.

## **CHAPTER 9**

### **ANNUAL SPIRITUAL CONFERENCE**

- 9.1.** The UOEC shall have Annual Spiritual Conference in which members of the member Churches and Fellowships as well as any Christian groups and invited guests participate for edification and revival.
- 9.2.** Each year a theme for the Conference shall be set by the Board. Conference speakers, Choirs, solo singers, and any special guests shall be selected by the Board in consultation with the hosting member Church or Fellowship.
- 9.3.** Announcements and invitations shall be made by the Board in consultation with the hosting Church or Fellowship indicating the date and place of the Conference. Invitation and announcement of the Conference is the prerogative of the Board.
- 9.4.** The very core element of the Conference shall be creating mission awareness and a culture of mission sensitivity that wholeheartedly engages and supports local and homeland evangelistic initiatives.
- 9.5.** The Annual Spiritual Conference may consist of in-depth workshops and discussions on Church ministry, leadership concerns and evangelistic events with a very clear focus on mission.

## **CHAPTER 10**

### **MINISTRIES**

#### **10. 1. Advocacy Ministry**

This ministry is the responsibility of the Advocacy Ministry Team. The Team shall be composed of five persons: Chairperson, Secretary, Public Relations Officer, Expert Consultant, Treasurer and one other member. All are elected and appointed by the UOEC Council for a term of two years with eligibility for re-election for another term of service. The Team is directly responsible to the Council. All members of the Team shall hold the office on voluntary basis and that there shall be no salary payment.

##### **10.1.1. Duties of the Team**



**10.1.1.1.** Shall coordinate the advocacy ministry of the UOEC.

**10.1.1.2.** Shall establish policies for advocacy ministry of the UOEC on the basis of the UOEC Constitution and By-Laws.

**10.1.1.3.** Shall review the program and finances of the ministry.

**10.1.1.4.** Shall report all activities of the ministry every three months to the Board and the President of the UOEC.

**10.1.2. Powers of the Ministry Team, The Ministry Team Shall:**

**10.1.2.1.** Mobilize all Diaspora Oromo Speaking Evangelical Churches and Fellowships, partner Churches and organizations to advocate for peace, tolerance, dialogue, justice and respect for human rights in Ethiopia and the Horn of Africa.

**10.1.2.2.** Work in collaboration with local advocacy groups as well as with faith based and other service organizations to ensure respect for fundamental human rights and freedom of people.

**10.1.2.3.** Appeal to the governments to respect human rights and promote peace and justice agenda.

**10.1.2.4.** Educate both laity and clergy on their responsibilities as advocates of peace and justice and on conflict resolution through reconciliation.

**10.1.2.5.** Conduct workshops and seminars in collaboration with human rights advocates across the world. Participate in meetings and seminars organized by other similar groups. Carry out research, publish papers and use the media for purpose of bringing attention to cases of human rights abuses around the world, especially against the Oromo.

**10.1.2.6.** Develop or review policy statements on matters of peace, justice, and human rights protection to help the UOEC member Churches and Fellowships discover common theological ground for their public, social and political responsibilities.

**10.1.2.7.** Take any other action necessary to promote peace and justice in accordance with its mandate.

**10.1.3. Regulations**

**10.1.3.1.** Articulate its position in a manner which is consistent with the UOEC doctrinal statement as it advocates on behalf of the UOEC for those in need.

**10.1.3.2.** Ensure the continuity of the Advocacy Ministry of the UOEC.

**10.1.3.3.** Adopt regulations and policies to promote programs relating to human rights, peace, justice and related conditions and have it approved by the Council.

## **10.2. Other Ministries**

**10.2.1.** The UOEC shall have a theological Advisory Committee that will be proposed by the Board and approved by the Council. This Committee shall advise the Board and the Council on ministry policy matters, review its resolutions and help drafting some practical theological and social statements concerning our common ministry.

**10.2.2.** The UOEC shall have biannual Afaan Oromo Ministry Journal in which various evangelical and Biblical issues are addressed and ministries of the UOEC are reported. The Journal shall be distributed among member Churches and Fellowships with minimum contribution decided by the Journal Committee and approved by the Board.

**10.2.3.** The Committee shall co-ordinate regional workshops and seminars which specifically focus on leadership development, conflict management and mission in timely manner in conjunction with Annual Local Conferences or according to the need.

**10.2.4.** The Committee shall co-ordinate annual retreat for Pastors and Evangelists of the member Churches and Fellowships.

## **CHAPTER 11**

### **OFFICE COORDINATOR**

The Council shall appoint Office Coordinator for two year period upon the recommendation of the Board by two-thirds majority vote. A reasonable allowance for the Office Coordinator shall be adopted by the Council. Terms of service may be extended depending on the evaluation of performance. Job description of the Office Coordinator shall be prepared by the Board separately.

## **CHAPTER 12**

### **AMENDMENT**

**12.1.** Changes to the By-Laws may be proposed by the Board or any voting member Church or Fellowship. Changes or amendments proposed by voting member Church or Fellowship shall be submitted to the Board in writing at least 60 days before regular meeting of the Council. The Board shall notify member Churches and Fellowships 30 days before the scheduled Council meeting.

**12.2.** The By-Laws may be amended at a regular meeting of the Council by two-thirds majority vote of the member Churches and Fellowships, provided that the proposed changes had been announced in the previous meeting or had been submitted in writing to all the voting members.

## **CHAPTER 13**

### **ADOPTION**

The By-Laws is considered as adopted when approved by two-thirds majority of the voting members present at a regular meeting of the Council and shall go into effect immediately as of the date adopted and duly signed.