

BY-LAWS OF  
IOWA CHRISTIANS ENGAGED IN FAITH FORMATION

Approved – June 9, 2018

ARTICLE I           MEMBERSHIP

Membership shall consist of persons who have responsibility for Christian education or faith formation, in any of its diverse forms, in and beyond the local church including students and those who have retired.

ARTICLE II           BOARD MEMBERS

The board shall include President, Director of Ministries, Director of Membership, Treasurer, Secretary, Social Media Content Manager, Board of Discipleship Advocate, IRMS Board Members, and the LDM for Camping and Christian Formation as ex-officio consultant. The board members shall be members of National CEF. When it is necessary for the officers to meet, they may be paid IRS allowable mileage to help cover their transportation costs. If a vacancy occurs, the vacancy shall be filled by common consent of the remaining members of the board to fill the vacancy until the original term is up.

ARTICLE III           ELECTION AND TERM OF OFFICERS

Officers shall be elected, or re-elected, at the spring CEF meeting. Officers shall serve the term listed in Article IV by the Board Member title.

ARTICLE IV           DUTIES OF THE BOARD MEMBERS

All Board members shall work closely with one another on the board for necessary PR, Leadership, Funding, and Support of all ministry events.

A. President --serve 3 years

- Shall preside at all meetings of the Iowa CEF
- Shall represent the Iowa chapter at state and national meetings
- Shall be responsible for Annual Conference Communication (pre-conference packet, display, CEF luncheon)
- Shall serve as the Board of Discipleship Advocate

B. Director of Ministries---serve 2 years (even years)

- Shall appoint committees and work with their members to coordinate workshops, seminars, and other special events to assist with various ministry needs.
- Shall assist the president when necessary.
- Shall remain in contact with the Director of Membership to learn about the various ministry needs across the state.

C. Director of Membership-serve 2 years (odd years)

- Shall be responsible for communicating with members in regards to membership renewal.
- Shall communicate with the Treasurer to keep updated records for membership and create a membership record in a shared document for all Board members to utilize.
- Shall send a letter of welcome to new members of Iowa CEF

D. Secretary-serve 2 years (odd years)

- Shall keep minutes of all Iowa CEF and Iowa CEF board meetings.
- Shall be responsible for sending minutes to board for board meetings and all members for Iowa CEF meetings.
- Shall work closely with board members to facilitate communication and offer ministry support.

E. Treasurer-serve 2 years (even years)

- Shall receive and record membership dues and keep the shared records up to date with financial information.
- Shall be responsible for receiving and recording registration of workshops, seminars, and other special events.
- Shall prepare and send a financial report for the Iowa CEF general meetings and be prepared to report on finances at Iowa CEF board meetings.

F. Social Media Content Manager-serve 2 years (odd years)

- Shall have a good knowledge of Social Media usage, marketing plans, and access to various social media accounts as well as accessibility and experience with software programs to create marketing images and materials.
- Shall keep Iowa CEF visible and viable as a social media presence-increasing followings.
- Shall work closely and communicate with all board members in regards to marketing plans and other ministry support.

H. IRMS Board of Directors-serve 4 years

- Shall serve as active member of IRMS Board.
- Shall report to Iowa CEF at meetings on vision of IRMS.
- Shall communicate to churches about benefits of IRMS.

## ARTICLE V IOWA CEF MEETING DATES

Iowa CEF meetings shall be held at least twice a year with the choice of dates to be left to the discretion of the board. These are usually held in conjunction with the Iowa CEF workshops or seminars. The Iowa CEF Board shall meet at least quarterly separate from the general Iowa CEF meetings. These dates shall correspond with the Iowa Conference Board of Discipleship meetings.

## ARTICLE VI DUES

Dues of \$30.00 annually are to be paid in January. Dues can be paid through Iowa CEF website or through check sent to the Treasurer.

## ARTICLE VII BY-LAWS

By-laws shall be amended by a two-thirds vote of members in attendance at a properly called\* meeting. Proposed amendments shall be presented to a board member.  
\*at least two weeks' notice, meeting notification presented in at least two different forms

## ARTICLE VIII WORKSHOPS, SEMINARS, and OTHER SPECIAL EVENTS

Workshops, seminars, and other special events are to be determined by the Iowa CEF Board with direction from the Iowa CEF Membership. The Director of Ministries is tasked with the selection and organizing of CEF members to serve as the committee for the event. These committees, with the direction of the Director of Ministries will set the date, location, topic, and fee for the event and will present that information to the Iowa CEF Board at one of their quarterly meetings. Workshops, seminars, and other special events are open to interested non-members for an additional fee.

## ARTICLE IX SPECIAL COMMITTEES

Iowa CEF Board members will work with Iowa CEF members to determine areas of interest and communicate with the members to form special committees for the various needs throughout the year.

## ARTICLE X IOWA CEF EMERGENCY SUPPORT FUND

Emergency financial support shall be made available to aid a Christian educator in the case of termination or reduced hours from their Christian Educator position. An amount not to exceed \$200 shall be available to assist in emergency needs if the applicant is a current or recently active member of Iowa CEF. This shall be a one-time request. A written confidential request by the applicant or representative stating this need shall be sent to a member of the board. The board will verify the need and authorize payment directly to the person in crisis.

\*\*\*One dollar from membership dues shall go toward supporting this fund and be kept in an interest bearing account.