



**Vermont Conference,
United Church of Christ**

CONSTITUTION AND BYLAWS

**ADOPTED at ANNUAL MEETING
May 30, 2008
Amended May 2009**

CONSTITUTION AND BYLAWS OF THE VERMONT CONFERENCE OF THE UNITED CHURCH OF CHRIST

PREAMBLE

1. Under God, we, the Vermont Conference of the United Church of Christ, proclaim as our sole head, Jesus the Christ, the Son of God and the Savior. We embrace as brothers and sisters in Christ all who share in this confession. We look to the word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper us in creative and redemptive work in the world. We claim as our own the faith of the historic church expressed in the ancient creeds and reclaimed in the insights of the Protestant reformers through the centuries. We affirm the responsibility of the Church in each generation to make this faith its own reality in worship, in honesty of thought and expression, and in purity of heart before God. In accordance with the teaching of our Lord and the practice prevailing among evangelical Christians, we recognize two sacraments: Baptism and Lord's Supper or Holy Communion.
2. The Vermont Conference, Local Churches, Associations, and ministers sustain free and voluntary covenantal relationships with each other and with the General Synod and ministries of the United Church of Christ.

ARTICLE I NAME

3. The name of the Conference shall be the Vermont Conference of the United Church of Christ.
4. Whenever the word "Conference" appears in this Constitution and Bylaws, it shall be held to refer to the Vermont Conference of the United Church of Christ.

ARTICLE II PURPOSE AND FAITH

5. It is the purpose of the Vermont Conference of the United Church of Christ
 - to express more fully the oneness in Jesus the Christ of the churches and associations composing this Conference,
 - to make more effective their common witness to Jesus the Christ,
 - and to serve God in the world both ecumenically and through the wider work of the United Church of Christ.
6. The following Statement of Faith, approved by the Executive Council in October 1981 for the celebration of the 25th anniversary of the United Church of Christ, is a testimony of common faith and not a test of membership:

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and Our God, and to your deeds we testify:

You call the worlds into being,
create persons in your own image
and set before each one the ways of life and death.

You seek in holy love to save all people from aimlessness
and sin.

You judge people and nations by your righteous will
declared through prophets and apostles.

In Jesus Christ, the man of Nazareth,
our crucified and risen Savior,
you have come to us
and shared our common lot,
conquering sin and death
and reconciling the world to yourself.

You bestow upon us your Holy Spirit,
creating and renewing the Church of Jesus Christ
binding in covenant faithful people of all ages,
tongues, and races.

You call us into your church
to accept the cost and joy of discipleship,
to be your servants in the service of others,
to proclaim the gospel to all the world
and resist the powers of evil,
to share in Christ's baptism and eat at his table,
to join him in his passion and victory.

You promise to all who trust you
forgiveness of sins and fullness of grace,
courage in the struggle for justice and peace,
your presence in trial and rejoicing,
and eternal life in your realm which has no end.

Blessing and honor, glory and power be unto you. Amen.

ARTICE III LOCAL CHURCHES AND ASSOCIATIONS

7. Local Church Membership in the Conference

- a. The Vermont Conference of the United Church of Christ is composed of all the Local Churches of the United Church of Christ within the State of Vermont and all ministers who have ministerial standing in an Association of the Conference or in the Conference itself.
- b. An Association of the Conference may, under such provisions as it deems wise, admit, or continue its fellowship with, any Congregational-Christian local church within its area which is not part of the United Church of Christ, but no direct or indirect participation by any such local church in, or in support of, the work of the Conference or Association shall be construed as making it a church of the United Church of Christ.

8. Responsibilities Shared by Local Church

The Local Churches of the United Church of Christ have, in fellowship, a God-given responsibility for that church, its labors and its extension, even as the United Church of Christ has, in fellowship, a God-given responsibility for the well-being and needs and aspirations of its local churches. In mutual Christian concern and in dedication to Jesus Christ, the head of the Church, the one and the many share in common Christian experience and responsibility.

9. Association Relationship to Conference

- a. An Association is that body of the Conference which is composed of all the Local Churches of the United Church of Christ in a geographical area and all ministers who have ministerial standing in that Association. The standing of an Association as a body of the United Church of Christ is determined by the Conference. The number of Associations within the Conference's geographical area and the boundaries between Associations shall be determined by the Associations concerned, with the approval of the Conference.
- b. The Conference may exercise the functions of an Association when they are delegated to it by an Association or where no association exists. An Association is related to the General Synod through the Conference.

10. Functions of Associations

- a. An Association elects officers and elects or appoints such committees as it deems necessary for the transaction of its business and the correlation of its work with that of the Conference and of the United Church of Christ, such officers to include a moderator, a registrar, and a treasurer. It elects Representatives to Conference Departments and, in appropriate years, submits names of three persons qualified to be members of the Board of Directors to the Conference Nominating Committee.
- b. An Association determines its own method of securing an amount of such financial support as it may need. It may collect within the Association area any per capita amount voted by the Association for its support. It may, alternatively, ask the Conference to collect such an amount within the Association area for it.

- c. An Association with the counsel of the Conference: (1) is concerned with the welfare of all Local Churches within its boundaries; (2) seeks ways and means to assist Local Churches when they are undergoing unusual difficulties requiring help beyond their own resources; (3) offers encouragement, guidance, and assistance in the organization of new Local Churches; (d) receives Local Churches into the United Church of Christ: and (5) determines, confers, and certifies to the standing of the Local Churches of the United Church of Christ within its area.
- d. An Association with the counsel of the Conference: (1) receives in care students/members in discernment for the ministry and extends to them fellowship, counsel, and assistance during their academic and/or alternate path preparation; (2) grants licensure; (3) commissions qualified applicants; (4) ordains qualified applicants; (5) installs ministers; and (6) determines, confers, and certifies to ministerial standing in the United Church of Christ.
- e. An Association receives and acts upon business referred to it by its Local Churches, the Conference, the General Synod, and other bodies.
- f. An Association may petition and overture the Conference or the General Synod.

11. Autonomy, Covenant, and Accountability

- a. It is recognized that historically God, the Holy Spirit, has spoken and continues to speak in diverse ways and through diverse channels: through individual persons, through Local Churches, through the wider Church, and through various groupings thereof including Associations and Conferences. This Conference recognizes the need and desire to accord maximum freedom whereby the Holy Spirit may speak to men and women through whatever channel or channels the Spirit may choose, so that we may faithfully hear and faithfully obey.
- b. The historic principle of the autonomy of Local Churches is a guarantee of the freedom of the Holy Spirit to speak through the Local Church with force and power. Equally, the historic principle of loyalty and faithfulness to the wider Church beyond the Local Church, the whole people of God, is a guarantee of the freedom of the Holy Spirit. Highest allegiance, however, is neither local autonomy nor to the larger Church, but to God who may speak with force and power through either or both channels.
- c. The Conference will work with Local Churches and Associations in the determination of the will of God in humble recognition that no level of the whole church may claim absolute knowledge of this will over and against any other level. The right of the Local Church faithfully to seek the will of God in the determination of its internal affairs is affirmed, and the Conference shall in no way impose its own will in relation to these affairs.
- d. In the light of the possibility that the Holy Spirit may speak to us in diverse ways and through diverse channels, actions by or advice emanating from the General Synod, the Conference, or an Association should be held in highest regard by every Local Church.

ARTICLE IV OFFICERS

12. Positions and Election

- a. The officers of the Conference shall be a Moderator and a Vice-Moderator, one of whom shall be an ordained minister and one a lay man or lay woman, a Treasurer, a conference executive whose title shall be Conference Minister, and a Registrar. The person who is Registrar may be, but is not required to be, someone who also holds one of the other offices listed above
- b. The Moderator, Vice-Moderator, Treasurer, and Registrar shall be elected annually by the gathered Conference to hold office from the conclusion of the meeting at which they are elected until their successors have been elected.
- c. The Conference Minister shall be called, elected, and installed, on nomination by the Board of Directors, by the Conference either gathered in Annual or Special Meeting or by another mechanism adopted and warned by the Board of Directors. He or she shall be called and elected for an indeterminate period which may be terminated by a two-thirds vote of the Board of Directors or by a letter from the Conference Minister to the Chair of the Board of Directors. At least three months notice shall be given in either case unless a shorter time is mutually agreeable. The process for selection of nominees when a vacancy occurs shall be determined by the Board of Directors.
- d. If a vacancy occurs in the office of Conference Minister, the Board of Directors shall appoint an Acting Conference Minister or Interim Conference Minister who shall serve until a successor is duly elected. If that Board determines that the Conference Minister is unable to serve because of disability, it shall appoint an Acting Conference Minister who shall serve until it determines the Conference Minister's recovery.
- e. Associate Conference Minister(s) is/are not Conference officers but shall be called, elected, and installed and have service ended in the same manner as the Conference Minister.
- f. The Board of Directors shall appoint such assistants to the Conference Minister as it may deem advisable. That Board shall also fill vacancies in those positions.

13. Duties

- a. The Moderator shall preside at all meetings of the gathered Conference, shall oversee preparations for the Annual Meeting and all special meetings, and shall be a member of the Board of Directors.
- b. The Vice-Moderator shall perform the functions of the Moderator in the latter's absence or inability to serve, and shall be a member of the Board of Directors.
- c. The Treasurer shall monitor the receipt, accounting for, and disbursement of all current funds of the Conference, including income of endowments and trusts, pursuant to such regulations and directives as may be made by the Board of Directors and such other departments,

boards, and committees the Conference may have charged with the care of special funds; and shall advise with the Conference Minister concerning Conference office records and procedures. The Treasurer shall exhibit annually an audited account of the state of the treasury and also exhibit the books at other times when requested in writing by any member of the Conference or any contributor to its funds. The Treasurer shall be a member of the Investment and Finance Committees and an ex officio member of the Department of Stewardship and Financial Development Council and all other committees of the Department of Stewardship and Financial Development

- d. The Registrar, with the advice of the Conference Minister and the Board of Directors, shall attest by his/her signature the authenticity and avowed accuracy of all legal, financial, and membership documents and records requiring such certification.
- e. The Conference Minister shall be the spiritual leader and chief administrative officer of the Conference. He or she shall be a member without vote of the Board of Directors, and he or she or a delegated staff member shall serve as staff liaison to all regular committees of the Board of Directors, and other committees of the Conference and its Departments. Specific duties in addition to those required by law or recognized as customary appurtenances of the office within the United Church of Christ shall be described in the terms of Call or a mutually agreed upon revision thereof.
- f. The Associate Conference Minister(s) shall assist the Conference Minister in meeting the spiritual and administrative needs of the Conference in keeping with the individual terms of call, modified, if necessary, by mutual agreement between the Associate Conference Minister and the Conference Minister with the approval of the Board of Directors.

14. Terms and Conditions

- a. The Board of Directors may require a bond of any officer or the official assistant of any officer for the performance of his/her duty and shall provide for such auditing as they deem necessary.
- b. The work of the Conference Minister and Associate Conference Minister(s) shall be reviewed annually by the Board of Directors. The work of all other Conference staff members shall be reviewed by the Conference Minister in conjunction with the Personnel Committee or another committee so charged by the Board of Directors.
- c. The compensation and business arrangements with the Conference Minister and Associate Conference Minister(s) shall be made by the Personnel Committee with the approval of the Board of Directors. Within the budgeted limits for total staff compensation the compensation and business arrangements with all other Conference staff shall be made by the Conference Minister with the approval of the Personnel Committee.

ARTICLE V BOARD OF DIRECTORS

15. Membership and Election

- a. The Board of Directors shall consist of the Moderator, Vice Moderator, Treasurer and the immediate, or most recent available, past Chair of the Board of Directors, and eight Directors, one from each of the Association areas. The Conference Minister shall be a non-voting member of the Board of Directors.
- b. The Board of Directors shall elect its own chair annually.
- c. The Moderator, Vice-Moderator, Treasurer, and immediate, or most recent available, past Chair of the Board of Directors will serve as one of the duties of their office. The eight Directors from the Association areas shall be elected in the following way: (a) each Association shall submit a list of three persons from its area deemed qualified to serve on the Board of Directors, (b) the Conference Nominating Committee shall formulate and submit to the Annual Meeting an appropriate slate balancing female and male and lay and ordained. The Annual Meeting shall elect the Directors. In the event that an Association does not submit a list of proposed members, the Conference Nominating Committee will select a candidate from that area. These Directors shall be elected for three year terms with approximately one-third of the terms expiring each year. No voting member of the Board of Directors shall serve more than two such full terms consecutively.
- d. In the event of any vacancy in the Board of Directors, that Board may fill the vacancy for the interim period until the next Annual Meeting of the Conference. If the vacancy occurs because a person who is serving a term as a Director from one of the Association areas assumes the seat of "most recently available past Chair," the Board will choose another Director from names recommended by the Association in that area.
- e. Except for periods when the Board of Directors is in executive session, all meetings of the Board of Directors are open meetings.

16. Responsibility

- a. The general control and management of the affairs of the Conference shall be vested in the Board of Directors, which shall have full authority and power to perform all acts necessary to promote the interests and welfare of the Conference not otherwise provided for and not inconsistent with its articles of incorporation, this Constitution and Bylaws, special instructions of the Conference, or the laws of the state.
- b. One of the eight Directors chosen from the Association areas shall serve as a Board of Directors Representative to each of the Departments. They shall be ex-officio members (with vote) of the Council of their designated Department.

17. Meetings

- a. The Board of Directors shall hold at least eight regular meetings during the year, one of which shall be held in connection with and following the election of Directors at each Annual Meeting of the Conference. Additional meetings may be called by the Chair or the Conference Minister or by petition of five members of the Board of Directors.
- b. Attendance at Board of Directors meetings is part of the commitment to serve. Two consecutive unexcused absences, or three in a twelve month period, shall be considered a resignation from the Board of Directors. Expected absences, whenever possible, are to be reported to the Chair in advance. The Chair shall decide if the absence is excused.
- c. Seven voting members of the Board shall constitute a quorum.

ARTICLE VI DEPARTMENTS AND COMMITTEES

18. Departments

- a. The Conference shall have the following Departments: (1) Department of Church and Ministry, (2) Department of Mission, (3) Department of Christian Education, (4) Department of Stewardship and Financial Development.
- b. Each Department shall have a Chair and Vice-Chair, one of whom shall be a minister and one a member of the laity, elected by the Conference's Annual Meeting. No Chair or Vice Chair shall serve for more than three consecutive years, nor in any combination of these capacities for more than six consecutive years.
- c. Each Department shall have a Council which shall consist of the related Board of Directors Representative as specified in paragraph 16b, the Chair and Vice-Chair, and the chairs of all standing committees and other multi-year entities within the Department, the Department Representatives elected by the Associations, all with vote, and a staff liaison (without vote). None of the above listed voting persons shall serve on the Department Council for more than six consecutive years.

19. Responsibilities of the Department Councils

- a. Each Department Council shall prepare and adopt, with the concurrence of the Board of Directors, a statement of priorities for carrying out its Department's mission. It shall review its priorities at least each five years and, with concurrence of the Board, readopt or revise its statement.
- b. Each Department Council shall, with the concurrence of the Board of Directors, establish and appoint members for any committees (other than those provided for elsewhere in this document) or other entities needed to achieve its mission. It may seek assistance from the Conference Nominating Committee in identifying such members. If a Department does not

have an active committee working in the area of one of its accepted functions or priorities, the Department Council shall itself act as such a committee.

- c. Each Department Council shall prepare a proposed budget to be submitted to the Finance Committee and shall insure that expenditures stay within the Conference's adopted budget total for the Department.
- d. Each Department Council shall meet at least four times a year to insure adequate correlation and coordination of the activities, responsibilities, interests, and finances within the Department.
- e. The correlation and coordination of the activities, responsibilities, interests, and finances among the various departments shall be the responsibility of the Board of Directors and the Conference Minister. Staff shall be related to Departments and Committees as determined by the Conference Minister.

20. Functions of Departments

The Departments, guided by the Holy Spirit, shall fulfill the following general functions:

- a. The Department of Church and Ministry shall oversee the pastoral care of churches and ministers (ordained and lay), uphold and foster standards of excellence in all levels and all kinds of ministry within the Conference, promote and nurture the covenantal relationship between and among local churches, Associations, and the Conference.
- b. The Department of Mission shall determine and appropriately implement specific actions – whether encouragement, education, assistance, advocacy, intervention, or other – arising out of a creative tension between, on the one hand, the hopes and needs of the world and, on the other hand, the capacities, talents, and passions of the churches and others to act. Such actions shall be ecumenical wherever possible and interfaith where appropriate.
- c. The Department of Christian Education shall (1) through encouragement, training, and resources, assist local churches to develop and provide appropriate programs within which persons of all ages will be led into a deeper understanding of the Christian faith and a closer relationship with Jesus the Christ and the community of faith, and (2) shall encourage, support and/or provide learning experiences beyond those possible within a single local church.
- d. The Department of Stewardship and Financial Development shall (1) educate Associations and local churches about Our Church's Wider Mission Basic support and engage in financial development and planned giving efforts to raise funds necessary to support the ongoing mission and ministry of the Vermont Conference and the United Church of Christ; (2) oversee the management of funds, investments, and properties of the Conference and make related recommendation to the Board of Directors; and (3) develop an annual budget for the Conference to be recommended to the Board of Directors for presentation to the Annual Meeting for discussion and vote.

21. Conference Committees

- a. Besides the Departments there shall be the following committees and areas of concern with such composition and responsibilities as may be specified by the Conference when gathered in Annual or Special Meeting or by the Board of Directors: (1) a Commission on Theology and Ecumenism, (2) an Annual Meeting Committee, (3) a Nominating Committee, (4) a Personnel Committee, and (5) such other committees as may be considered necessary or desirable by the Conference or the Board of Directors for matters which do not fall properly within one of the departments. Committee and Commission members shall be elected by the Conference for three year terms with approximately one-third expiring each year.
- b. The composition and responsibilities of each such committee or area of concern shall be reviewed by the Board of Directors at least every five years. In the case of committees established under (5) above, the continued need will also be reviewed. Approvals, changes, and terminations will be approved by the Board of Directors where appropriate or referred to the Conference if such authority has not been delegated.

22. Committees and Entities of Departments

- a. Within the Department of Church and Ministry there shall be a Ministerial Standing and Standards Committee and Church Standing and Growth Committee, each consisting of a Chair and Scribe and no fewer than six or more than ten other members, including both ministers and laity, elected by the gathered Conference for three-year terms with the terms of three to expire each year. No committee member shall serve more than six consecutive years.

(1) The Ministerial Standing and Standards Committee:

- (a). The Ministerial Standing and Standards Committee shall be responsible for the authorization of ministry, upholding standards of excellence and providing leadership and resources in all matters pertaining to the fitness and standing of ministers on behalf of the Associations of the Conference. The Ministerial Standing and Standards Committee shall use as its standard and guide the United Church of Christ Manual on Ministry.
- (b). The Scribe of the Ministerial Standing and Standards Committee shall be responsible for maintaining accurate and confidential records of the work and decisions of the Committee. These records shall be housed at the Conference Office. The Conference Placement Secretary shall be responsible for reporting appropriate and required records concerning the work of the Ministerial Standing and Standards Committee to the appropriate denominational office.

(2) The Church Standing and Growth Committee:

- (a) The Church Standing and Growth Committee shall be responsible for providing oversight, leadership, and resources in all matters pertaining to the standing of Local Churches in covenantal relationship with the Associations of the Conference, and the

standing of the Associations in covenantal relationship as the Vermont Conference of the United Church of Christ. The Church Standing and Growth Committee shall use as its standard and guide the United Church of Christ Manual on Church and other United Church of Christ resources.

- (b) The duties of the Scribe and the responsibilities for records shall be the same as those described in paragraph (1) (b) above.

b. Within the Department of Stewardship and Financial Development there shall be a Finance Committee, and an Investment Committee. A mission statement for each shall be adopted by the Department of Stewardship and Financial Development Council with the concurrence of the Board of Directors. No committee member shall serve more than six consecutive years.

(1) The Finance Committee:

- (a) The Finance Committee shall, in communication with all affected groups, prepare a timely proposed budget and, throughout the year, review income and expense numbers and recommend adjustments to the Board of Directors through the Department. It shall consist of seven members: three members-at-large to be elected by the Board of Directors for three-year terms one term expiring each year, one of whom will be named annually by the Board of Directors as chair, the Treasurer, the Conference Minister or staff designee and two members from within the Department of Stewardship and Finance – one representing the body responsible for OCWM and the other the body responsible for property concerns.

(2) The Investment Committee:

- (b) The Investment Committee shall oversee the investment of the Conference's restricted and unrestricted funds and review policies and results and make recommendations to the Board through the Department. It shall consist of seven members: a Chair elected annually by the Board of Directors, three members-at-large elected by the Board of Directors for three year terms (one term expiring each year), the Treasurer, the Conference Minister, and, with the approval of the Board of Directors, the appropriate officer of the financial institution selected to act as trustee who shall have voice but no vote.

c. Committees and other entities within a department, in addition to those specified in these Bylaws, shall be established as needed by the Conference or the Board of Directors or by the Department's Council with the concurrence of the Board of Directors. The composition of the committee and its mission statement shall be the responsibility of the Council with the concurrence of the Board of Directors and shall be reviewed by the Board of Directors at least each five years. No member shall serve for a period of more than six consecutive years on any such committee or entity.

ARTICLE VII RELATED ORGANIZATIONS

23. Ministries of the United Church of Christ

The Conference or the Board of Directors shall determine and specify which Department of the Conference shall have primary relationship on behalf of the Conference with each of the Covenanted Ministries, boards, and commissions of the National Setting of the United Church of Christ, or may determine that the relationship of a ministry, board, or commission should be directly with the Board of Directors or with an ad hoc committee of the Conference or with the Conference itself.

24. Organizations outside the United Church of Christ

- a. By vote of the Conference or the Board of Directors the Conference may establish official relationships with organizations outside itself and the United Church of Christ. Any such relationship shall terminate December 31 of any year in which there has not been positive recognition of the relationship by vote of the Conference or the Board of Directors.
- b. The Conference or the Board of Directors shall determine and specify the appropriate Department to which each such organization shall have primary relationship, or may determine that the relationship of an organization shall be directly with the Board of Directors or the Conference itself.

ARTICLE VIII MEETINGS OF THE CONFERENCE

25. Meetings

- a. An Annual Meeting of the Conference shall be held at a time and place to be determined by the Board of Directors. Official notice of the time, date, and proposed program of the meeting shall be sent to each Local Church at least one month before the meeting
- b. Other meetings of the Conference may be called by the Board of Directors, provided that official notice of the meeting and a statement of the program are sent to each church at least one month before any such meeting.
- c. Those present shall constitute a quorum provided the warning of the meetings stated in a. and b. above has been given.

26. Delegates

- a. The number of lay members chosen by Local Churches to be voting delegates of the Conference shall be three from each church. There shall be additional lay representation as follows: (1) If one of those three is under 21 years of age that church shall be entitled to an additional lay delegate. (2) For Churches of three hundred members or more there shall be one additional lay delegate for each one hundred members over two hundred.

- b. When the Conference meets the voting delegates shall consist of (1) lay delegates chosen by each local church in the number specified, such lay delegates to be chosen in the manner of each Local Church, with the Local Church informing the Conference of its selection; (2) all active or retired ordained ministers in good standing within the United Church of Christ who are residents of Vermont and have membership in any Association or Conference of the United Church of Christ; (3) all officers, directors, members of Departments or Committees of the Conference, all Moderators of Associations of the United Church of Christ within Vermont, and all past Presidents/Moderators of the Conference; (4) officially approved licensed and commissioned ministers; (5) students in care/members in discernment of the Conference or an Association of the Conference; (6) all current delegates to the General Synod.
- c. All pastors of other denominations serving Vermont churches of the United Church of Christ which are federated with churches of other denominations, provided each such pastor holds full ministerial standing in his/her denomination shall have full voting rights on all matters not involving United Church of Christ ministerial standing.
- d. The Conference, at any session, may invite by special vote any person to sit with it as an honorary member with voice but not vote.

27. Scribes

- a. At the beginning of each meeting Scribes shall be elected by the Conference to serve during that meeting.

ARTICLE IX DISSOLUTION

- 28. Upon dissolution of the Vermont Conference, its assets, all property, real or otherwise, and interest of which it shall then be possessed, including any devise, gift or grant contained in any Will or other instrument, in trust or otherwise made before or after such dissolution, shall be transferred to its successor Conference of the United Church of Christ, if any, or to the National Setting of the United Church of Christ.

ARTICLE X AMENDMENTS

- 29. These Bylaws may be amended at any Annual Meeting of the Conference by an affirmative vote of two-thirds of those present and entitled to vote, provided, however, that such proposed amendment must be read at a business session of a meeting of the Conference no later than the day preceding such vote, together with notice of the time and place of its final consideration, and further provided that such proposed amendment shall have been submitted in writing to the Conference Minister at least ninety days prior to the annual meeting at which it is to be presented for action and that the Board of Directors has caused such proposed amendment to be transmitted by the Conference Minister at least sixty days prior to such annual meeting to the minister and clerk of each local church, the moderator and registrar of each Association, and such others as the Conference Minister may deem appropriate or the Board of Directors may designate.