



1912 - 2023

INTERDENOMINATIONAL CHURCH USHERS' ASSOCIATION OF
WASHINGTON, DC & VICINITY, INC.
AN AFFILIATE OF
NATIONAL UNITED CHURCH USHERS ASSOCIATION OF AMERICA, INC.
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“Committed To Serve”



NOMINEE CONTACT FORM

Senior Department APPLICANT

Date: _____

Name: _____

Church Name: _____

Signature: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: () _____ Cell Phone Number () _____

Email Address: _____

Description of Duties

“Serve wholeheartedly, as if you were serving the Lord, not
Ephesians 6:7

2023

President – The President shall preside at all meetings of the membership. The President shall enforce due observance of all laws; shall decide all questions of order without debate, subject to appeal; and see that all officers and all departments carry out their duties. The President shall be an ex officio member with a voice but not a vote of all Departments, excluding the Nominating Committee. The President shall by virtue of his/her office be a member of the Board of Trustees. The President shall by virtue of his/her office represent this Religious Organization at the National Convention, and at any other national, regional, state or local functions as required.

Vice President – The Vice President in the absence of the President or in the event of his/her inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned by the President.

Recording Secretary – The Recording Secretary shall record the minutes of the meetings of the members and keep these minutes in a book provided for that purpose. Transmit in writing an accurate record of all matters referred to the Board of Trustees by the Members. Be custodian of the corporate records and of the seal of this Organization and see that the seal of the Organization is affixed to all documents, the execution of which on behalf of the Organization under its seal is duly authorized in accordance with the provisions of the by-laws. Keep a register of the post office address of each member which shall be furnished to the Recording Secretary by such member. Refer copies of minutes to the President and Chairman, Board of Trustees not later than a week prior to the next scheduled meeting of the membership, and in general perform all duties incidental to the office of the Secretary and such other duties as from time to time may be assigned by the President or Chairman, Board of Trustees. At the end of his/her term, the Recording Secretary shall deliver all books and records to his/her successor.

Assistant Recording Secretary – The Assistant Recording Secretary is to act in the absence of the Recording Secretary and to perform such duties as may be requested by the Recording Secretary for assistance. The duties of the Assistant Recording Secretary shall be those of the Recording Secretary in official absence.

Board of Trustees – General Powers - The property and business of this Religious Organization shall be managed under the direction of the Board of Trustees of this Religious Organization, who shall exercise all powers as permitted under the laws of the District of Columbia. The Board of Trustees may, from time to time, appoint or employ such persons in such capacities, as the Board may consider necessary to assist in the proper conduct of the activities and management of this Religious Organization. The terms and conditions of any such appointments shall be at the discretion of the Board of Trustees. **Number and Tenure** - The number of Trustees shall be fifteen (15). The President shall by virtue of his/her office be a member of the Board of Trustees. There shall be fourteen (14) Trustees elected to the board. All trustees shall serve for a term of three (3) years. Each trustee shall hold office until his successor have been elected and installed. All trustees, excluding those serving in honorary capacities must be members of this organization. No trustee shall serve for more than two (2) consecutive, three-year terms or the equivalent. The President shall not occupy an elected position on the Board of

Description of Duties

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Trustees. **Nomination and Election of Trustees** - At least sixty (60 days) prior to the Annual Meeting of the members of this Religious Organization, the **Nominating Committee** shall decide upon a slate of Trustees to fill the positions of Trustees whose terms have expired, and shall present such slate of nominees to the membership of this Religious Corporation for election not less than sixty (60) days prior to said Annual Meeting. **Filling of Vacancies** – In the case of any vacancy on the Board of Trustees through death, resignation, disqualification, removal or other cause, the remaining Trustees, by affirmative vote of the majority thereof, shall elect a successor to hold office for the unexpired portion of the term of the Trustee whose office shall be vacant, and until the election of his successor, or until he/she shall be removed.

Treasurer – The Treasurer shall have charge and custody of and be responsible for all funds and securities of this Religious Organization; write and sign all drafts and checks drawn on the treasury; receive and give receipts for all such monies due and payable to this Religious Organization in such banks, trust companies or other depositories as shall be selected in accordance with provisions of these Bylaws; and in general, perform all the duties incidental to the Office of Treasurer and such duties as from time to time may be assigned by the President or by the Chairman, Board of Trustees.

Financial Secretary – The financial Secretary shall collect and give receipts for all monies due and paid to this Religious Organization; maintain accurate financial records of all transactions including membership payments in book form; turn over to the Treasurer all monies collected receiving receipts(s) for the same. Sign all drafts and checks drawn on the treasury. Prepare regular and special reports as required; and perform all the duties incidental to the office of Financial Secretary and such duties as from time to time may be assigned by the President or Chairman, Board of Trustees.

Assistant Financial Secretary – The Assistant Financial Secretary assist with typing, making copies of documents; receiving and tracking ICUA Church Dues as payments are made and recording in receipt book. Mail receipts to churches, if necessary. Make receipts for those that do not have their receipt book at the time. Review rosters, contact President of Usher Boards if necessary. Make three (3) copies of roster for the Trustee Board, and one (1) copy for the Financial Secretary. Assist the Financial Secretary in tracking payments on a spread sheet. Provide assistance to the Financial Secretary whenever necessary. In the absence of the Financial Secretary, perform all the duties of the Financial Secretary. Attend ICUA functions, if the Financial Secretary is unable to attend Business Meetings and Budget and Finance Meetings. Such duties as from time to time may be assigned by the President or by the Chairman of the Board of Trustees.

Elected Officers – The Elected Officers of this Religious Organization shall include: President, (who in any event a member of the Board of Trustees), Vice President, Recording Secretary, Assistant Recording Secretary, Treasurer, Financial Secretary, Assistant Financial Secretary, Sergeant-at-Arms, Assistant Sergeant-at-Arms and five (5) members of the Nominating Committee with terms to be staggered.

Nomination and Election of Officers – At least sixty (60) days prior to said Annual Meeting. These officers shall be elected annually by the Membership at the regular annual meeting of this Religious

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Description of Duties

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Organization. Each officer shall hold office until his successor has been duly elected and installed. All newly elected officers shall be installed immediately at the close of said Annual Business Meeting. No two elective offices shall be held by the same person. Each member church shall have no more than two (2) elected officers and no more than one (1) appointed officer. No elected officer shall serve more than four (4) consecutive one-year terms. Voting shall take place by written ballot. Names of unopposed candidates shall not be placed on the ballot.

Sergeant-At-Arms - The Sergeant-At-Arms shall be stationed at the door and assist in preserving decorum at all membership business meetings and worship services of this Religious Organization; and perform all the duties incidental to the office of Sergeant-At-Arms and such duties as from time to time may be assigned by the President or by the Chairman, Board of Trustees.

Assistant Sergeant-At-Arms – The Assistant Sergeant-At-Arms shall act in the absence of the Sergeant-At-Arms and shall perform such duties as may be requested by the Sergeant-At-Arms.

Members, Nominating Committee – Five (5) members shall comprise a Nominating Committee and shall receive, evaluate and recommend a slate of qualified nominees for all elective offices to the Membership; and perform all the duties incidental to the office of member of the Nominating Committee, and such duties consistent with that office only, or as may be assigned by the Chairman, Board of Trustees. **Tenure:** The two (2) Nominating Committee members having the highest number of total votes shall initially serve three (3) years term each, and thereafter upon re-election shall serve for a period of two years or until the annual meeting at which their term would expire. The next two (2) Nominating committee members with the highest number of votes shall serve for a period of two (2) years or until the annual meeting at which their term would expire. The next one (1) Nominating Committee member with the highest number of votes shall serve for a period of one (1) year and thereafter upon re-election shall serve a period of two years or until the annual meeting at which their term would expire. No Nominating Committee member shall serve for more than three (3) consecutive two-year terms or the equivalent.

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