



# Community of Christ

GREATER PACIFIC NORTHWEST USA MISSION CENTER

## Guidelines and Operating Procedures

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## Article I - Overview

**Section 1. Establishment.** The Greater Pacific Northwest USA Mission Center (GPNW MC), established January 1, 2004, is a jurisdiction of Community of Christ. The geographic area of the Mission Center includes: (1) western and central Washington; (2) western and central Oregon; (3) all of Alaska.

**Section 2. Governing Documents.** These Guidelines and Operating Procedures reflect the principles under which the programs of the Mission Center are administered. Periodically, as needs arise, the Leadership Team, in conjunction with the Mission Center Council, will revise this document to reflect current practices and organizational structure. If there is a conflict between these guidelines and World Church policy, World Church policy takes precedence.

**Section 3. Purpose.** The GPNW MC exists to support congregations, facilitate church expansion, and provide linkage between World Church ministries and congregations. Key functions include, but are not limited to:

- (a) Pastoral support of congregational leaders
- (b) Leadership skill development
- (c) Congregational consultant ministries
- (d) Missionary ministries
- (e) Church planting
- (f) Congregational crisis support
- (g) Financial resource development and support
- (h) Specialized ministries (e.g., children, youth, young adult, singles)
- (i) Coordination of periodic celebration events (e.g., reunions, camps, conferences, etc.)
- (j) Technical assistance to congregations (e.g., legal, risk management, real estate, etc.)
- (k) Human resources
- (l) Essential administrative functions (e.g., implementation of World Church policies, priesthood administration, Pastoral supervision, etc.)

The GPNW MC shall provide for the networking and grouping of congregations to encourage mutual support, foster church identity, pursuit of common causes, and to provide fellowship, leadership development, and celebration opportunities (e.g., reunions, camps, retreats, and leadership development programs).

The GPNW MC is responsible for coordinating the management, creation, maintenance, and disposition of campgrounds, administrative offices, and other ancillary facilities and entities that exist within the scope of the Mission Center's responsibility. Multi-jurisdictional associations may exist for these purposes as well.

## Article II - Mission Center Staff

**Section 1. Mission Center President.** World Church appoints the Mission Center President (MCP) through procedures established by the First Presidency. The Mission Center Conference annually sustains the MCP.

The MCP is the primary representative of the World Church to the congregations that compose the Mission Center. The MCP is entrusted with the care and direction of the Mission Center's congregations through the properly selected Pastors of these congregations and of the nonresident members of the Mission Center directly or through a nonresident Pastor. It is the responsibility of the MCP to plan the extension and development of the work of the church within the Mission Center.

The MCP may establish a Leadership Team consisting of paid ministerial staff members to advise and provide input regarding the ongoing operations of the Mission Center. The MCP may also appoint up to three (3) counselors to serve as personal and spiritual advisors on matters not appropriate to the Leadership Team.

The MCP consults with the Mission Center Council and solicits diverse perspectives and feedback from members to enhance the programs and administration of the Mission Center.

The MCP supervises the Mission Center Financial Officer, Leadership Support Ministers, Pastors, Mission Center program Directors, and other administrative and/or ministerial staff.

When the interests of the church shall require, the Field Apostle may take over direction of the Mission Center for a time, administering the work thereafter, either directly or indirectly, until a more permanent arrangement can be made. If the Field Apostle is thought to have proceeded inappropriately in any of these matters, appeal through the administrative line.

**Section 2. Mission Center Financial Officer.** The World Church appoints the Mission Center Financial Officer (MCFO) through procedures established by the First Presidency. The Mission Center Conference annually sustains the MCFO.

The MCFO has specific trustee responsibilities in which they are subject to the direction and counsel of the Presiding Bishopric. They are responsible for such trusteeship to the appropriate conference and to the MCP according to the provisions of the related budget.

The MCFO consults with the Mission Center Council and solicits diverse perspectives and feedback from members to enhance the programs and administration of the Mission Center.

The MCFO supervises the Congregational Financial Officers. The MCFO provides an annual report to the Mission Center Conference, including an audited financial statement.

**Section 3. Mission Center Recorder.** The Mission Center Recorder (MCR), appointed by the MCP, coordinates the membership records of the Mission Center. For congregational recorders not using the MIS/Shelby system, additions and changes to membership life events are sent to the MCR, who sends reports back to them upon request, usually twice per year. For congregational recorders using the Shelby system who need assistance, the MCR is available for consultation.

The MCR also takes minutes of the Mission Center Conference business sessions and notes specific items of interest reported during the year.

**Section 4. Mission Center Invitation Support Minister.** The Mission Center Invitation Support Minister (MCISM), appointed by the MCP, is responsible for supporting, encouraging, and equipping congregations, disciples, and priesthood for ministries of invitation, hospitality, and witness as a way of life. The primary focus of this position is on the Mission Initiative of Invite People to Christ. The MCISM also coordinates Seventy ministry within the Mission Center.

**Section 5. Administrative and Ministerial Support.** The GPNW MC employs individuals to work as administrative and ministerial staff. These individuals provide administrative, bookkeeping, record keeping, communication, scheduling, educational and other support functions.

**Section 6. Leadership Support Ministers.** The MCP will appoint self-sustaining Leadership Support Ministers (LSMs) to assist congregational leadership. The LSMs provide ongoing ministerial and administrative support primarily to congregational leaders, as well as periodic Mission Center assignments. The LSMs have minimal administrative responsibilities and are supervised by the MCP.

**Section 7. Mission Center Council.** The purpose of the Mission Center Council is to advise Mission Center officers and staff on matters affecting the core functions of the Mission Center, including issues affecting the mission, programs, financial matters and ministry of the members. The Mission Center Council is not an administrative or legislative body, though it may make recommendations concerning administrative policy to the Mission Center leadership. However, members of the Mission Center Council may be asked to attend congregational business meetings and provide a facilitating presence when important issues are discussed, such as the election of a Pastor or the launch of a building program.

Members of the Council are appointed by the MCP and annually sustained by the Mission Center Conference. The MCP, in consultation with the Leadership Team, selects people from various geographic areas of the Mission Center: one (1) or two (2) from Alaska, three (3) or four (4) from North/Central Washington, three (3) or four (4) from Southwest Washington/Northern Oregon, and three (3) or four (4) from Southern Oregon. The term limit for serving on the Mission Center Council is normally five (5) years. The MCP may extend that term on a yearly basis as needed. The MCP, Financial Officer, and Invitation Support Minister are Ex officio members of the Mission Center Council.

The Mission Center Council meets using various communication technologies, as well as physical meetings. Meetings are normally convened at least twice a year or on an “as-needed” basis.

### **Article III - Mission Center Conferences**

**Section 1. Purpose.** The purpose of conferences is to conduct the business of the GPNW MC relating to the enhancement of ministry and expansion of the work within the Mission Center, and to invite all members and friends connected with the Mission Center to gather for worship, conferring, encouragement, challenge and fellowship. The focus is to help congregations and individuals fulfill their Christian calling.

**Section 2. Delegates.** The GPNW MC Conference is a delegate conference. Everyone is invited to attend the conference, but only delegates will be granted voice and vote during business meetings. Delegates will be allotted by the following formula based on membership:

- (a) Category A (congregations fewer than 60) will have two (2) delegates.
- (b) Category B (congregations 60 to 119) will have four (4) delegates.
- (c) Category C (congregations greater than 120 to 239) will have six (6) delegates.
- (d) Category D (congregations greater than 240 to 479) will have eight (8) delegates
- (e) Category E (congregations greater than 480) will have 10 delegates Mission Center ministerial staff and council will be Ex officio delegates to the Mission Center Conference.

Delegates are elected by the congregations, each delegate having voice and vote at the business sessions. Congregations also elect alternate delegates to serve in the event their elected delegates are not able to attend the conference. All conference attendees may attend the business session, but only delegates have voice and vote.

**Section 3. Calling and Frequency.** Ideally, the GPNW MC should convene a Mission Center Conference at least annually. The Field Apostle shall receive notice of the Mission Center Conference and should be invited to offer any suggestions or nominations he or she may desire to present.

If, in the determination of the MCP in consultation with the Field Apostle, the Mission Center is unable to convene a Mission Center Conference at least annually (e.g., geographic distance, prohibitive cost, etc.), then the Mission Center Council shall be responsible for establishing procedures through which necessary conference decisions shall be made, subject to the approval of the Field Apostle within World Church guidelines and policies.

**Section 4. Notice.** Notice of all annual Mission Center Conferences should be given to the various congregational Pastors within the Mission Center at least six (6) weeks prior to the annual Mission Center Conference and should also be sent to the supervising Field Apostle and such other officers as might be concerned with the business to be transacted.

Resolutions from a congregation or from an individual must be submitted to the Mission Center at least four (4) weeks in advance of any annual Mission Center Conference.

Delegates are to be advised two (2) weeks in advance of matters to be brought before the conference.

**Section 5. Quorum.** For the transacting of all business at a Mission Center Conference, a simple majority of delegates present at any meeting for which proper notice has been given shall constitute a quorum. However, it is the responsibility of every member of the Mission Center to attend Mission Center Conferences, both regular and special.

**Section 6. Presiding.** The MCP presides over the Mission Center Conference. At his/her request or absence, another member of the Mission Center staff may be chosen to preside. Members of the First Presidency, Council of Twelve, or their authorized representatives may be asked to preside as a courtesy or in view of special circumstances.

It is the responsibility of the presiding officer to bring to the attention of the conference such matters as require the consideration or action of the Mission Center; to require observance of the rules of order with decorum and propriety; and to secure, insofar as he or she is able, a due respect and regard for the laws governing the church as contained in the scriptures and World Conference enactments.

**Section 7. Agenda.** The agenda will include worship, a business meeting, and fellowship. The business meeting will primarily focus on approving the Mission Center budget, sustaining officers, handling legislative items, electing World Conference delegates, and approving priesthood calls to the offices of Bishop, Evangelist, High Priest and Seventy. Mission Center Conference actions shall be in harmony with, and subject to, World Conference action and subject to the advice of the World Church officers concerned.

**Section 8. World Conference Issues.** Delegates to World Conference are elected at the Mission Center Conference. Mission Center business sessions also may approve legislation for presentation to the World Conference. The Mission Center only accepts resolutions for World Conference from a congregation or from Mission Center leadership.

**Section 9. Special Mission Center Conferences.** Special Mission Center Conferences may be called by the MCP to address special needs of the Mission Center. These are not delegate conferences. In emergencies, and especially when a MCP is incapacitated or the Mission Center shall have fallen into disorder, the Field Apostle may request or call a Mission Center Conference. In this or any other necessary situation, the Field Apostle may recommend procedure, present nominations for office, or do such other things as will best protect the interests of the church.

**Section 10. Parliamentary Authority.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all Mission Center Conferences.

## **Article IV - Mission Center Budget and Assessments**

**Section 1. Budget Preparation and Approval.** The MCP and MCFO prepare the GPNW MC budget with input from others, including but not limited to Mission Center staff and the Mission Center Council. The budget is

subtotaled in four (4) segments: Ministerial Support, Office Support, Administrative Support; and Ministry Support. The budget is approved by a Mission Center Conference vote of delegates. One of the key responsibilities of the Mission Center Council is to review the budget and provide comments on the line items. Normally, the Mission Center Council meets at least four (4) weeks prior to the Mission Center Conference to review the budget.

**Section 2. Congregational Contributions.** Normally, congregations contribute a significant portion of the Mission Center income through congregational allocations. Requested congregational contribution amounts are based on two (2) components in proportion to the other congregations. Fifty (50) percent of the total is based on a congregation's total congregational ministries contributions (Purpose Codes 100) for the second previous year. Fifty (50) percent of the total is based on a congregation's number of contributor units for that same year.

Congregations may choose one (1) of the four (4) following payment options:

- (a) Annual amount due by January 15 (one [1] payment)
- (b) Semi-annual amount due by January 15 and July 15 (two [2] payments)
- (c) Quarterly amount due by January 15, April 15, July 15, and October 15 (four [4] equal payments)
- (d) Monthly amount due by the 15<sup>th</sup> of each month from January through October (ten equal monthly payments)

**Section 3. Investment Earnings.** Normally, a portion of the Mission Center expenses are covered by earnings on investments in the World Church Affiliate Pool. A maximum of four (4) percent of the previous year's fund balance is available for financing the Mission Center budget, regardless of the actual rate of return. By fixing this spending rate, typical for endowment funding, a consistent income flow is anticipated while maintaining the purchasing value of the funds.

## **Article V - Internal Control Procedures for Finances**

**Section 1. General Principles.** Internal control procedures for Mission Center finances are in place to protect the church, as well as the individuals charged with the responsibility of handling the funds, accounts, income and expenses. A general principle of internal control is that no individual has sole authorization to receive funds, disburse funds, make journal entries and/or set up accounts. An internal auditor approved by the Presiding Bishopric of the church annually audits the Mission Center books and prepares a statement to the Mission Center Conference.

**Section 2. Financial Statements.** The MCFO provides monthly income and expense statements and balance sheet reports to the Mission Center Council upon closure of each month's accounting procedures. The GPNW MC follows a fiscal year beginning on January 1. In addition, the Mission Center Council may request additional reports be sent to selected individuals who have specific expertise in reviewing financial statements.

**Section 3. Bank Accounts.** The MCFO is responsible for all Mission Center accounts and funds. Normally, another signatory is appointed by the MCFO to facilitate uninterrupted payment of bills. The Presiding Bishop of the church also is a signatory on all Mission Center accounts.

The MCFO should be a signatory on all congregational bank accounts.

In some situations, bank accounts may be opened and maintained for specific program purposes. These programs typically have a high number of income and expense transactions not directly processed by the MCFO or bookkeeper. Examples include Reunion accounts, Campground accounts, and Youth activity accounts.

The appointed program business manager, the MCFO, and one (1) or two (2) other designees are the signatories on the account. These accounts are audited annually as part of the Mission Center finances.

**Section 4. Receiving and Disbursing Funds.** Normally, all funds received as income to the GPNW MC are logged (date, payer, amount, description) and forwarded to the MCFO for deposit and recording on the electronic financial accounting system. Copies of deposited checks are kept in the MCFO's files.

Normally, most disbursed funds on behalf of the Mission Center are made by checks prepared by the bookkeeper or MCFO and signed by the MCFO or the designated signatory. Additionally, some disbursements are made by use of authorized bank cards. Copies of checks are kept in the MCFO's files.

Normally, all bank statements are opened by the MCFO, or a designee, for review and reconciliation to the bank account(s) and prior to the bookkeeper performing a reconciliation to the general ledger.

## **Article VI - Priesthood Calls**

The Pastor(s), MCP, or Field Apostle initiates calls to the offices of Deacon, Elder, Priest, and Teacher. After receiving administrative approval as per the guidelines set by the First Presidency, the call is presented to the candidate. If accepted by the candidate, the call is presented to a congregational business meeting for approval. Prior to ordination, the candidate is expected to complete the educational requirements set by the First Presidency. Ordination for these priesthood calls should take place in a congregation.

Calls to the offices of Bishop, Evangelist, High Priest, and Seventy are processed through World Church officers and approved at a Mission Center Conference. Prior to ordination, the candidate is expected to complete the educational requirements set by the First Presidency. Ordination for these priesthood calls should take place at a Mission Center event.

## **Article VII - Youth Worker Protection**

All adults ages 21 and over wishing to serve in any position that involves direct contact with children or youth under the age of 18 must be a Registered Children and Youth Worker (RCYW). This includes, but is not limited to, Sunday school teachers, youth leaders, retreat and camp staff, home visitors, and transportation providers during an event. All priesthood members are expected to become Registered Children and Youth Workers, and it is now a requirement for new priesthood ordinands.

All persons who are 15-20 years old wishing to serve in any position that involves direct contact with children or youth under the age of 18 must be a Registered Children and Youth Worker (RCYW) Assistant. It is preferred that any RCYW or RCYW Assistant be at least five (5) years older than the people they are supervising. It is required that they must be a minimum of three (3) years older than those they are supervising.

## **Article VIII - Congregations**

### **Section 1. Organization and Disorganization.**

**Section 1.01: Organization.** Congregations are the foundational missional units of the church where participants live out their discipleship. Congregations have the freedom to organize themselves in ways that functionally promote the congregation's vision of Christian mission. While numbers, complexity, and style may vary significantly, the ability and commitment to meet regularly as a community of disciples with a sense of common identity is the hallmark of each congregation. Congregations are formed by the authority of the field apostle in consultation with local church leaders, and with a vote of those who will make up the proposed congregation.

**Section 1.02. Disorganization.** Congregations are disorganized by the authority of the field apostle following consultation with local church leaders.

## **Section 2. Congregational Responsibilities.**

**Section 2.01. Operations and Ministries.** Congregations should be primarily responsible for their own operations and ministries.

**Section 2.02. Financial Audit.** Each congregation submits an annual audited financial statement to the MCFO by April 30 of the following year. The statement includes reconciled account balances and a summary of the income and expenses for the calendar year. The congregation should select an auditor who is familiar with good accounting practices. Normally, a member of the congregation serves as the auditor. If the congregation is unable to find an appropriate auditor, the MCFO will assist in identifying someone for the task.

**Section 2.03. Recording.** Congregations are responsible for maintaining current membership data according to World Church guidelines.

**Section 2.04. Communication and Support.** Congregational leaders should keep the Mission Center leaders fully informed of the condition of the congregation and should have frequent consultation with the Mission Center leaders. Support for congregations beyond their ability to provide (e.g., legal, information systems, risk management, real estate, and human resource services) is the responsibility of the Mission Center and/or the World Church.

## **Section 3. Leadership.**

**Section 3.01. Pastor(s).** The Pastor or Pastor Team is/are the presiding officer(s) of the congregation. Each Pastor is elected annually at an appropriately convened congregational business meeting. Normally, a representative of the Mission Center presides during the Pastor election. This should be coordinated with the congregation's Leadership Support Minister (LSM). If the LSM is not available, the election may be coordinated with another Mission Center staff member.

**Section 3.02. Congregational Financial Officer.** The Congregational Financial Officer (CFO) is appointed by the MCFO, in consultation with the Pastor(s), and annually sustained at a congregational business meeting. The CFO is responsible for accounting and reporting finances and monitoring legal and risk management issues. The MCFO should be a signatory on all congregational bank accounts.

**Section 3.03. Other Leaders.** Other than for the Pastor(s) and CFO, a congregation is free to organize as it deems necessary to promote its particular vision of the church's mission in its community.

When interests of the church shall require, the MCP may take over direction of the congregation for a time, administering the work thereafter—either directly or indirectly—until a more permanent arrangement can be made. If the MCP is thought to have proceeded unlawfully in any of these matters, appeal is to the supervising Field Apostle.

## **Section 4. Congregational Business Meetings.**

**Section 4.01. Calling and Frequency.** Congregational Business Meetings are convened at least once annually and at such other times as are determined by action of the body or as called by the congregational Pastor(s). In emergencies, and especially when a congregational Pastor is incapacitated or the congregation shall have fallen into disorder, the MCP may request or call a Congregational Business Meeting.



**Section 4.02. Notice.** Normally, congregational members and the MCP are given at least two (2) weeks' notice prior to any congregational business meeting. The MCP should be invited to offer any suggestions or nominations he or she may desire to present. Notice should also be sent to such other officers as might be concerned with the business to be transacted.

**Section 4.03. Quorum.** For the transacting of all business at a Congregational Business Meeting, six (6) or more members present at any properly called meeting shall constitute a quorum. However, it is the responsibility of every member of the congregation to attend Congregational Business Meetings.

**Section 4.04. Presiding.** The Pastor presides over Congregational Business Meetings. At the request of the Pastor, or in the Pastor's absence, congregational Counselors may preside. Members of the First Presidency, Council of Twelve, or Mission Center staff may be asked to preside as a courtesy or in view of special circumstances.

It is the responsibility of the presiding officer to bring to the attention of the body such matters as may require consideration or action; to enforce observance of the rules of order with decorum and propriety; to secure, as far as possible, a due respect and regard for the laws governing the church as contained in the scriptures, Mission Center, and World Conference enactments, as well as administrative procedures approved by the First Presidency.

**Section 4.05. Agenda.** The Business Meeting should include: (1) election of Pastor(s); (2) sustaining of CFO and any Recorder; (3) election of delegates and alternates to Mission Center Conference; (4) approval of annual budget; and (5) for congregations belonging to the Lewis River Campground Association and Camp Remote Association, the election of Directors to serve on Campground Association boards. Congregations may also consider legislation and business issues relating to congregational affairs, or to the affairs of the Mission Center or World Conference, and recommend enactment of same by the Mission Center Conference. Congregational Business Meeting actions shall be in harmony with, and subject to, Mission Center conference actions, World Conference action, and subject to the advice of the Mission Center leaders and World Church officers concerned. The MCP may recommend procedure, present nominations for office, or do such other things as will best protect the interests of the church.

**Section 4.06. Special Congregational Business Meetings.** Special Congregational Business Meetings may be called by the Pastor(s). In emergencies, special Congregational Business Meetings may also be called by the supervising administrative officer having jurisdiction. The call for a special Congregational Business Meeting shall specify the purpose of the meeting, and only business mentioned in the call of the meeting may be transacted.

**Section 4.07. Parliamentary Authority:** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all Mission Center Conferences.

**Section 5. Emerging Congregations and Other Groups.** In the early stages of congregational development, groups such as house churches, expansion groups, cell groups, etc., may be established by the MCP or the Field Apostle. Such groups are not fully self-sufficient and require significant support from other congregations or the Mission Center.

**Section 5.01. Definition.** Emerging congregations shall be defined as in the Community of Christ By-laws: Article V, Section 8. Emerging Congregations. Emerging congregations shall also be understood to include congregations that are in the final stages of life. Such congregations will require support from the Mission Center.

**Section 5.02. Leadership.** The Mission Center leadership, with the approval of the Field Apostle, shall establish lines of administration. Lines of financial accountability shall be established by the Mission Center leadership based on guidelines established by the Presiding Bishopric and with the approval of the Field Apostle.

**Section 5.03. Business Meetings.** Emerging congregations and other groups may have business meetings from time to time, as necessary, with the approval of the MCP.

**Section 5.04. Congregational Status.** Such groups may be granted full congregational status by the Field Apostle in consultation with the Mission Center leadership and with a vote of those who will make up the proposed congregation.

## **Article IX - Campgrounds**

Three (3) campgrounds operate in the GPNW MC: 1) Samish Island Campground, located in Bow, Washington; 2) Lewis River Campground, located near Battle Ground, Washington; and 3) Camp Remote, located near Remote, Oregon.

Each campground is supported by an association of congregations and has its own set of Bylaws governing the stewardship of the campground. The association's Board of Directors manages and maintains record keeping for the financial and day-to-day operating needs of the campground. Normally, funding from the Mission Center budget is not needed to sustain the operations of the campgrounds. The Mission Center, however, may be requested to facilitate capital improvement projects. Members of the board are elected at an annual campground association meeting according to association Bylaws. See Appendix B, C, and D for campground Bylaws.

## **Article X - Youth Camping Team**

A Youth Camping Team (YCT) is appointed to help the Mission Center Camping Ministries Director oversee the youth camping program. The Camping Ministries Director selects the team representatives in consultation with the MCP, and the annual Mission Center Conference sustains the team. A representative serves an annual term and may be invited back to serve consecutive term(s).

The purpose of the YCT is to (1) recommend Directors for youth camps, youth retreats, Caravan, and Spectacular (SPEC) and International Youth Forum (IYF) delegation to the Camping Ministries Director; (2) assist with the planning and leading of training opportunities; (3) assist with creating and applying consistent camping guidelines for all Mission Center youth camping; and (4) provide feedback on scheduling a comprehensive Mission Center-wide calendar of youth camping events.

## **Article XI - Other Mission Center Activities**

Mission Center-sponsored activities include, but are not limited to: camps, caravans, retreats, reunions, classes and training sessions. These activities are in addition to the many congregational programs to which members from other congregations are invited and welcomed.

Activities sponsored by GPNW MC are coordinated by program Directors, appointed by the MCP or their designate, that may be volunteers or compensated staff. Each activity Director should prepare a budget for his or her activity prior to the event. Approval of the budget by Mission Center leadership may be required. If the activity does not have a line item in the Mission Center budget, the activity is presumed to be self-financed; that is, income from the activity pays for the expenses.

**Section 1. Retreats and Youth Camps.** The GPNW MC sponsors retreats and youth camps to supplement congregational ministries. These events are organized in consultation with the Camping Ministries Director and MCP. All applicable Mission Center and World Church policies and guidelines concerning the leading of church events must be followed.

GPNW MC retreats and youth camps will use the following financial approach: (1) the event will cover the registration expenses of the staff; (2) registration costs will be kept as close as possible to the level of actual expenses; and (3) whole or partial scholarships for youth with financial needs may be provided. Many congregations also provide financial support for their youth attending camps.

**Section 2. Reunions.** The GPNW MC sponsors family and adult reunions as significant extensions of congregational ministries. Guest ministry from outside the Mission Center and Mission Center ministerial staff provide lead ministry.

GPNW MC reunions will use the following financial approach: (1) the event will cover the registration expenses of guest ministry and may cover the registration expenses for the Director(s) as well; (2) registration costs will be kept as close as possible to the level of actual expenses; and (3) whole or partial scholarships for persons with financial needs may be provided by the reunion budget. Many congregations also provide financial support for members who attend reunions.

## Article XII - Appendices

### A. Community of Christ Bylaws

## Bylaws of Community of Christ

### Article I - Name

The name of this church shall be "Community of Christ." \*

### Article II - Purpose

The purpose and mission of the church is to proclaim Jesus Christ and promote communities of joy, hope, love, and peace. The church envisions a time when the promise of God's kingdom shall be fulfilled. We have a vision of that kingdom where the name of Jesus Christ is truly honored, where God's will is done on earth, where the hungry are fed, poverty is alleviated, sinners are repentant, and sin is forgiven.

We believe that love is the proper foundation of our relationship with others, that opportunity to grow in the likeness of Christ should be fostered, and that the resources of the world can be managed to respect and preserve their creation and purpose. We have a vision of a time when all evil is overcome and peace prevails. We will be an international community of prophetic vision, faithful to the risen Christ, empowered by hope, spending ourselves courageously in the pursuit of peace and justice.

### Article III - Theocratic Democracy

**Section 1. Definition.** The church, as defined by President Joseph Smith III, is a theocratic democracy. It was brought into being by divine initiative, is guided and administered by divine authority, is sustained by the light of the Holy Spirit, and exists for divine purposes. In response to divine initiative, members share responsibility for governing the church. ". . . all things must be done in order and by common consent in the church, by the prayer of faith" (Doctrine and Covenants 27:4).

**Section 2. Priesthood.** The government of the church is by divine authority through priesthood. It should be noted that the government of the church is through priesthood, not by priesthood. The distinction is important. Ministers must first of all be disciples. Disciples are those who seek to transform this world into the kingdom of God and Christ. In no other way can their claim to divine authority become rich and meaningful.

**Section 3. Priesthood Calls.** The basic principles pertaining to priesthood calls are that all calls shall be initiated by appropriate administrative officers, shall receive necessary administrative approvals, shall be presented to the candidate for acceptance, and shall be approved by an appropriate conference of members. Specific procedures are established by the First Presidency.

**Section 4. Common Consent.** A basic principle of decision making in the Community of Christ is common consent. Common consent respects the rights of the people to assent to the general conduct of business within the church and to sustain those called of God to provide leadership. Common consent is exercised when members assemble in conferences in congregations, Mission Centers, and at the World Conference. Leadership is exercised through the responsibility of presiding officers and members to make proposals to the various conferences to which they are responsible and through recognizing that these conferences have the responsibility to review such proposals, to share points of view, and to vote as they feel led by the Holy Spirit.

The rights of the body are safeguarded through the process of common consent as follows:

- (a) By the guidance of the Holy Spirit in calling members to the priesthood. All priesthood members are to be ordained according to the gifts and callings of God unto them, and they are to be ordained by the power of the Holy Spirit which is in those who ordain them.

- (b) By the requirement that calls to the priesthood be presented for approval to an appropriate conference.
- (c) By the right of approval and disapproval which rests with the people who are asked to sustain World Church leaders at World Conference, and local leaders at local conferences.
- (d) By the requirement that all things be done with due regard for the duties and privileges of other ministers and members and in harmony with the legislative enactments of the body.
- (e) By the provisions for correcting disorder (Doctrine and Covenants 122:10, 126:10).
- (f) By the understanding that, for the good of all, properly selected leaders must be allowed to do their work without undue interference, subject always to the provisions made to cover special situations.

**Section 5. Leadership and Administrative Functions.** Leadership and administration is through members of the priesthood, acting according to their several callings and with the consent of the church. Supervisory leadership of the ministries of the church is vested in the following groups:

- (a) The First Presidency is composed of the president and two (2) counselors, and they preside over the whole church. This includes responsibility for the World Conference, field ministries, priesthood quorums and orders, and headquarters functions.
- (b) The Council of Twelve Apostles is responsible for the evangelistic witness of the church. Individual apostles may be assigned to various responsibilities of church leadership, including field administration.
- (c) The Presiding Bishopric is composed of the presiding bishop and two (2) counselors. They are the chief Financial Officers and trustees of the church, and are responsible for the administration of the temporal affairs of the whole church.

Together these groups function as the leadership body of the church known as the World Church Leadership Council. To this council, from time to time, additional persons are added because of the unique contribution they make to the administrative, programmatic, or missionary ministries of the church.

Other leadership functions are vested in the following councils, quorums, and orders:

- (a) Council of Presidents of Seventy
- (b) Quorums of Seventy
- (c) Quorum of High Priests
- (d) Order of Bishops
- (e) Order of Evangelists

**Section 6. Legislative Functions.** Legislation is considered and enacted in World Conference, field conferences, national conferences, cultural area conferences, Mission Center conferences, and in congregational conferences. These conferences meet at the call of the responsible administrative officers, at times and places determined by the bodies concerned, or without such provisions at times and places set by the responsible administrative officers.

- (a) **Authority of Conferences.** Each conference has authority to legislate for those it represents, insofar as it does not usurp rights lawfully centered elsewhere. Accordingly, no congregational conference can legislate for its Mission Center, such as requiring certain acts on the part of Mission Center leaders and no congregational or Mission Center conference can enact binding legislation on matters of World Church importance.
- (b) **Limits.** No legislative body can rightfully take to itself administrative or judicial functions.
- (c) **Right to Nominate.** It is the right of all members to make nominations in filling elective offices in the jurisdictions of the church, but this action in no sense denies the right of presiding officers to present concurrent nominations for the filling of such elective offices nor does it suppose that every office should be filled by election. Often program assistants are appointed by presiding officers and sustained by the appropriate conference.

**Section 7. Judicial Functions.** When conflicts between members or on issues of church polity arise, every attempt should be made to resolve them through the ministry of reconciliation. When these attempts have not been successful, in extreme cases, members of the church have right of access to the courts of the church for protection or redress. Bishop's courts, or where these are not feasible, elders' courts, are standing courts and have original jurisdiction. The Standing High Council exists at the World Church level. It has original jurisdiction in some matters and may hear appeals from bishop's courts. However, the First Presidency has the authority to determine whether any case is subject to a court hearing or a rehearing on appeal.

## **Article IV - Conferences**

**Section 1. Conferences.** Conferences are the legislative bodies of the church. They may be regular or special. Generally, regular conferences shall be held annually or otherwise as agreed upon by those who constitute their membership. They may represent the church at large, a Mission Center, or a congregation. They are subject to the jurisdiction of the First Presidency, members of the Council of Twelve, and appropriate Mission Center Presidents or congregational Pastors.

**Section 2. World Conference.** The World Conference is the highest legislative body in the church and should be organized with primary reference to its legislative functions. The World Conference is constituted according to the provisions of the rules of representation and is empowered to act for the entire church. In the World Conference and in a general assembly, the First Presidency shall preside. In case of the absence or disqualification of the First Presidency, the Council of Twelve shall so function.

- (a) **Leadership in the World Conference.** Members of the First Presidency, the Council of Twelve Apostles, the presiding evangelist, the Presiding Bishopric, the church secretary, the presidency of the Quorum of High Priests, and the presidents of Seventy shall have voice and vote in the World Conference and shall not be eligible to serve as delegates from any jurisdiction. The functioning of the quorums, councils, and orders is considered important to the World Conference; they shall have access to the conference through their presiding officers. The presiding officer of the conference may grant voice to those whose contribution is considered to be beneficial to the conference.
- (b) **Delegates to the World Conference.** Mission Centers are authorized to elect delegates to the World Conference. Delegates are members of the World Conference to which they are elected and are entitled to voice and vote at its meetings.
- (c) **Basis of Representation.** The number of delegates to the World Conference shall be apportioned to approximate a total of 2,800 persons. Each Mission Center shall be entitled to two (2) delegates. Additional delegates, in a number adequate to bring the total to approximately 2,800, shall be apportioned among the Mission Centers according to their membership enrollment.
- (d) **Notification.** The Credentials Committee shall determine enrollment of each jurisdiction as of one (1) year prior to the convening of the World Conference and shall use that enrollment as a basis for allocating delegates from each jurisdiction. At least ten months prior to the convening of the World Conference, the Credentials Committee shall inform the president of each Mission Center of the number of delegates to which that Mission Center is entitled.
- (e) **Qualifications for delegates.** The only qualification for eligibility as a delegate to the World Conference shall be membership in good standing in the church.
- (f) **Certification.** Delegates shall be seated as members of the conference and entitled to vote in the conference's proceedings upon registering with the Credentials Committee. Each Mission Center should provide the Credentials Committee with a certified list of the delegates and alternates according to procedures approved by the First Presidency.
- (g) **Delegate voting.** In general, each person seated as a delegate at the World Conference shall be entitled, when present, to cast one (1) vote each time a vote is taken. In extraordinary circumstances, or in situations where a jurisdiction cannot send to the World Conference the number of delegates to

which it is entitled, the First Presidency is authorized to implement alternate voting procedures subject to the consent of the World Conference.

**Section 3. Field Jurisdiction Conferences.** Conferences of Mission Centers or congregations are regular gatherings authorized by a congregation, a Mission Center, or by the presiding officer of these jurisdictions. The member of the Council of Twelve who has administrative supervision may also call a conference if the need arises. These conferences have to do with the common interests of the church members within the specified areas. Mission Centers have the option of providing for delegate conferences. In such cases the Mission Center conference is authorized to determine the basis for representation.

**Section 4. Special Conferences.** Special conferences may be called by the First Presidency for the World Conference; by the Mission Center President for Mission Center conferences; and by the Pastor for congregational conferences. In emergencies special conferences may also be called by the supervising administrative officer having jurisdiction. The call for special conferences shall specify the purpose of the conference and only business mentioned in the call of the conference may be transacted.

**Section 5. Field, National or Cultural Area Conferences.** From time to time field, national or cultural area conferences may be convened on the authority of the field apostle(s) concerned, with the approval of the First Presidency. These conferences are by their nature special conferences and so the call for a field, national or cultural area conferences will specify the purpose of the conference and only business mentioned in the call of the conference may be transacted. Field, national or cultural area conferences can be called with at least twelve (12) weeks' notice to the congregations concerned.

## **Article V - Congregations**

**Section 1. Organization of congregations.** Congregations are the foundational missional units of the church where participants live out their discipleship. While numbers, complexity, and style may vary significantly, the ability and commitment to meet regularly as a community of disciples with a sense of common identity is the hallmark of each congregation. Congregations are formed by the authority of the field apostle in consultation with local church leaders, and with a vote of those who will make up the proposed congregation. Congregations are disorganized by the authority of the field apostle following consultation with local church leaders. Congregations should be primarily responsible for their own operations and ministries. Support for congregations beyond their ability to provide (e.g., legal, information systems, risk management, real estate, and human resource services) is the responsibility of the Mission Center and/or the World Church. Congregations are responsible for maintaining current membership data according to World Church guidelines.

**Section 2. Congregational officers.** Congregations have the freedom to organize themselves in ways that functionally promote the congregation's vision of Christian mission. Even so, annually each congregation shall elect a presiding officer, known as the Pastor, and sustain the appointment of a Congregational Financial Officer (CFO). The appointment is made by the Mission Center Financial Officer. This should be done at a regular congregational conference or at one specifically called for that purpose of which due notice shall have been given. Congregational leaders should keep the Mission Center leaders fully informed of the condition of the congregation and should have frequent consultation with the Mission Center leaders.

**Section 3. Congregational conferences.** Congregational conferences shall be convened at least once annually and at such other times as are determined by action of the body. Congregations may consider legislation relating to congregational affairs. They may also consider legislation relating to the affairs of their Mission Center and recommend its enactment by that Mission Center's conference. Congregational conference actions shall be in harmony with, and subject to, Mission Center conference actions, World Conference action, and subject to the advice of the Mission Center leaders and World Church officers concerned. Special conferences may be

called by the congregational Pastor. All congregational conferences shall be scheduled by the Pastor in cooperation with the Mission Center President. The Mission Center President shall receive adequate notice and should be invited to offer any suggestions or nominations he or she may desire to present. In emergencies, and especially when a congregational Pastor is incapacitated or the congregation shall have fallen into disorder, the Mission Center President may request or call a congregational conference; in this or any other necessary situation the Mission Center President may recommend procedure, present nominations for office, or do such other things as will best protect the interests of the church. When these interests shall require, the Mission Center President may take over direction of the congregation for a time, administering the work thereafter—either directly or indirectly—until a more permanent arrangement can be made. If the Mission Center President is thought to have proceeded unlawfully in any of these matters, appeal is to the supervising field apostle.

**Section 4. Notice of Conferences.** Normally notice of all congregational conferences should be given to the members of the congregation at least two (2) weeks prior to congregational conference and should also be sent to the Mission Center President and to such other officers as might be concerned with the business to be transacted.

**Section 5. Quorum.** For the transacting of all business at a congregational conference, unless otherwise provided by the conference, six (6) or more members present at any properly called meeting shall constitute a quorum. However, it is the responsibility of every member of the congregation to attend congregational conferences, both regular and special.

**Section 6. Presiding.** The Pastor presides over congregational conferences. At the request of the Pastor, or in the Pastor's absence, the counselors may preside. Members of the First Presidency, Council of Twelve, or Mission Center staff may be asked to preside as a courtesy or in view of special circumstances.

**Section 7. Responsibilities of the presiding officer.** It is the responsibility of the presiding officer to bring to the attention of the body such matters as may require consideration or action; to enforce observance of the rules of order with decorum and propriety; to secure, as far as possible, a due respect and regard for the laws governing the church as contained in the scriptures, Mission Center, and World Conference enactments, as well as administrative procedures approved by the First Presidency.

**Section 8. Emerging Congregations.** In the early stages of congregational development, groups such as house churches, expansion groups, cell groups, etc., may be established by the Mission Center President or the field apostle. By definition, such groups are not fully self-sufficient and require significant support from other congregations or the Mission Center. The groups may have conferences from time to time as necessary with the approval of the Mission Center President. Lines of administration shall be established by the Mission Center leadership with the approval of the field apostle. Lines of financial accountability shall be established by the Mission Center leadership based on guidelines established by the Presiding Bishopric and with the approval of the field apostle. Such groups may be granted full congregational status by the field apostle in consultation with the Mission Center leadership and with a vote of those who will make up the proposed congregation.

## **Article VI - Mission Centers**

**Section 1. Purpose.** Mission Centers exist to support congregations, facilitate church expansion, and provide linkage between World Church ministries and congregations. Mission Centers may vary in size and composition and may be organized on the basis of contiguous congregations, congregations within the same political boundary, congregations that share similar cultural or social identities, or such other criteria as may be determined by the World Church Leadership Council. Key functions include, but are not limited to:

- (a) Pastoral support of congregational leaders;
- (b) leadership skill development;



- (c) congregational consultant ministries;
- (d) missionary ministries;
- (e) church planting;
- (f) congregational crisis support;
- (g) financial resource development and support;
- (h) specialized ministries (e.g., children, youth, young adult, singles);
- (i) coordination of periodic celebration events (e.g., reunions, camps, conferences, etc.);
- (j) technical assistance to congregations (e.g., legal, risk management, real estate, etc.);
- (k) human resources; and
- (l) essential administrative functions (e.g., implementation of World Church policies,
- (m) priesthood administration, Pastoral supervision, etc.)

Mission Centers shall provide for the networking and grouping of congregations to encourage mutual support, foster church identity, pursuit of common causes, and to provide fellowship, leadership development, and celebration opportunities (e.g., reunions, camps, retreats, and leadership development programs). Mission Centers are responsible for coordinating the management, creation, maintenance, and disposition of campgrounds, administrative offices, and other ancillary facilities and entities that exist within the scope of the Mission Center's responsibility. Multi-jurisdictional associations may exist for these purposes as well.

**Section 2. Formation of Mission Centers.** Mission Centers are formed by the approval of the World Church Leadership Council with appropriate consultation. Factors to be considered when determining the configuration of Mission Centers shall include, but not be limited to:

- (a) former jurisdictional ties (e.g., district, stake, and regional configurations);
- (b) shared congregational interests, styles, and concerns; and
- (c) geographic proximity.

**Section 3. Mission Center Organization.** Mission Center organization should be kept as simple as possible. The primary purpose is to support the ministry of congregations and promote the expansion of the church. Therefore, the Mission Center's focus should be on ministry and witness rather than on administration. In areas of relatively high membership density, leadership availability, and financial capacity, it may be necessary for Mission Centers to be more highly structured. Such a decision should be made with the concurrence of the field apostle. The principles of stake and district organization as described in various sections of the Doctrine and Covenants may serve, where helpful, in guiding Mission Center organization.

- a) **Mission Center President.** Mission Center Presidents are appointed by the World Church through procedures established by the First Presidency. They are sustained by the Mission Center Conference and are supervised by the field apostle. The Mission Center President is the primary representative of the World Church to the congregations that compose the Mission Center. The Mission Center President is entrusted with the care and direction of the center's congregations through the properly selected Pastors of these congregations and of the nonresident members of the Mission Center directly or through a nonresident Pastor. It is the responsibility of the Mission Center President to plan the extension and development of the work of the church within the Mission Center. Mission Center staff members and congregational Pastors report to and are supervised by the Mission Center President.
- b) **Mission Center Financial Officer.** Mission Center Financial Officers are appointed by the World Church through procedures established by the First Presidency. They are sustained by the Mission Center Conference and are supervised by the Mission Center President. Mission Center Financial Officers have specific trustee responsibilities in which they are subject to the direction and counsel of the Presiding Bishopric. They are responsible for such trusteeship to the appropriate conference and to the president of the Mission Center according to the provisions of the related budget.

**Section 4. Mission Center Councils.** Each Mission Center shall establish a Mission Center council, a standing body whose primary purpose is to advise Mission Center officers and staff on matters affecting the core functions of the Mission Center. Mission Center councils shall be established according to World Church guidelines.

**Section 5. Mission Center Conferences.** Ideally, Mission Centers should convene conferences at least annually. Mission Center conferences are authorized to transact business relating to the enhancement of ministry and expansion of the work within the Mission Center. Enactments of a Mission Center conference are confined to matters of concern to the Mission Center, including the approval of Mission Center budgets, the election of World Conference delegates, and the approval of legislation to be proposed for World Conference consideration. Mission Center conference actions shall be in harmony with, and subject to, World Conference action and subject to the advice of the World Church officers concerned. Mission Centers may convene special conferences as needed. If in the determination of the Mission Center President in consultation with the field apostle, the Mission Center is unable to convene a Mission Center conference at least annually (e.g., geographic distance, prohibitive cost, etc.), then the Mission Center council shall be responsible for establishing procedures through which necessary conference decisions shall be made subject to the approval of the field apostle within World Church guidelines and policies.

Mission Centers have the option of providing for delegate conferences. In such cases the Mission Center conference is authorized to determine the basis for representation.

The field apostle shall receive notice of the Mission Center conference and should be invited to offer any suggestions or nominations he or she may desire to present. In emergencies, and especially when a Mission Center President is incapacitated or the Mission Center shall have fallen into disorder, the field apostle may request or call a Mission Center conference; in this or any other necessary situation the field apostle may recommend procedure, present nominations for office, or do such other things as will best protect the interests of the church. When these interests shall require, the field apostle may take over direction of the Mission Center for a time, administering the work thereafter—either directly or indirectly—until a more permanent arrangement can be made. If the field apostle is thought to have proceeded inappropriately in any of these matters appeal through the administrative line.

**Section 6. Notice of Conferences.** Normally notice of all Mission Center conferences should be given to the various congregational Pastors within the Mission Center at least four (4) weeks prior to the Mission Center conference and should also be sent to the supervising field apostle and to such other officers as might be concerned with the business to be transacted.

**Section 7. Quorum.** For the transacting of all business at a Mission Center conference, unless otherwise provided by the conference, six (6) or more members present at any meeting for which proper notice has been given shall constitute a quorum. However, it is the responsibility of every member of the Mission Center to attend Mission Center conferences, both regular and special.

**Section 8. Presiding Officer.** The Mission Center President presides over the Mission Center conference. At his/her request or absence, another member of the Mission Center staff may be chosen to preside. Members of the First Presidency, Council of Twelve, or their authorized representatives may be asked to preside as a courtesy or in view of special circumstances.

**Section 9. Responsibility of the presiding officer.** It is the responsibility of the presiding officer to bring to the attention of the conference such matters as require the consideration or action of the Mission Center; to require observance of the rules of order with decorum and propriety; and to secure, insofar as he or she is able, a due

respect and regard for the laws governing the church as contained in the scriptures and World Conference enactments.

## **Article VII - World Church Fields**

**Section 1. Nature of Fields.** World Church fields are established by the First Presidency and are groupings of Mission Centers. Fields are flexible in nature and their configuration will change periodically. The focus of ministry at the field level is to support Mission Centers in their efforts to support congregations and grow the church.

**Section 2. Supervising Ministers.** The First Presidency appoints members of the Council of Twelve to supervise fields.

**Section 3.** Field conferences or in some cases national or cultural area conferences may be called on the authority of the apostle(s) concerned and under rules approved by the Council of Twelve, with the approval of the First Presidency. Such conferences will be special conferences. Only such business described in the notice of the conference can be considered.

## **Article VIII - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all conferences of the church in all cases where they are culturally appropriate and where they are not in conflict with these rules of order or any special rules of order adopted by the appropriate conference. In cultures where Robert's Rules of Order Newly Revised is not known or generally used, locally appropriate rules shall be utilized to guarantee the rights of individual members and groups to participate fully in the deliberative process.

## **Article IX - Amendments**

These rules of order may be amended at any World Conference by a two-thirds (2/3) vote, provided that the full text of such proposed amendments are published in the Herald at least sixty (60) days prior to the convening of the World Conference during which they will be considered.

*\* Note: The name "Community of Christ" was established by the World Conference through WCR 1268 (April 7, 2000) and the new name became effective April 6, 2001. WCR 1268 also provided that "the name 'Reorganized Church of Jesus Christ of Latter Day Saints' remain legally binding and be retained for legal purposes."*

## *XI. Camp Remote Campground Association Bylaws*

# Bylaws of Camp Remote Campground Association

*Approved November 1, 2003*

The Camp Remote Campground (“Campground”) located at 54147 Sandy Creek Road, Myrtle Point, Oregon is an integral subordinate unit and part of Community of Christ, aka Reorganized Church of Jesus Christ of Latter Day Saints (“Church”), and is accountable to the Church general officers, including the Apostle in charge of the field, the Presiding Bishopric, the First Presidency, and Mission Center officers.

## **Article I - Offices**

**Section 1.01. Principle Office.** The principle office of the Campground for its transaction of business is located at 54147 Sandy Creek Road, Myrtle Point, Oregon.

**Section 1.02. Change of Address.** The Board of Directors is granted full power and authority to change the principle office of the Campground from one (1) location to another in the State of Oregon.

## **Article II - Purpose**

**Section 2.01. Purpose.** The purpose of the Campground Association (“Association”) shall be to proclaim Jesus Christ and promote communities of joy, hope, love, and peace as it provides camping experiences for all age groups offering fellowship, worship, recreation, team building, and personal development. The Association shall provide a method for maintaining, financing, scheduling, developing, promoting, and preserving the Campground.

The Association shall be accountable to the Mission Center and shall consist of member congregations that utilize and support the Campground and its development. The Association shall be responsible for selecting and filling vacancies in the Association Board of Directors (“Board of Directors”) and shall act on matters of capital development, fundraising, property/facilities management, and real estate transactions recommended by the board, so long as those recommendations are in harmony with denominational procedures and administrative oversight as established for subordinate units by the Church.

**Section 2.02. Program.** All programs of ministry sponsored by the Church and held at the Campground fall within the supervision of the Mission Center President or his/her designee. Programs of ministry do not fall within the purview of the Board. Programs of ministry include, but are not limited to, youth camps and retreats, family camps and reunions, seminars, adult and priesthood retreats, and leadership gatherings. Church programs shall receive priority in the scheduling of the Campground.

## **Article III – Campground Association**

**Section 3.01. Board of Directors.** The specific responsibilities of the Association shall be carried out by a Board of Directors. The Board of Directors shall regard the Association as the body to which it is initially accountable.

**Section 3.02. Membership in the Association.** Members in the Association shall initially include the following congregations: Eugene, Cottage Grove, Roseburg, Grants Pass, Medford, North Bend, Myrtle Point, Bend, Redmond, and Klamath Falls. Other congregations not currently part of the Association or Mission Center may, by a two-thirds (2/3) vote of their congregational conference action, request to join the Association by presenting to the Executive Committee of the Board of Directors a written request for affiliation. The Executive Committee shall make its recommendation to the Board of Directors within sixty (60) days of receiving the request for affiliation. The Board of Directors shall have forty-five (45) days to consider the Executive Committee’s

recommendation. Upon acceptance by a two-thirds (2/3) vote of the Board of Directors, the congregation shall be granted temporary Association affiliation. Temporary affiliation shall grant the congregation the rights, privileges, and responsibilities of membership pending final approval of the Association. The Association shall have up to six (6) months to approve the permanent affiliation by a two-thirds (2/3) vote at an Association conference. Upon affirmative action of the Association, the newly-affiliated Congregation shall agree to maintain its membership in the Association for a period of no less than five (5) years.

### **Section 3.03. Financial Obligations.**

**3.03.1.** The Board of Directors shall manage the finances of the campground in a manner which provides funding of campground development projects and day-to-day operating expenses out of the income from campground rentals, revenues from natural resource management, or other money management and fundraising events approved by the Board of Directors.

**3.03.2.** If Association congregations are to be asked to finance any campground expense through an assessment of the individual Association congregations, the Board of Directors must first have a two-thirds (2/3) majority approval of the Association congregations.

**Section 3.04. Withdrawal.** After five (5) years of membership, a congregation may request withdrawal from the Association by providing the Board of Directors with at least ninety (90) days' notice. The intent to withdraw must be approved by a two-thirds (2/3) majority vote of the congregation's membership at a congregational conference. The Board of Directors shall submit the request to withdraw at an Association meeting, either regular or special, for consideration. The Association shall have six (6) months to disaffiliate the congregation. Withdrawal from the Association shall not entitle the congregation to any return of funds or resources that the congregation made to the Campground during the time of membership. All assets shall remain with the Association and the Church.

**Section 3.05. Meeting and Representation.** All Annual Meetings of the Association shall be held at the Campground, unless another place is designated by the Board of Directors. The Association President or designee shall preside over all meetings of the Association.

**3.05.1. Special Meetings.** Special meetings of the Association may be convened with a two (2)-week notice to member congregations of the Association. The Association President or designee shall preside over all special meetings of the Association. If a Congregational Director is unable to attend, the congregational Pastor shall appoint a replacement.

**3.05.2. Scope of Authority.** The Association, through its Board of Directors, is empowered to act on matters of property and facilities management, business management, marketing and soliciting of clientele, capital development, fundraising, risk management, real estate transactions and election of the Board of Directors when appropriate and necessary.

## **ARTICLE IV - BOARD OF DIRECTORS**

**Section 4.01. Class of Directors.** The members of the Board of Directors of the Association ("Directors") shall have two (2) classes: (i) elected and (ii) Ex officio. Each Director, regardless of class, shall be entitled to one (1) vote.

**4.01.1. Elected Directors.** Each member congregation shall elect one (1) Director by a majority vote at a congregational business meeting. If any congregations do not elect a Director, the Board of Directors shall appoint additional Directors to fill the Board of Directors, such appointments shall be approved at the annual meeting of the Association by a majority vote.

**4.01.2. Ex officio Directors.** Ex officio Directors shall be the Mission Center President and the Mission Center Financial Officer, or designee, or the single-line administrator or his/her designee.

**Section 4.02. Qualifications.** A prospective member to the Board of Directors shall:

- (a) be a member in good-standing of the Church; and
- (b) be a member of the Mission Center; and
- (c) not have been declared of unsound mind by a final order of a court.

**Section 4.03. Number of Directors.** The elected Board of Directors shall have not more than twelve (12) Directors, either elected or Ex officio.

**Section 4.04. Term of Office.**

**4.04.1.** Ex officio Directors shall hold membership for the term for which they hold the office of Mission Center President or Mission Center Financial Officer, or as appointed by the individual holding that office.

**4.04.2.** Elected Directors shall serve for a term of three (3) years or until their successor has been elected and taken office.

**4.04.3.** Elected Directors shall serve staggered terms, with one-third (1/3) being elected each year. The Board of Directors shall be responsible for establishing the rotation when the first Board of Directors is elected.

**Section 4.05. Compensation.** Directors shall serve without compensation.

**Section 4.06. Call of Meetings.** Meetings of the Board of Directors may be called by the President, Vice President, Secretary, or any seven (7) Directors.

**Section 4.07. Place of Meetings.** All meetings of the Board of Directors shall be held at the principal office of the Campground, unless the Board of Directors designates another place.

**Section 4.08. Date and Time of Meetings.** The schedule of the yearly meetings of the Board of Directors shall be established at the Annual Association Meeting or as established by the Board of Directors at a previous meeting. The President shall send to each Director an agenda of the business to be conducted at the meetings in advance.

**Section 4.09. Quorum.** A majority of Directors currently serving shall constitute a quorum of the Board of Directors for the transaction of business.

**Section 4.10: Conduct of Meeting.** The President of the Board of Directors or, in the absence of this officer, the Vice President (or another Director selected by the Board of Directors) shall preside at meetings of the Board of Directors. The Secretary of the Board of Directors or, in the Secretary's absence, any person appointed by the presiding officer shall act as Secretary of the Board of Directors.

The Board of Directors shall be authorized to transact business by mail, fax, or email provided that any decision taken by such means is ratified at the next meeting of the Board of Directors.

**Section 4.11. Adjournment.** A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment to another time and place shall be given prior to the time of the reconvened meeting to the Directors who were not present.

**Section 4.12. Action Without Meeting.** Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if two-thirds (2/3) majority of all the Directors individually or collectively consent in writing, fax, or email to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors. Such action by written consent shall have the same force and effect as the unanimous vote of the Board of Directors.

**Section 4.13. Removal of Directors for Cause.**

**4.13.1.** The Board of Directors may declare vacant the office of any elected Director on the occurrence of any of the following events.

- (a) The Director has been declared of unsound mind by a final order of a court; or
- (b) The Director has failed to attend meetings for one (1) year; or
- (c) The Director is no longer a member of the Mission Center; or
- (d) The Director is no longer a member in good-standing of the Church.

**4.13.2.** The Association congregations may, upon a change in their elected Director's local congregational membership, elect a new Director to the Board of Directors.

**Section 4.14. Resignation of a Director.** Any Director may resign effective immediately upon giving written notice to the President of the Board of Directors, unless the notice specifies a later time for the effectiveness of such a resignation. If the resignation is effective at a future time, a successor may be appointed by the Pastor of the affected member congregation to take office when the resignation becomes effective. If the congregation does not appoint a Director, the Board of Directors shall appoint the additional Director for the remainder of the term or until the next member congregational business meeting, whichever comes first.

**Section 4.15. Vacancies.** Vacancies on the Board of Directors shall exist on the death, resignation, or removal of any Director(s); whenever the number of Directors authorized is increased; and on the failure of the constituent member congregation to elect or appoint the full number of Directors authorized.

Vacancies in the elected members of the Board of Directors may be filled by the Board of Directors for the remainder of the term or until the next member congregational business meeting, whichever comes first.

**Section 4.16. Responsibilities of the Board of Directors.** The Board of Directors shall have the following powers and responsibilities:

- (a) Develop, clarify, and refine the Campground vision and statements of purpose.
- (b) Develop and approve long-range plans.
- (c) Develop policy for Campground management.
- (d) Manage the funds and assets of the Campground.
- (e) Borrow money, contract debts, and issue notes, to be approved by the Association and the Mission Center if over and above \$15,000.
- (f) Invest assets.
- (g) Approve the annual operating budget for the Campground.
- (h) Hire, appoint, support, or recall the business manager and any other employees of the Campground.
- (i) Supervise the maintenance of the physical plant, property, and equipment.
- (j) Elect annually the following officers for the Board: President, Vice President, Secretary, and Treasurer.

- (k) Appoint special committees deemed necessary for the accomplishment of the purposes of the Campground.
- (l) Serve as guardians of the public interest.
- (m) Keep the financial records of the Campground.
- (n) Provide for an annual audit in consultation with the Mission Center Financial Officer.

## **Article V - Officers of The Board of Directors**

**Section 5.01. Number and Titles.** The officers of the Board of Directors shall be a President, a Vice President, a Secretary, and a Treasurer. The Board of Directors may appoint such other officers as the business of the Campground may require, each of whom shall hold office for such period and have such authority and perform such duties as are provided in the Bylaws or as the Board of Directors may from time to time determine. The same person may hold any number of offices, except that neither the Secretary nor Treasurer shall serve concurrently as the President.

**Section 5.02. Election of Officers.** The officers of the Board of Directors shall be elected annually by the Board of Directors or at the annual Association conference from among the currently serving Directors. Directors shall hold office until they resign, are removed or otherwise disqualified to serve, or their successors are elected and have taken office. Any officer may be re-elected to succeed themselves.

### **Section 5.03. Duties of Officers.**

**5.03.1. President.** The President of the Board of Directors shall be the general manager and chief executive officer of the Campground and shall, subject to the control of the Board of Directors, have supervision, direction, and control of the business and affairs of the Campground. The President shall preside at all meetings of the Board of Directors and the Executive Committee. The President shall provide for an annual audit, shall submit the records for the fiscal year to the auditors, and shall present the auditor's report for approval at the annual Association conference. The President shall perform all duties incident to the office held and other duties as may be required by law, by the Articles of Association, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

**5.03.2. Vice President.** In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform other duties as may be required by law, by the Articles of Association, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

**5.03.3. Secretary.** The Secretary shall keep or cause to be kept a book of minutes of all meetings of the Board of Directors and the Executive Committee that will be transferred to successors in office. The Secretary shall have other powers and perform other duties as may be required by law, by the Articles of Association, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

**5.03.4. Treasurer.** The Treasurer shall keep and maintain in written form adequate and correct books and record of account of the properties and business transactions of the Campground, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The books and record of account shall at all times be open to inspection by any Director of the Campground. The Treasurer shall deposit all moneys and other valuables in the name of, and to the credit of, the Campground, with such depositaries as may be designated by the Board of Directors. The Treasurer shall disperse the funds of the Campground as ordered by the Board of Directors and shall render to the President and the Directors, on request, an account of all officer's transactions as Treasurer and the financial condition of the



Campground. The Treasurer shall have other powers and perform other duties as may be required by law, by the Articles of Association, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

## **Article VI - Executive Committee**

**Section 6.01. Executive Committee.** The Executive Committee shall consist of the elected officers of the Board of Directors and the Ex officio Directors and shall have only those specific powers and authorities authorized by the Board of Directors. The function of the Executive Committee shall be to provide the President with counsel in the relationships, management, and monitoring of the operations of the Campground; to conduct business; and to act for the Board of Directors between meetings, subject to the approval of a majority of the Board of Directors at the next meeting of the Board of Directors.

## **Article VII - Committees**

**Section 7.01. Composition and Organization.** The Board may be assisted in its work by standing committees. The members of standing committees are to be appointed by the Executive Committee and approved by the Board. All committees shall consist of at least two (2) members. The President of the Board or designee shall be an Ex officio member of all standing committees. Employees of the Association may be appointed as non-voting members of any committee. Members of Association congregations who are not members of the Board may also be appointed to serve on any committee. Standing committee members shall serve for a term of two (2) years or until their successors are appointed, except for the resident manager, whose committee terms shall coincide with that of their elections, appointment, or employment. Standing committees shall meet at the call of the President of the committee or on the request of any two (2) committee members.

**Section 7.02. Standing Committee Presidents.** Standing committee Presidents shall be appointed by the Executive Committee with the approval of the Board of Directors and shall serve for a term of one (1) year or until their successor is appointed. General duties of all standing committee Presidents shall be to attend all meetings of the Association and of the Board of Directors, to maintain up-to-date descriptions of committee duties, and to submit written reports to the Secretary at each regular Association and Board of Directors meeting regarding past activities and future plans of their committee. In addition, standing committee Presidents shall have a general knowledge of the areas of committee responsibility and shall be an advocate for the issues that arise out of the various committee activities.

**Section 7.03. Authority and Duties.** All standing committees shall report and make recommendations to the Board of Directors and the Executive Committee upon request. The Board of Directors may delegate specific powers, authority, and duties to a standing committee. Committees shall communicate with each other to fulfill all licensing, legal, and other necessary requirements to provide for optimal Campground operations.

**Section 7.04. Finance Committee.** The Finance Committee shall recommend the acquisition and disposition of all real and personal property, oversee the maintenance of all real and personal property, recommend fees for usage of the property and grounds except as otherwise indicated in these Bylaws, prepare a balanced and fiscally responsible budget for the Treasurer to present to the Board of Directors, develop plans for establishing and maintaining adequate operation and development reserves, and provide for bonding of the Treasurer and the resident manager in an amount sufficient to protect the Association from loss.

**Section 7.05. Licensing Committee.** The Licensing Committee shall obtain all required state and county permits; ensure compliance with all federal, state, county, and township permits and codes; provide for safety and security of all Campground staff and visitors; compile an up-to-date camping manual, including applicable training documentation records; and work with the Finance Committee. The resident manager of the Campground shall be a non-voting member of the Licensing Committee.

**Section 7.06. Marketing Committee.** The Marketing Committee shall develop a marketing plan, explore and recommend ways to increase utilization of the Campground for fulfilling the purpose of the Campground and increasing revenue, and, with Board approval, promote and publicize the use of the Campground.

**Section 7.08. Futures Committee.** The Futures Committee shall provide master plans for improvement, development, and environmental preservation of the Campground and shall, with the consultation of the Finance Committee, recommend ways to generate income for those plans.

**Section 7.09. Additional Standing Committees.** Additional standing committees may be established by the Association or the Board of Directors, as they shall from time to time be deemed necessary to carry on the work of the Association. Members of these committees shall be appointed by the Executive Committee and approved by the Board of Directors.

## **Article VIII - Sale of Property and Dissolution**

**Section 8.01. Sale of Property.** Sale of the Campground, which includes the real property and improvements, shall require approval by a two-thirds (2/3) vote of the Board of Directors, approval by a majority vote of the Association, and the approval of the Presiding Bishopric of the Church. In the case of land condemnation or threat to be condemned by a government agency that has the power and authority to condemn, the Board of Directors may approve such condemnation action if they so choose following notice to the Association and prior consultation with the Legal Services office of the Church.

At the sale of the Campground, the Association shall be dissolved. If the Association votes to sell the Campground, the Association shall also develop a plan by which the Association shall distribute all remaining funds, assets, and property of the Association after payment of any remaining debts and liabilities. This shall require approval by a two-thirds (2/3) vote of the Board of Directors, approval by a majority vote of the Association, and approval of the Presiding Bishopric of the Church.

**Section 8.02. Dissolution.** The Association shall not be voluntarily dissolved except by the affirmative vote of a majority of the Association members at an Association meeting or in the event the Campground is sold. In the event of a voluntary dissolution, thirty (30) days' prior written notice shall be sent to the Association members stating that a meeting is to be held to consider and vote upon a voluntary dissolution. In the event of dissolution of the Association in any manner and for any cause, after the payment or adequate provision for the payment of all its debts and liabilities, all the remaining funds, assets, and properties of the Campground shall be paid or distributed in accordance with the plan approved by the Association Conference.

## **Article IX - Indemnification of Directors, Officers, Employees and Agents**

**Section 9.01. Definitions.** For the purpose of this Article, "Agent" shall mean any person who is, or was, a Director, officer, employee or other representative of the Campground. "Proceeding" shall mean any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative. "Expenses" includes, without limitation, attorney fees and any expenses of establishing a right to indemnification under this Article.

**Section 9.02. Indemnification.** The Association shall indemnify and hold harmless any person who is, or was, a party, or is threatened to be made a party, to any proceeding, other than an action by, or in the right of, the Association by reason of the fact that such person is, or was, an Agent of the Association, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding to the maximum extent permitted by applicable law, including the advance of expenses and the

purchase of insurance, but only to the extent such person was acting as an Agent of the Association within the normal scope of his or her duties on behalf of the Association.

## **Article X - Corporate Records and Reports**

**Section 10.01. Keeping Records.** The Association shall keep adequate and correct books and records of account and shall keep minutes of the proceedings of its members and Board of Directors. The official membership records of the member congregations of the Association shall be the official record of members of the Association. The minutes must be kept in written form. The other books and records shall be kept either in written form or in any other form capable of being converted into written form.

**Section 10.02. Maintenance and Inspection of Bylaws.** The Association shall keep at its principal executive office the original Bylaws, or a copy, as amended to date, which shall be open to inspection by the members at all reasonable times during office hours.

**Section 10.03. Inspection by Members and Directors.** Any member of the Association shall have the right on written demand to inspect and copy the record of members, the accounting books and records, the Bylaws, and the minutes. Each Director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the Association.

**Section 10.04. Annual Statement of General Information.** The Association shall, during the period provided by law in each year and if required by law, file with the Secretary of State of the State of Oregon, in the prescribed form, a statement setting forth the authorized number of Directors; the names and complete business or residence addresses of all incumbent Directors; the names and complete business or residence addresses of the President, Vice President, Secretary, and Treasurer; the street address of its principle executive office or principle business office in this state; and general type of business constituting the principle business activity of the Association, together with a designation of the agent of the Association for the purpose of service of process.

## **Article XI - Electronic Meetings**

**Section 11.01. Stipulations.** The Board of Directors, Executive Committee, and standing committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.

## **Article XII - General Matters**

**Section 12.01. Execution of Instruments.** The Board of Directors may, in its discretion, determine the method and by resolution designate the signatory officer or officers, or other person or persons, to execute any major Association instrument or document, or to sign the Association name without limitation, except where otherwise provided by law, and such execution or signature shall be binding on the corporation. In the absence of other specific designation by the Board of Directors, the signatures of the President or Vice President and the Treasurer shall be required on such documents and instruments.

## **Article XIII - Amendment to Bylaws**

**Section 13.01. Amendment by Directors.** Amendments to these Bylaws may be proposed by a two-thirds (2/3) vote of the Board of Directors and must be approved by a two-thirds (2/3) vote by the Association conference, and ratified by the Presiding Bishop of the Church.

**Section 13.02. Record of Amendments.** Whenever an amendment to, or revision of, the Bylaws is adopted, a copy shall be forwarded to the Presiding Bishop of the Church for final approval.

## **Article XIV - Parliamentary Authority**

**Section 14.01. Parliamentary Authority.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, with any special rules of order the Association may adopt, or with the policies, rules, and regulations of the Church.

## *B. Lewis River Campground Association Bylaws*

# Bylaws of the Lewis River Campground Association

*Approved 12/06/2003, Modified 10/21/2007, Modified 06/24/13*

The Lewis River Campground ("Campground") located at 18334 NE Lucia Falls Road, Yacolt, WA 98675 is an integral subordinate unit and part of Community of Christ, aka Reorganized Church of Jesus Christ of Latter Day Saints ("Church"), and is accountable to the Church general officers, including the Apostle in charge of the field, the Presiding Bishopric, the First Presidency, and Mission Center officers.

## **Article I - Offices**

**Section 1.01. Principle Office.** The principle office of the Campground, for its transaction of business is located at 18334 NE Lucia Falls Road, Yacolt, WA 98675.

**Section 1.02. Change of Address.** The Board of Directors is granted full power and authority to change the principle office of the Campground from one (1) location to another in the States of Washington and Oregon.

## **Article II - Purpose**

**Section 2.01. Purpose.** The purpose of the Campground Association ("Association") shall be to proclaim Jesus Christ and promote communities of joy, hope, love, and peace as it provides camping experiences and retreats for all age groups offering fellowship, worship, recreation, team building, and personal development. All programs of ministry sponsored by Community of Christ and held at Lewis River Campground shall function under the direction of the Greater Pacific Northwest USA Mission Center and shall receive priority in campground scheduling. The Association shall provide a method for maintaining, financing, scheduling, developing, promoting, and preserving the Campground.

The Association shall be accountable to the Mission Center and shall consist of member congregations that utilize and support the Campground and its development. The Association shall be responsible for selecting and filling vacancies in the Association Board of Directors ("Board of Directors") and shall act on matters of capital development, fundraising, property/facilities management, and real estate transactions recommended by the board, so long as those recommendations are in harmony with denominational procedures and administrative oversight as established for subordinate units by the Church.

## **Article III - Campground Association**

**Section 3.01. Board of Directors.** The specific responsibilities of the Association shall be carried out by a Board of Directors. The Board of Directors shall regard the Association as the body to which it is initially accountable.

**Section 3.02. Membership in the Association.** Members in the Association shall initially include the following congregations currently within the Greater Pacific Northwest USA Mission Center ("Mission Center"): Albany, Cowlitz Valley, Garden Grove, Neilton, Olympia, Portland, Salem, Southridge, Tuality, and Woodburn. Other congregations not currently part of the Association or Mission Center may, by a two-thirds (2/3) vote of their congregational conference action, request to join the Association by presenting to the Executive Committee of the Board of Directors a written request for affiliation. The Executive Committee shall make its recommendation to the Board of Directors within sixty (60) days of receiving the request for affiliation. The Board of Directors shall have forty-five (45) days to consider the Executive Committee's recommendation. Upon acceptance by a two-thirds (2/3) vote of the Board of Directors, the congregation shall be granted temporary Association affiliation. Temporary affiliation shall grant the congregation the rights, privileges and responsibilities of membership pending final approval of the Association. The Association shall have up to six (6) months to

approve the permanent affiliation by a two-thirds (2/3) vote at an Association conference. Upon affirmative action of the Association, the newly-affiliated Congregation shall agree to maintain its membership in the Association for a period of no less than five (5) years.

### **Section 3.03. Financial Obligations.**

**3.03.1. Assessment Fees.** Member congregations shall support the Association. Annual budgets for operation of the campgrounds shall be prepared and approved by the Board of Directors.

User fees for member congregations, non-member congregations, and other organizations shall be determined by the Board of Directors.

The Board of Directors shall endeavor to make the Campground operation self-sustaining. In the event that user fees do not meet the approved annual budget, the Board of Directors will first use any campground operating reserves to cover the shortfall, then secondly adjust user fees. Lastly, if the shortage is still not met, the Board of Directors will call a special meeting of the Association for authorization of assessment of the member congregations. Member congregations will be assessed by the Association upon a two-thirds (2/3) recommendation by the Board and approval by the Association by a two-thirds (2/3) vote at an Association conference. Congregation assessment shall be divided into twelve (12) monthly payments to be paid the following year. Congregational assessments shall be based on a per-capita basis. Payment of member congregations' monthly per capita assessment shall be received by the Association Treasurer by the first of each month, or by a date set by the Board of Directors, in the form of a check from each member congregation's Financial Officer.

### **3.03.2. Arrearages.**

**3.03.2.1.** Should a congregation's payments be more than sixty (60) days in arrears, the Secretary shall give notice by registered mail to the congregation's Pastor and Financial Officer. The congregation's Pastor shall notify the members of the congregation of the nonpayment of their assessments within ten (10) days of receiving the registered letter from the Secretary.

**3.03.2.2.** Within sixty (60) days of notification to the congregation of an arrearage, the congregation shall formulate and submit to the Board of Directors for approval a detailed payment plan for its past due assessments and for timely future payments. If, after ninety (90) days following the payment plan's approval by the Board of Directors, the assessments are not paid according to the plan, the Board of Directors may recommend to an Association meeting that the congregation be dropped from membership, in which case all current and past due assessments shall immediately become due. During the time a congregation is in default, the Board of Directors shall determine conditions controlling that congregation's use of the Campground.

**3.03.2.3.** A Director and/or an affiliated congregation may request the Association, via the Board of Directors, to waive, reduce, and/or extend the deadline for payment of all of, or a portion of, the congregation's assessment for a specified time period, with a maximum of twelve (12) months, by submitting a written request to the Board of Directors. The request shall include the amounts in arrears; the amount that is being requested to be waived and/or reduced or the deadline for payment extended; the date the congregation will resume normal monthly assessment payments to the Treasurer as prescribed in these Bylaws; and, in the event of a request for extending the deadline for payment, a repayment plan. The request shall be considered by the Board of Directors, on behalf of the Association, at a Board of Directors meeting, regular or special. Upon a two-thirds (2/3) approval, the request shall be granted.

**3.03.2.4.** Congregations of the Association shall be responsible for debts incurred by the Board of Directors in accordance with these Bylaws.

**3.03.3. Tax Exemption.** The Lewis River Campground is a tax-exempt organization owned by the Community of Christ, which will be available for lease to Community of Christ Campground Association members, and other tax-exempt organizations for training, education and spiritual retreats.

**3.03.4. Endowment Fund.** The Capital Development Fund, referred to as an “Endowment Fund” shall continue to be invested in the World Church Investment Program for the maximum benefit to the campground. As a basic policy, the principal may not be expended without a two-thirds (2/3) majority approval by the Board of Directors and the Campground Association Conference.

**Section 3.04. Withdrawal.** After five (5) years of membership, a congregation may request withdrawal from the Association by providing the Board of Directors with at least ninety (90) days’ notice. The intent to withdraw must be approved by a majority vote of a quorum at a congregational conference. The Board of Directors shall submit the request to withdraw at an Association meeting, either regular or special, for consideration. The Association shall have six (6) months to disaffiliate the congregation, during which time the withdrawing congregation shall continue to pay all current and past-due assessments and debt. Withdrawal from the Association shall not entitle the congregation to any return of funds or resources that the congregation made to the Campground during the time of membership. All assets shall remain with the Association and the Church.

**Section 3.05. Meeting and Representation.** Meetings of the Association shall be conducted during the Lewis River Family Camp (Reunion). The Mission Center President or designee shall preside at all meetings of the Association. Participation is limited to members of congregations in the Association and Mission Center officers.

**3.05.1. Special Meetings.** Special meetings of the Association may be convened with a two (2)-week notice to member congregations of the Association. The Mission Center President or designee shall preside at all special meetings of the Association. Participation is limited to members of congregations in the Association and Mission Center officers.

**3.05.2. Scope of Authority.** The Association, through its Board of Directors, is empowered to act on matters of property and facilities management, business management, marketing and soliciting of clientele, capital development, fundraising, risk management, real estate transactions, and election of the Board of Directors when appropriate and necessary.

## **Article IV - Board of Directors**

**Section 4.01. Class of Directors.** The members of the Board of Directors of the Campground (“Directors”) shall have three (3) classes: (i) Elected, (ii) Ex officio, and (iii) Appointed. Each Director, regardless of class, shall be entitled to one (1) vote.

**4.01.1. Elected Directors.** Each congregation of the Association shall elect one (1) Director by a majority vote at a congregational business meeting. If any congregations do not elect a Director, the Board of Directors shall nominate additional Directors to fill the Board of Directors, which shall be approved at the annual meeting of the Association by a majority vote. A congregation may choose to elect a Director who is a member of another congregation in the Association if no member in their congregation is available to regularly attend board meetings.

**4.01.2. Ex officio Directors.** Ex officio Directors shall be the Mission Center President and the Mission Center Financial Officer, or designee, or the single-line administrator or his/her designee.

**4.01.3. At-Large Directors.** Three (3) elected At-Large Directors shall be filled by a vote of the Association at the annual meeting. Terms of the offices shall be for three (3), two (2), and one (1) year initially. Thereafter, each elected At-Large Director is so chosen for a three (3)-year term. Two (2) additional appointed At-Large Directors shall be appointed by the Executive Committee for one (1)-year terms. Nominations for both Elected and Appointed At-Large Directors may come from the Association membership or the Board of Directors.

**Section 4.02. Qualifications.** A prospective member to the Board of Directors shall:

- (a) be a member in good-standing of the Community of Christ; and
- (b) be a member of the Mission Center; and
- (c) not have been convicted of a felony in the past five (5) years; and
- (d) not have been declared of unsound mind by a final order of a court.

**Section 4.03. Number of Directors.** The Board of Directors shall have not more than seventeen (17) Directors, either Elected or Ex officio, unless additional congregations join the Association. As new congregations join the Association, the number of At-Large Directors described in 4.01.3 will be reduced by the same number as Elected Directors described in 4.01.1 are added to the board. The first At-Large positions to be reduced by additional Association membership will be the Appointed At-Large Directors.

**Section 4.04. Term of Office.**

**4.04.1.** Ex officio Directors shall hold membership for the term for which they hold the office of Mission Center President or Mission Center Financial Officer, or as appointed by the individual holding that office.

**4.04.2.** Elected Directors shall serve for a term of three (3) years or until their successor has been elected and taken office.

**4.04.3. Staggered Terms.** Elected Directors shall serve staggered terms, with one-third (1/3) being elected each year. The Board of Directors shall be responsible for establishing the rotation when the first Board of Directors is elected.

**Section 4.05. Compensation.** Directors shall serve without compensation.

**Section 4.06. Call of Meetings.** Meetings of the Board of Directors may be called by the President, Vice President, Secretary, or any two (2) Directors.

**Section 4.07. Place of Meetings.** All meetings of the Board of Directors shall be held at the principal office of the Campground, unless the Board of Directors designates another place.

**Section 4.08. Date and Time of Meetings.** The annual meetings of the Board of Directors shall be held on the first (1st) weekend of October, or as established by the Board of Directors at the previous meeting. The President shall send to each Director an agenda of the business to be conducted at the meeting in advance.

**Section 4.09. Quorum.** A majority of Elected, Ex officio, or Appointed Directors currently serving shall constitute a quorum of the Board of Directors for the transaction of business.



**Section 4.10. Conduct of Meeting.** The President of the Board of Directors, or in the absence of this officer, the Vice President (or another Director selected by the Board of Directors) shall preside at meetings of the Board of Directors. The Secretary of the Board of Directors or, in the Secretary's absence, any person appointed by the presiding officer shall act as Secretary of the Board of Directors.

The Board of Directors shall be authorized to transact business by mail, fax, teleconferencing, or email provided that any decision taken by such means is ratified at the next meeting of the Board of Directors.

**Section 4.11. Adjournment.** A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment to another time and place shall be given prior to the time of the reconvened meeting to the Directors who were not present.

**Section 4.12. Action Without Meeting.** Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if all Directors, individually or collectively, consent in writing or by email to such action. Such written consent shall be filed with the minutes of the proceedings of the Board of Directors. Such action by written consent shall have the same force and effect as the unanimous vote of the Board of Directors.

**Section 4.13. Removal of Directors for Cause.** The Board of Directors may declare vacant the office of any elected Director on the occurrence of any of the following events.

- (a) a Director has been declared of unsound mind by a final order of a court; or
- (b) a Director has been convicted of a felony; or
- (c) a Director has failed to attend meetings for one (1) year; or
- (d) a Director is no longer a member of the Mission Center; or
- (e) a Director is no longer a member in good-standing of the Church.

**Section 4.14. Resignation of A Director.** Any Director may resign effective immediately upon giving written notice to the President of the Board of Directors, unless the notice specifies a later time for the effectiveness of such a resignation. If the resignation is effective at a future time, a successor may be appointed by the Pastor of the affected member congregation to take office when the resignation becomes effective. If the congregation does not appoint a Director, the Board of Directors shall appoint the additional Director for the remainder of the term or until the next member congregational business meeting, whichever comes first.

**Section 4.15. Vacancies.** Vacancies on the Board of Directors shall exist on the death, resignation, or removal of any Director(s); whenever the number of Directors authorized is increased; and on the failure of the constituent member congregation to elect or appoint the full number of Directors authorized.

Vacancies in the elected members of the Board of Directors may be filled by the Board of Directors for the remainder of the term or until the next member congregational business meeting, whichever comes first.

**Section 4.16. Responsibilities of the Board of Directors and the Association.** The Board of Directors and the Association shall have the following powers and responsibilities:

- (a) Develop, clarify, and refine the Campground vision and statements of purpose. Develop and approve long-range plans.

The Board of Directors shall:

- (b) Develop policy for Campground management.
- (c) Manage the funds and assets of the Campground.
- (d) Borrow money, contract debts and issue notes, to be approved by the Association and the Church if over and above \$15,000.
- (e) Invest assets.

- (f) Approve the annual operating budget for the Campground.
- (g) Appoint, support, or recall the Caretaker/Business Manager/Executive Director.
- (h) Supervise the maintenance of the physical plant, property and equipment.
- (i) Elect annually the following officers for the Board: President, Vice President, Secretary, and Treasurer.
- (j) Appoint special committees deemed necessary for the accomplishment of the purposes of the Campground.
- (k) Serve as guardians of the public interest.
- (l) Keep the financial records of the Campground.
- (m) Provide for an annual audit in consultation with the Mission Center Financial Officer.

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**Section 5.02. Election of Officers.** The officers of the Board of Directors shall be elected annually by the Board of Directors or at the annual Association conference from among the currently serving Directors. Directors shall hold office until they resign, are removed or otherwise disqualified to serve, or their successors are elected and have taken office. Any officer may be re-elected to succeed themselves.

### **Section 5.03. Duties of Officers.**

**5.03.1. President.** The President of the Board of Directors shall be the general manager and chief executive officer of the Campground and shall, subject to the control of the Board of Directors, have supervision, direction, and control of the business and affairs of the Campground. The President shall preside at all meetings of the Board of Directors and the Executive Committee. The President shall provide for an annual audit, shall submit the records for the fiscal year to the auditors, and shall present the auditor's report for approval at the annual Association conference. The President shall provide a copy of the annual audit and summary financial reports to the Mission Center President and Mission Center Financial Officer.

The President shall perform all duties incident to the office held and other duties as may be required by law, by the Articles of Association, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

**5.03.2. Vice President.** In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform other duties as may be required by law, by the Articles of Incorporation, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

**5.03.3. Secretary.** The Secretary shall keep or cause to be kept a book of minutes of all meetings of the Board of Directors and the Executive Committee that will be transferred to successors in office. The Secretary shall have other powers and perform other duties as may be required by law, by the Articles of Incorporation, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

**5.04.4. Treasurer.** The Treasurer shall keep and maintain in written form adequate and correct books and record of account of the properties and business transactions of the Campground, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The books and record of account shall at all times be open to inspection by any Director of the Campground. The Treasurer shall deposit all moneys and other valuables in the name of, and to the credit of, the Campground, with such depositaries as may be designated by the Board of Directors. The Treasurer shall disperse the funds of the Campground as ordered by the Board of Directors and shall render to the President and the Directors, on request, an account of all officer's transactions as Treasurer and the financial condition of the Campground. The Treasurer shall have other powers and perform other duties as may be required by law, by the Articles of Incorporation, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

## **Article VI - Executive Committee**

**Section 6.01. Executive Committee.** The Executive Committee shall consist of the elected officers of the Board of Directors and the Ex officio Directors and shall have only those specific powers and authorities authorized by the Board of Directors. The function of the Executive Committee shall be to provide the President with counsel in the relationships, management, and monitoring of the operations of the Campground.

## **Article VII - Committees**

**Section 7.01. Composition and Organization.** The Board shall be assisted in its work by standing committees. The members of the standing committees are to be appointed by the Executive Committee and approved by the Board. All committees shall consist of at least three (3) members. The President of the Board or designee shall be an Ex officio member of all standing committees. Employees of the Association may be appointed as non-voting members of any committee. Members of Association congregations who are not members of the Board may also be appointed to serve on any committee. Standing committee members shall serve for a term of three (3) years or until their successors are appointed, and shall serve no more than three (3) consecutive terms on the same committee, except for the Resident Manager, whose committee terms shall coincide with that of their elections, appointment, or employment. Standing committees shall meet at the call of the President of the committee or on the request of any two (2) committee members.

**Section 7.02. Standing Committee Presidents.** Standing committee Presidents shall be appointed by the Executive Committee with the approval of the Board of Directors and shall serve for a term of one (1) year or until their successor is appointed, but shall serve no more than three (3) consecutive terms as President of the same committee. General duties of all standing committee Presidents shall be to attend all meetings of the Association and of the Board of Directors, to maintain up-to-date descriptions of committee duties, and to submit written reports to the Secretary at each regular Association and Board of Directors meeting regarding past activities and future plans of their committee. In addition, standing committee Presidents shall have a general knowledge of the areas of committee responsibility and shall be an advocate for the issues that arise out of the various committee activities.

**Section 7.03. Authority and Duties.** All standing committees shall report and make recommendations to the Board of Directors and to the Executive Committee upon request. The Board of Directors may delegate specific powers, authority, and duties to a standing committee. Committees shall communicate with each other to fulfill all licensing, legal, and other necessary requirements to provide for optimal Campground operations.

**Section 7.04. Finance Committee.** The Finance Committee shall recommend the acquisition and disposition of all real and personal property, oversee the maintenance of all real and personal property, recommend fees for usage of the property and grounds except as otherwise indicated in these Bylaws, prepare a balanced and

fiscally responsible budget for the Treasurer to present to the Board of Directors, develop plans for establishing and maintaining adequate operation and development reserves, and provide for bonding of the Treasurer and the Resident Manager in an amount sufficient to protect the Association from loss.

**Section 7.05. Licensing Committee.** The Licensing Committee shall obtain all required state and county permits; ensure compliance with all federal, state, county, and township permits and codes; provide for safety and security of all Campground staff and visitors; shall compile an up-to-date camping manual, including applicable training documentation records; and work with the Finance Committee. The Resident Manager of the Campground shall be a non-voting member of the Licensing Committee.

**Section 7.06. Marketing Committee.** The Marketing Committee shall develop a marketing plan, explore and recommend ways to increase utilization of the Campground for the purpose of fulfilling the purpose of the Campground and increasing revenue, and, with Board approval, promote and publicize the use of the Campground.

**Section 7.08. Futures Committee.** The Futures Committee shall provide master plans for improvement, development, and environmental preservation of the Campground and shall recommend ways to generate income for those plans.

**Section 7.09. Additional Standing Committees.** Additional standing committees may be established by the Association or the Board of Directors, as they shall from time to time be deemed necessary to carry on the work of the Association. Members of these committees shall be appointed by the Executive Committee and approved by the Board of Directors.

## **Article VIII - Sale of Property and Dissolution**

**Section 8.01. Sale of Property.** Sale of the Campground, which includes the real property and improvements, shall require approval by a two-thirds (2/3) vote of the Board of Directors, approval by a majority vote of the Association, and the approval of the Presiding Bishopric of the Church. In the case of land condemnation or threat to be condemned by a government agency that has the power and authority to condemn, the Board of Directors may approve such condemnation action if they so choose following notice to the Association and prior consultation with the Legal Services office of the Church.

At the sale of the Campground, the Association shall be dissolved. If the Association votes to sell the Campground, the Association shall also develop a plan by which the Association shall distribute all remaining funds, assets, and property of the Association after payment of any remaining debts and liabilities. This shall require approval by a two-thirds (2/3) vote of the Board of Directors, approval by a majority vote of the Association, and approval of the Presiding Bishopric of the Church.

**Section 8.02. Dissolution.** The Association shall not be voluntarily dissolved except by the affirmative vote of a majority of the Association members at an Association meeting, or in the event the Campground is sold. In the event of a voluntary dissolution, thirty (30) days' prior written notice shall be sent to the Association members stating that a meeting is to be held to consider and vote upon a voluntary dissolution. In the event of dissolution of the Association in any manner and for any cause, after the payment or adequate provision for the payment of all its debts and liabilities, all the remaining funds, assets, and properties of the Campground shall be paid or distributed in accordance with the plan approved by the Association Conference and Presiding Bishopric.

## **Article IX - Indemnification of Directors, Officers Employees and Agents**

**Section 9.01. Definitions.** For the purpose of this Article, "Agent" shall mean any person who is or was a Director, officer, employee or other representative of the Campground. "Proceeding" shall mean any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative. "Expenses" includes, without limitation, attorney fees and any expenses of establishing a right to indemnification under this Article.

**Section 9.02. Indemnification.** The Association shall indemnify and hold harmless any person who is, or was, a party, or is threatened to be made a party, to any proceeding, other than an action by, or in the right of, the Association by reason of the fact that such person is, or was, an Agent of the Association, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding to the maximum extent permitted by applicable law, including the advance of expenses and the purchase of insurance, but only to the extent such person was acting as an Agent of the Association within the normal scope of his or her duties on behalf of the Association.

## **Article X - Corporate Records and Reports**

**Section 10.01. Keeping Records.** The Association shall keep adequate and correct books and record of account and shall keep minutes of the proceedings of its members and Board of Directors. The official membership records of the member congregations of the Association shall be the official record of members of the Association. The minutes must be kept in written form. The other books and records shall be kept either in written form or in any other form capable of being converted into written form.

**Section 10.02. Maintenance and Inspection of Bylaws.** The Association shall keep at its principal executive office the original Bylaws, or a copy, as amended to date, which shall be open to inspection by the members at all reasonable times during office hours.

**Section 10.03. Inspection by Members and Directors.** Any member of the Association shall have the right on written demand to inspect and copy the record of members, the accounting books and records, the Bylaws, and the minutes. Each Director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the Association.

**Section 10.04. Annual Statement of General Information.** The Association shall, during the period provided by law in each year and if required by law, file with the Secretary of State of the State of Washington. in the prescribed form. a statement setting forth the authorized number of Directors; the names and complete business or residence addresses of all incumbent Directors; the names and complete business or residence addresses of the President, Vice President, Secretary, and Treasurer; the street address of its principle executive office or principle business office in this state; and general type of business constituting the principle business activity of the Association, together with a designation of the agent of the Association for the purpose of service of process.

## **Article XI - Electronic Meetings**

The Board of Directors, Executive Committee, and standing committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.

## **Article XII - General Matters**

**Section 12.01. Execution of Instruments.** The Board of Directors may, in its discretion, determine the method and by resolution designate the signatory officer or officers, or other person or persons, to execute any major Association instrument or document, or to sign the Association name without limitation, except where

otherwise provided by law, and such execution or signature shall be binding on the Association. In the absence of other specific designation by the Board of Directors, the signatures of the President or Vice President and the Treasurer shall be required on such documents and instruments.

### **Article XIII - Amendment to Bylaws**

**Section 13.01. Amendment by Directors.** Amendments to these Bylaws may be proposed by a two-thirds (2/3) vote of the Board of Directors and must be approved by a two-thirds (2/3) vote by the Association conference, and ratified by the Presiding Bishop of the Church.

**Section 13.02. Record of Amendments.** Whenever an amendment to, or revision of, the Bylaws is adopted, a copy shall be forwarded to the Presiding Bishop of the Church for final approval.

### **Article XIV - Parliamentary Authority**

**Section 14.01. Parliamentary Authority.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, with any special rules of order the Association may adopt, or with the policies, rules, and regulations of the Church.

## **Bylaws of Samish Island Campground Association**

The Samish Island Campground (“Campground”) located on Samish Island in the northwest corner of Washington State (USA) is an integral subordinate unit and part of Community of Christ, aka Reorganized Church of Jesus Christ of Latter Day Saints (“Church”), and is accountable to the Church general officers, including the Apostle in charge of the field, the Presiding Bishopric, the First Presidency, and Mission Center officers.

### **Article I - Offices**

**Section 1.01. Principle Office.** The principle office of the Campground for its transaction of business is located at 11795 Scott Road, Bow, WA 98232-9336.

**Section 1.02. Change of Address.** The Board of Directors is granted full power and authority to change the principle office of the Campground from one (1) location to another in the State of Washington.

### **Article II - Purpose**

**Section 2.01. Purpose.** The purpose of the Campground Association (“Association”) shall be to proclaim Jesus Christ and promote communities of joy, hope, love, and peace as it provides camping experiences for all age groups offering Christian fellowship, worship, recreation, team building and personal development. The Association shall provide a method for maintaining, financing, scheduling, developing, promoting, and preserving the Campground.

The Association shall be accountable to the Mission Centers and shall consist of member congregations that utilize and support the Campground and its development. The Association (Caucuses) shall be responsible for selecting and filling vacancies in the Association Board of Directors (“Board of Directors”) and shall act on matters of capital development, fundraising, property and facilities management, and real estate transactions recommended by the board, so long as those recommendations are in harmony with denominational procedures and administrative oversight as established for subordinate units by the Church.

### **Article III - Campground Association**

**Section 3.01. Board of Directors.** The specific responsibilities of the Association shall be carried out by a Board of Directors. The Board of Directors shall regard the Association as the body to which it is initially accountable.

**Section 3.02. Membership in The Association.** Membership in the Association shall include those congregations/groups that are recorded on a list of member congregation/groups of the Samish Island Campground Association from the following three (3) Mission Centers: Canada West Mission Centre, Greater Pacific Northwest USA Mission Center, and Inland West Mission Center. This list will be maintained by the Secretary of the Board of Directors. The Secretary will be responsible for maintaining this list of member congregations/groups and advising the Board of any revisions to the list.

Other congregations within the boundaries of one (1) of the three (3) Mission Centers listed in this section but not a member of the Association, or congregations not within the boundaries of one (1) of the Mission Centers listed, may, by a two-thirds (2/3) vote of their congregational conference action, request to join the Association by presenting to the Executive Committee of the Board of Directors a written request for affiliation, along with an application fee of \$1,000 and a copy of their congregational conference minutes where such action was taken. The Executive Committee shall make its recommendation to the Board of Directors within sixty (60) days of receiving the request for affiliation. The Board of Directors shall have forty-five (45) days to consider

the Executive Committee's recommendation. Upon acceptance by a two-thirds (2/3) vote of the Board of Directors, the congregation shall be granted temporary Association affiliation. Temporary affiliation shall grant the congregation the rights, privileges, and responsibilities of membership, pending final approval of the Association (Caucuses). The Association shall have up to one (1) year to approve the permanent affiliation by a two-thirds (2/3) vote at an Association conference (Caucus). Upon affirmative action of the Association the newly affiliated congregation shall agree to maintain its membership in the Association for a period of no less than five (5) years. If temporary or permanent affiliation is not approved within the specified time, the application fee shall be refunded to the applying congregation.

### **Section 3.03. Financial Obligations.**

**3.03.1. Financial Support.** The Samish Island Campground has operated on a self-sustaining basis over many years through user fees and contributions by members and friends. Members of Association congregations are encouraged to support the Campground by attending camps, assisting in maintenance and development projects, and providing free will offerings through duplex envelopes, estate gifts, etc., for the Campground Operating, Capital Development, and Endowment Funds.

**3.03.2. Assessments.** In the event that the Board of Directors determines that assessments will be necessary to meet financial obligations, the Board of Directors shall also determine the method that such assessments will be computed and what the assessment amount would be for each member congregation before submitting the proposed assessments to the Association (Caucuses) for approval.

**3.03.3. Payment of Assessments.** Payment of each member congregation's assessment, as approved by the Association in accordance with these Bylaws, shall be received by the Association Treasurer by the first of each month, or by a date established by the Board of Directors, in the form of a check from each member congregation's Financial Officer. Member congregations may, with concurrence of the Association Treasurer, make arrangements to pay their assessment on a quarterly or annual basis rather than monthly.

**3.03.4. Arrearages.** Should a congregation's payment be more than sixty (60) days in arrears, the Secretary shall give notice by registered mail to the congregation's Pastor and Financial Officer that all past due payments shall be subject to interest according to Church loan policy for defaulted loans. The congregation's Pastor shall notify the members of the congregation of the nonpayment of their assessment and/or fees within then (10) days of receiving the letter from the Secretary. Within sixty (60) days of notification to the congregation of an arrearage, the congregation shall formulate and submit to the Board of Directors for approval a detailed payment plan for its past due assessments and/or fees and for timely future payments. If after ninety (90) days following the payment plan's approval by the Board of Directors, the assessments and/or fees are not paid according to the plan, the Board of Directors may recommend to an Association (Caucus) meeting that the congregation be dropped from membership, in which case all current and past due assessments, fees, and interest shall immediately become due. During the time a congregation is in default, the Board of Directors shall determine conditions controlling that congregation's use of the Campground and applicable fees.

**3.03.5. Payment Extensions.** A Director and/or an affiliated congregation may request the Association, via the Board of Directors, to waive, reduce, and/or extend the deadline for payment of all or a portion of the congregation's fees, assessment, interest, and/or arrearage amounts for a specified time, not to exceed twelve (12) months, by submitting a written request to the Board of Directors. The request shall include the amounts in arrears, the amounts that are being requested to be waived, and/or the amounts to be reduced or the extended deadline for payment. The date the congregation will resume normal assessment payments to the Treasurer as prescribed in these Bylaws and, in the event of a request for extending the deadline for payment, a repayment plan shall be included. The request shall be



considered by the Board of Directors, on behalf of the Association, at a Board of Director's meeting. If approved by a two-thirds (2/3) vote, the request shall be granted.

**3.03.6. Debt Responsibilities.** Congregation members of the Association shall be responsible for debts incurred by the Board of Directors in accordance with these Bylaws.

**Section 3.04. Withdrawal.** After five (5) years of membership, a congregation may request withdrawal from the Association by providing the Board of Directors with at least ninety (90) days' notice. The intent to withdraw must be approved by a majority vote of the congregation's membership at a congregational conference. The Board of Directors shall submit the request to withdraw at an Association meeting, either regular or special, for consideration. The Association (Caucuses) shall have up to one (1) year to disaffiliate the congregation, during which time the withdrawing congregation shall continue to pay all current and past due assessments, fees, and debt, if applicable. Withdrawal from the Association shall not entitle the congregation to any return of funds or resources that the congregation made to the Campground during the time of membership. All assets shall remain with the Association and the Church.

**Section 3.05. Meeting and Representation.**

**3.05.1. Conferences.** Regular conferences of the Association will be held during the Mission Center Conferences, or at some other location, date, and time, for each of the three (3) Mission Centers that have Association member congregations. Those separate sessions shall, for the purpose of these Bylaws, be referred to as Caucuses. Association conferences (Caucuses) are called at the request of the Board of Directors with advice and consent of the respective Mission Center Presidents. The Board of Directors shall provide to each Mission Center President the agenda for the conferences (Caucuses) at least two (2) weeks prior to the Caucus.

**3.05.2. Caucuses.** For the purpose of these Bylaws, a Caucus shall be defined as an authorized group representing the congregations that are members of the Association within a Mission Center. Caucuses shall be made up of the members of the Association congregations within these Mission Centers:

- (a) Caucus number 1: Greater Pacific Northwest USA Mission Center (GPNWMC)
- (b) Caucus number 2: Canada West Mission Centre (CWMC)
- (c) Caucus number 3: Inland West Mission Center (IWMC)

**3.05.3. Caucus Presiders.** The Mission Center President shall normally preside over the Association (Caucus) meeting. However, since more than one (1) Caucus may be meeting simultaneously during the Mission Center Conference, the Mission Center President may delegate the presiding function to another Mission Center officer or other person as appropriate.

**3.05.4. Caucus Authority.** Action taken by the separate Caucuses shall not be binding until all Caucuses have completed their meeting and reported their actions to the Association Secretary in accordance with these Bylaws. Caucuses do not have the authority to approve amendments to any resolutions or other business submitted for their action, nor shall the Caucuses have the authority to add items to the agenda, the approval of which would be binding on the Association as a whole.

**3.05.5. Caucus Records.** Each Caucus shall select a Secretary to record the actions taken during the Caucus meeting. The Secretary shall notify the Association Secretary by email, fax, or phone the determinations made during the Caucus meeting. This summary shall include the number of members present at the Caucus and the number of votes counted, for and against, for each agenda item requiring a vote. The Caucus Secretary will also mail a copy of the meeting summary, signed by both the Caucus presider and the Caucus Secretary, to the Association Secretary.

**3.05.6. Representation at Caucuses.** All members of a congregation belonging to the Association will be eligible to have voice and vote at a Caucus meeting. Voice and vote at a Caucus meeting shall not be limited to members of a congregation serving as a delegate to the Mission Center Conference.

**3.05.7. Caucus Quorum.** The rules pertaining to a quorum as stated in the Bylaws of Community of Christ shall apply to Caucus sessions.

**3.05.8. Special Conferences.** Special conferences of the Association may be called by the Board of Directors or any two (2) participating Mission Center Presidents provided that four (4) weeks' notice is given to each of the participating Mission Centers and all participating Congregations of the Association. Such special conference may be held in the form of Caucuses or as one (1) assembly. If the Association is convened as one (1) assembly, each member congregation shall be allotted a number of delegates as determined by the Board of Directors to provide for equal representation. One (1) of the Presidents of the participating Mission Centers, or her/his designee if the meeting is by Caucuses, shall be chosen to preside.

**3.05.9. Scope of Authority.** The Association, through its Board of Directors, is empowered to act on matters of property and facilities management, business management, marketing and soliciting of clientele, capital development, fundraising, risk management, real estate transactions, and election of the Board of Directors when appropriate and necessary.

## **Article IV - Board of Directors**

**Section 4.01. Class of Directors.** The members of the Board of Directors of the Association ("Directors") shall have two (2) classes, (i) Elected and (ii) Ex officio. Each Director, regardless of class, shall be entitled to one (1) vote.

**4.01.1. Elected Directors.** Elected Directors to represent congregations from a specific Mission Center shall be elected by the respective Association delegates by a majority vote at an Association conference Caucus.

**4.01.2. Ex officio Directors.** Ex officio Directors shall include each Mission Center's President and Financial Officer, or designee, or the single-line administrator or his/her designee.

**Section 4.02. Qualifications.** A prospective member to the Board of Directors shall:

- (a) Not have been convicted of a felony; and
- (b) Not have been declared of unsound mind by a final order of a court; and
- (c) Be an active participant in the life of a participating Mission Center.

**Section 4.03. Number of Directors.** The Board of Directors shall have not more than nineteen (19) Directors, either Elected or Ex officio. Elected Director distribution will be as follows: CWMC-four (4), GPNWMC-six (6), and IWMC-three (3). At least a majority of the Board of Directors must be a member in good standing of the Church.

**Section 4.04. Term of Office.**

**4.04.1. Ex officio Directors.** Ex officio Directors shall hold membership for the term for which they hold the office of Mission Center President or Mission Center Financial Officer, or as appointed by the individual holding that office.

**4.04.2. Elected Directors.** Elected Directors shall serve for a term of three (3) calendar years or until their successor has been elected and taken office. They shall not serve more than three (3) consecutive terms. Notwithstanding the foregoing, after a two (2)-year break in service, a Director shall be eligible to serve additional terms.

**4.04.3. Election Requirements.** At their first scheduled Association conference (Caucus), member congregations shall elect their allotted number of board members. Nominations shall first be opened for the position of a three (3)-year term on the Board of Directors. Once that position has been filled, nominations will be accepted for a two (2)-year term, and then a one (1)-year term. If the Caucus is allotted more than three (3) members on the Board, two (2) would be elected to a three (3)-year term, two (2) could be elected to a two (2)-year term, and two (2) could be elected to a one (1)-year term as determined by the Board of Directors prior to the conference (Caucus). At subsequent Association conferences (Caucuses), each person elected will be elected to a three (3)-year term.

**Section 4.05. Compensation.** Directors shall serve without compensation.

**Section 4.06. Call of Meetings.** Meetings of the Board of Directors may be called by the President, Vice President, Secretary, or any two (2) Directors.

**Section 4.07. Place of Meetings.** All meetings of the Board of Directors shall be held at the principal office of the Campground, unless the Board of Directors designates another place.

**Section 4.08. Date and Time of Meetings.** The meetings of the Board of Directors shall be held on the first Saturday of December each year and/or as established by the Board of Directors at the previous meeting. The President shall send to each Director an agenda of the business to be conducted at the meeting in advance.

**Section 4.09. Quorum.** A majority of Directors currently serving shall constitute a quorum of the Board of Directors for the transaction of business.

**Section 4.10. Conduct of Meeting.** The President of the Board of Directors, or in the absence of this officer, the Vice President (or another Director selected by the Board of Directors) shall preside at meetings of the Board of Directors. The Secretary of the Board of Directors or, in the Secretary's absence, any person appointed by the presiding officer shall act as Secretary of the Board of Directors. The Board of Directors shall be authorized to transact business by mail, fax, or email provided that any decision taken by such means is ratified at the next meeting of the Board of Directors.

**Section 4.11. Adjournment.** A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment to another time and place shall be given prior to the time of the reconvened meeting to the Directors who were not present.

**Section 4.12. Action Without Meeting.** Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if all Directors individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors. Such action by written consent shall have the same force and effect as the unanimous vote of the Board of Directors.

**Section 4.13. Removal of Directors for Cause.** The Board of Directors may declare vacant the office of any elected Director on the occurrence of any of the following events.

- (a) The Director has been declared of unsound mind by a final order of a court; or
- (b) The Director has been convicted of a felony; or

- (c) The Director has failed to attend meetings for one (1) year; or
- (d) The Director is no longer a member or friend of a member Mission Center; or
- (e) The Director is no longer a member in good-standing or friend of the Church.

**Section 4.14. Resignation of a Director.** Any Director may resign effective immediately upon giving written notice to the President of the Board of Directors, unless the notice specifies a later time for the effectiveness of such a resignation. If the resignation is effective at a future time, a successor may be appointed by a Mission Center officer of the appropriate Mission Center to take office when the resignation becomes effective.

**Section 4.15. Vacancies.** Vacancies on the Board of Directors shall exist on the death, resignation, or removal of any Director(s); whenever the number of Directors authorized is increased; and on the failure of the constituent Mission Center to elect or appoint the full number of Directors authorized.

Vacancies in the elected members of the Board of Directors may be filled by the Board of Directors for the remainder of the term or until the next Association conference, whichever comes first.

**Section 4.16. Responsibilities of The Board of Directors.** The Board of Directors shall have the following powers and responsibilities:

- (a) Develop, clarify, and refine the Campground vision and statements of purpose.
- (b) Develop and approve long-range plans.
- (c) Develop policy for Campground management.
- (d) Manage the funds and assets of the Campground.
- (e) Borrow money, contract debts, and issue notes as approved by the Association (Caucuses).
- (f) Invest assets.
- (g) Approve the annual operating budget for the Campground.
- (h) Appoint, support, or recall the Business Manager(s)/Caretaker(s) and Kitchen Supervisor(s)/Caretaker(s).
- (i) Supervise the maintenance of the physical plant, property, and equipment.
- (j) Elect annually the following officers for the Board: President, Vice President, Secretary, and Treasurer.
- (k) Appoint special committees deemed necessary for the accomplishment of the purposes of the Campground.
- (l) Serve as guardians of the public interest.
- (m) Keep the financial records of the Campground.
- (n) Provide for an annual audit.

## **Article V - Officers of The Board of Directors**

**Section 5.01. Number and Titles.** The officers of the Board of Directors shall be a President, a Vice President, a Secretary, and a Treasurer. The Board of Directors may appoint such other officers as the business of the Campground may require, each of whom shall hold office for such period and have such authority and perform such duties as are provided in the Bylaws or as the Board of Directors may from time to time determine. The same person may hold any number of offices, except that neither the Secretary nor Treasurer shall serve concurrently as the President.

**Section 5.02. Election of Officers.** The officers of the Board of Directors shall be elected annually by the Board of Directors at the annual December Board of Directors meeting and shall hold office until they resign, are removed or otherwise disqualified to serve, or their successors are be elected and have taken office. Any officer may be re-elected to succeed themselves.

### **Section 5.03. Duties of Officers.**

**5.03.1. President.** The President of the Board of Directors shall be the general manager and chief executive officer of the Campground and shall, subject to the control of the Board of Directors, have supervision, direction, and control of the business and affairs of the Campground. The President shall preside at all meetings of the Board of Directors and the Executive Committee. The President shall provide for an annual audit, shall submit the records for the fiscal year to the auditors, and shall present the auditor's report for approval at the annual Association conference. The President shall perform all duties incident to the office held and other duties as may be required by law, by the Articles of Association, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

**5.03.2. Vice President.** In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform other duties as may be required by law, by the Articles of Incorporation, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

**5.03.3. Secretary.** The Secretary shall keep or cause to be kept a book of minutes of all meetings of the Board of Directors and the Executive Committee that will be transferred to successors in office. The Secretary shall have other powers and perform other duties as may be required by law, by the Articles of Incorporation, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

**5.04.4. Treasurer.** The Treasurer shall keep and maintain in written form adequate and correct books and record of account of the properties and business transactions of the Campground, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The books and record of account shall at all times be open to inspection by any Director of the Campground. The Treasurer or designee shall deposit all moneys and other valuables in the name of, and to the credit of, the Campground, with such depositaries as may be designated by the Board of Directors. The Treasurer or designee shall disperse the funds of the Campground as ordered by the Board of Directors, and the Treasurer shall render to the President and the Directors, on request, an account of all officer's transactions as Treasurer, and of the financial condition of the Campground. The Treasurer shall have other powers and perform other duties as may be required by law, by the Articles of Incorporation, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

## **Article VI - Executive Committee**

**Section 6.01. Executive Committee.** The Executive Committee shall consist of the elected officers of the Board of Directors and the Ex officio Directors and shall have only those specific powers and authorities authorized by the Board of Directors. The function of the Executive Committee shall be to provide the President with counsel in the relationships, management, and monitoring of the operations of the Campground.

## **Article VII - Committees**

**Section 7.01. Composition and Organization.** The Board may be assisted in its work by standing committees. If used, the members of the standing committees are to be appointed by the Executive Committee and approved by the Board. All committees shall consist of at least three (3) members. The President of the Board or designee shall be an Ex officio member of all standing committees. Employees of the Association may be appointed as non-voting members of any committee. Members of Association congregations who are not members of the Board may also be appointed to serve on any committee. Standing committee members shall serve for a term of two (2) years or until their successors are appointed, and shall serve no more than three (3) consecutive terms on the same committee except for the resident manager, whose committee terms shall coincide

with that of their elections, appointment, or employment. Standing committees shall meet at the call of the President of the committee or on the request of any two (2) committee members.

**Section 7.02. Standing Committee Presidents.** Standing committee Presidents shall be appointed by the Executive Committee with the approval of the Board of Directors, and shall serve for a term of one (1) year or until their successor is appointed, but shall serve no more than three (3) consecutive terms as President of the same committee. General duties of all standing committee Presidents shall be to attend all meetings of the Association and of the Board of Directors, to maintain up-to-date descriptions of committee duties, and to submit written reports to the Secretary at each regular Association and Board of Directors meeting regarding past activities and future plans of their committee. In addition, standing committee Presidents shall have a general knowledge of the areas of committee responsibility and shall be an advocate for the issues that arise out of the various committee activities.

**Section 7.03. Authority and Duties.** All standing committees shall report and make recommendations to the Board of Directors and the Executive Committee upon request. The Board of Directors may delegate specific powers, authority, and duties to a standing committee. Committees shall communicate with each other to fulfill all licensing, legal, and other necessary requirements to provide for optimal Campground operations.

**Section 7.04. Finance Committee.** The Finance Committee shall recommend the acquisition and disposition of all real and personal property, oversee the maintenance of all real and personal property, recommend fees for usage of the property and grounds except as otherwise indicated in these Bylaws, prepare a balanced and fiscally responsible budget for the Treasurer to present to the Board of Directors, develop plans for establishing and maintaining adequate operation and development reserves, and provide for bonding of the Treasurer and the resident manager in an amount sufficient to protect the Association from loss.

**Section 7.05. Licensing Committee.** The Licensing Committee shall obtain all required state and county permits; ensure compliance with all federal, state, county, and township permits and codes; provide for safety and security of all Campground staff and visitors; compile an up-to-date camping manual, including applicable training documentation records; and shall work with the Finance Committee. The resident manager of the Campground shall be a non-voting member of the Licensing Committee.

**Section 7.06. Marketing Committee.** The Marketing Committee shall develop a marketing plan, explore and recommend ways to increase utilization of the Campground for fulfilling the purpose of the Campground and increasing revenue, and, with Board approval, promote and publicize the use of the Campground.

**Section 7.08. Futures Committee.** The Futures Committee shall provide master plans for improvement, development, and environmental preservation of the Campground, and shall recommend ways to generate income for those plans.

**Section 7.09. Additional Standing Committees.** Additional standing committees may be established by the Association or the Board of Directors, as they shall from time to time be deemed necessary to carry on the work of the Association. Members of these committees shall be appointed by the Executive Committee and approved by the Board of Directors.

## **Article VIII - Sale of Property and Dissolution**

**Section 8.01. Sale of Property.** Sale of the campground, which includes the real property and improvements, shall require approval by a two-thirds (2/3) vote of the Board of Directors, a two-thirds (2/3) vote of the Association (final results determined by the Association Secretary based on the written reports from the three (3) Caucuses in accordance with Section 3.05.5 of these Bylaws.), and of the Presiding Bishopric of the Church.

Exception will be made for land condemnation or threat of condemnation by a government agency that has the power and authority to condemn, in which case the Board of Directors may approve such condemnation action if they so choose following notice to the Association and prior consultation with the Legal Services office of the Church.

At the sale of the Campground, the Association shall be dissolved. If the Association votes to sell the campground, the Association shall also develop a plan by which the Association shall distribute all remaining funds, assets, and property of the Association after payment of any remaining debts and liabilities. This shall require a two-thirds (2/3) vote of the Board of Directors, a two-thirds (2/3) vote of the Association (final results determined by the Association Secretary based on the written reports from the three (3) Caucuses received in accordance with Section 3.05.5 of these Bylaws), and approval of the Presiding Bishopric of the Church.

**Section 8.02. Dissolution.** The Association shall not be voluntarily dissolved except by a two-thirds (2/3) vote of the Association members at the three (3) Caucus meetings, as provided for in Section 3.05 of these Bylaws (final results of the voting determined by the Association Secretary based on the written reports from the three (3) Caucuses received in accordance with Section 3.05.5 of these Bylaws), or in the event the Campground is sold in accordance with Section 8.01 of these Bylaws.

In the event of a voluntary dissolution, sixty (60) days prior written notice shall be sent to the Association members, such written notice being sent to the Pastor of each member congregation for distribution to the membership of that congregation, stating that a meeting is to be held to consider and vote upon a voluntary dissolution, such special meetings to be held in Caucuses as provided for in Section 3.05 of these Bylaws except that such special Caucus meetings need not be held in conjunction with a Mission Center Conference. In the event of dissolution of the Association in any manner and for any cause, after the payment or adequate provision for the payment of all its debts and liabilities, all the remaining funds, assets, and properties of the Campground shall be paid or distributed in accordance with the plan approved by the Association.

## **Article IX - Indemnification of Directors, Officers Employees and Agents**

**Section 9.01. Definitions.** For the purpose of this Article, "Agent" shall mean any person who is, or was, a Director, officer, employee, or other representative of the Campground. "Proceeding" shall mean any threatened, pending or completed action or proceeding, whether civil, criminal, administrative, or investigative. "Expenses" includes, without limitation, attorney fees and any expenses of establishing a right to indemnification under this Article.

**Section 9.02. Indemnification.** The Association shall indemnify and hold harmless any person who is, or was, a party, or is threatened to be made a party, to any proceeding, other than an action by, or in the right of, the Association by reason of the fact that such person is, or was, an Agent of the Association, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding to the maximum extent permitted by applicable law, including the advance of expenses and the purchase of insurance, but only to the extent such person was acting as an Agent of the Association within the normal scope of his or her duties on behalf of the Association.

## **Article X - Corporate Records and Reports**

**Section 10.01. Keeping Records.** The Association shall keep adequate and correct books and record of account and shall keep minutes of the proceedings of its members and Board of Directors. The official membership records of the member congregations of the Association shall be the official record of members of the Association. The minutes must be kept in written form. The other books and records shall be kept either in written form or in any other form capable of being converted into written form.

**Section 10.02. Maintenance and Inspection of Bylaws.** The Association shall keep at its principal executive office the original Bylaws, or a copy, as amended to date, which shall be open to inspection by the members at all reasonable times during office hours.

**Section 10.03. Inspection by Members and Directors.** Any member of the Association shall have the qualified right, by written request, to inspect and copy the record of members, the accounting books and records, the Bylaws, and the minutes. Each Director shall have the qualified right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the Association. The qualification referred to as "qualified right" is the condition that the confidentiality of individual financial contributors and the amount of their contribution shall be protected.

**Section 10.04. Annual Statement of General Information.** The Association shall, during the period provided by law in each year and if required by law, file with the Secretary of State of the State of Washington, in the prescribed form, a statement setting forth the authorized number of Directors; the names and complete business or residence addresses of all incumbent Directors; the names and complete business or residence addresses of the President, Vice President, Secretary, and Treasurer; the street address of its principle executive office or principle business office in this state; and general type of business constituting the principle business activity of the Association, together with a designation of the agent of the Association for the purpose of service of process.

## **Article XI - Electronic Meetings**

The Board of Directors, Executive Committee, and standing committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.

## **Article XII - General Matters**

**Section 12.01. Execution of Instruments.** The Board of Directors may, in its discretion, determine the method and by resolution designate the signatory officer or officers, or other person or persons to execute any major Association instrument or document, or to sign the Association name without limitation, except where otherwise provided by law, and such execution or signature shall be binding on the Association. In the absence of other specific designation by the Board of Directors, the signatures of the President or Vice President and the Treasurer shall be required on such documents and instruments.

## **Article XIII - Amendment to Bylaws**

**Section 13.01. Amendment by Directors.** Amendments to these Bylaws may be proposed by a two-thirds (2/3) vote of the Board of Directors and must be approved by a two-thirds (2/3) vote by the Association conference, and ratified by the Presiding Bishop of the Church.

**Section 13.02. Record of Amendments.** Whenever an amendment to, or revision of, the Bylaws is adopted, a copy shall be forwarded to the Presiding Bishop of the Church for final approval.

## **Article XIV - Parliamentary Authority**

**Section 14.01. Parliamentary Authority.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, with any special rules of order the Association may adopt, or with the policies, rules, and regulations of the Church.