

**BY LAWS
OF
NORTHEAST IOWA CHRISTIAN SERVICE CAMP
REVISED 09/17/2005**

ARTICLE I

Robert's Rules of Order, Revised, shall be the parliamentary authority on all points not conflicting with these By-laws or the Articles of Incorporation of this organization.

ARTICLE II

NAME

The official corporate name of "Northeast Iowa Christian Service Camp" shall be referred to in these by-laws as NEICSC.

ARTICLE III;

PURPOSE:

The object of NEICSC shall be to aid and facilitate the religious, charitable and missionary work of the Church of Christ and Christian Churches and is further defined as the purpose of NEICSC shall be to conduct camps, conferences, rallies, and other activities to the end that persons not yet Christian may be won to Christ and His Church as set forth in the restoration of the New Testament Church and that people of all ages may be built up in the Christian faith and life. NEICSC is empowered to gain possession of, hold, control, and direct the use and disposition of such properties and materials as may be used for these purposes.

ARTICLE IV

MEMBERSHIP

Any Christian Church or Church of Christ, true to the principles of the Restoration Movement and functioning independently of any denomination or ruling body may become a "Member Church" of NEICSC. A Member Church is defined as:

- a) A Church that teaches the path of salvation is for individuals to confess they believe Jesus Christ is the only begotten son of God, accept Jesus Christ as their Savior and, in Obedience to his command, are immersed in the name of the Father, Son, and Holy Spirit so their sins may be forgiven.
- b) Must actively contend for the restoration of the New Testament Church.
- c) Is one which contributes a minimum of \$500 per fiscal year to the camp general fund (fiscal year is September 1 to August 31).
- d) Agree to support NEICSC activities through volunteer workers and/or attendees to NEICSC Programs.
- e) On voting issues, the vote shall be done on a "Roll Call" basis and each Member Church will be allowed to have one vote regardless of the number of Trustees attending.

ARTICLE V

BOARD OF TRUSTEES

Section 1

The Board of Trustees shall be comprised of not more than two (2) persons appointed from each Member Church. One of such members should be of their Ministerial staff.

Section 2

Each Trustee must be a Christian known to be an immersed believer of Jesus Christ, actively contending for the restoration of the New Testament Church. All trustees shall attend at least one half the regular meetings each year.

Section 3

Each Member Church will certify in writing who will serve as their camp trustee(s) as spelled out in Article VI of the Restated Articles of Incorporation of NEICSC dated March 13, 1967. It is the responsibility of each Member Church to notify the Board Secretary, in writing of:

- a) Change of their trustee.
- b) Status change of Trustees (i.e. change of name, address, phone number, and e-mail address.)

Section 4

Ex-officio members and guests do not have voting rights and may only be allowed to speak when called upon by the then Board of Trustees Chairman.

Section 5

At any regular meeting of the Board of Trustees, a new church contributing a minimum of \$500 to the camp general fund may petition the Board of Trustees for membership status and representation on the Board of Trustees. A new church is one which has not been a Member Church during the past year. See Article IV Membership for requirements.

Section 6

At any regular meeting, a Member Church with an average attendance of less than 30 for the previous year, contributing less than \$500 but a minimum of \$100 to the camp general fund during their fiscal year, may petition the Board of Trustees for membership status and representation on the Board of Trustees.

Section 7

At the September annual meeting of the Board of Trustees, new members to the Executive Board as described in Article VI, will be elected from its membership and shall serve a three year term. The election for each new Executive Board member shall be by ballot and shall be the last order of business at the annual meeting. Nominees for the Executive Board positions must be on the Board of Trustees, and shall be from a Member Church in good standing.

Section 8

The Treasurer to the Board of Trustees shall be nominated and elected annually by the Board of Trustees and will be an Ex-officio member of the Executive Board. The Treasurer must personally attend a Member Church and qualify under the Section 2 of Article V of this document. The treasurer need not be a member of the Board of Trustees.

ARTICLE VI

EXECUTIVE BOARD

Section 1:

The executive board shall be composed of nine (9) members, representing not less than seven (7) member churches, selected from and by the Board of Trustees during the annual meeting, consisting of:

- a) Each member of the Executive Board will serve a three year term once elected.
- b) Three year terms will be staggered with 3 new members elected each year at the annual meeting of the full Board of Trustees.
- c) The officers of the Executive Board shall be chosen by the Executive Board, including a Chairman, Vice Chairman, and Secretary.
- d) No less than 1/3 nor more than 1/2 who are ministers of Member Churches
- e) The Executive Board members may serve up to two (2) consecutive three year terms and must stand down for a minimum of one year prior to being re-nominated to the Executive Board
- f) Any vacancy occurring on the Executive Board shall be filled by appointment by the Executive Board until the next annual meeting at which time the new Executive Board member will serve a term limited to the extent of the vacancy he/she filled.
- g) A member church with more than one Executive Board member must have the terms of those Executive Board members staggered.
- h) The camp manager may be an ex-officio member of the Executive Board when invited by the Chairman of the Executive Board.

Section 2

Meetings of the Executive Board shall be held at the call of the Chairman or three (3) members of the Executive Board with reasonable notice given of said meetings.

- a) 2/3 or 66.6% of the members present shall constitute a quorum.
- b) A two-thirds (2/3) majority vote shall be needed for any Executive Board action.

Section 3

The Executive Board will;

- a) Approve policies and guidelines to maintain good camping programs.
- b) The affairs of the corporation shall be conducted, controlled, and managed by the Executive Board.
- c) The Executive Board will be responsible for approving all expenditures, including one time expenses less than \$5,000, as per the annually approved budget and reserves the right to forward portions of those responsibilities on to an appointee.

- d) The Executive Board shall appoint such officers, committees, and agents as they deem necessary.
- e) Receive reports from committees and act upon their recommendations.
- f) Annually review, revise when necessary, and recommend the operating budget to the Board of Trustees for approval.
- g) Review and approve NEICSC programs and activities as developed and recommended by the camp manager.
- h) Consider and adopt long range plans to be recommended to the Board of Trustees for approval.
- i) Interview, select and recommend a candidate for Camp Manager to the Board of Trustees for approval.
- j) Update, revise and adopt changes to NEICSC Policies and Procedures Manual.

ARTICLE VII

OFFICERS AND DUTIES

Section 1: Chairman:

- a) Is responsible to the Executive Board and the Board of Trustees for the following:
 - 1) To convene and conduct all regular and special meetings of the Executive Board and Board of Trustees.
 - 2) Shall run all meetings with a prepared agenda distributed in advance if possible.
- b) Responsible for the direct supervision of the Camp Manager.
- c) Shall be the Registered Agent with the Iowa Secretary of State.
- d) The Chairman shall annually appoint trustees forming a nominating committee to nominate Trustees to fill the expiring positions on the Executive Board. This committee, at the Chairman's discretion, may include the Camp Manager.

Section 2: Vice Chairman:

Shall assume all duties of the Chairman in his/her absence.

Section 3: Secretary:

- a) Is responsible to the Executive Board and Board of Trustees for the following:
 - 1) Shall record the minutes of all meetings of the Executive Board and Board of Trustees
 - 2) Shall have charge of all records pertaining to that office,
 - 3) Shall sign all such instruments requiring his/her signature.
 - 4) Shall make such reports and perform other duties pertaining to that office or those properly assigned to him/her by the Executive Board/ Board of Trustees
 - 5) Shall distribute minutes of the previous Board meeting prior to the next Board meeting.

Section 4: Treasurer:

- a) Is responsible to the Executive Board and the Board of Trustees for the following
 - 1) Shall have custody of all monies and securities of the camp unless otherwise directed by the Executive Board or in their absence, the Board of Trustees.
 - 2) Shall keep regular books of accounting records and present detailed reports as established from time to time by the Executive Board at each regular meeting of the Executive Board and Board of Trustees meeting per request by the Executive Board or in their absence the Board of Trustees.
 - 3) Shall sign or countersign documents or instruments as required.
 - 4) Shall make such reports and perform other duties pertaining to that office or those properly assigned to him/her by the Executive Board/ Board of Trustees.
 - 5) Shall present all financial records for review by an audit committee that is appointed by the Executive Board at whatever time they deem appropriate. Audit committee may include non-trustees at the discretion of the Executive Board.

Section 5: Trustees:

- a) Each Member Church shall select two (2) trustees to serve the camp. The Trustees shall be certified in writing to the secretary of the Board of Trustees.
- b) Are responsible to the Executive Board and the Board of Trustees for the following:
 - 1) They are the legal representatives of the camp and the Board of Trustees.
 - 2) Any revision to the Articles of incorporation must be approved by 2/3 vote of the trustees (one vote per Member Church). With a quorum being a minimum of 1/2 of the total Member Churches present.
 - 3) Any expenditures of \$5,000 or more must be approved by 2/3 vote of the full Board of Trustees.
 - 4) Any indebtedness must be approved by 2/3 vote of the full Board of Trustees.
- c) The officers of the Executive Board shall also serve as the officers of the full Board of Trustees.

Section 6

In the absence of any officer, the Chairman of the Board may delegate, for the time period needed, the duties of such officer to any other Trustee.

Section 7

Bond for any or all officers may be obtained by the Board of Trustees, if so desired or deemed necessary.

ARTICLE VIII MEETINGS

Notice of any annual meeting or special meeting of the full Board of Trustees may be sent by mail or made known by personal contact to each of the Member Churches no less than 10 days nor more than 50 days prior to the meeting date. Notice shall/may be given at the direction of the Chairman of the Executive Board, or by three members of the Executive Board, or by trustees representing three Member Churches. Notice of the special meeting shall be made by a member of the Executive Board and shall so state the purpose of the meeting.

ARTICLE IX:

This camp shall be open to use by other Churches, Christian organizations, and other third parties, subject to the approval of the Executive Board.

ARTICLE X:

Any member or group using the facilities, found guilty of gross immorality, heretical teaching contrary to the Articles of Faith of the occupying group, or agitation, or causing strife among the members shall be dealt with first by the Executive Board and if necessary brought before the full Board of Trustees at a special meeting.

ARTICLE XI:

The camp manager is directly responsible to the Executive Board. The Camp manager will report directly to the Chairman of the Executive Board.

Should there be a need to fill the Camp Manager position, the following will occur

- a) The Executive Board shall appoint a search committee to find candidates.
The Executive Board will provide requirements and guidelines to the Search Committee. The Search Committee will consist of 6 members from the Board of Trustees with only one member from any member church.
- b) The Search Committee will search for candidates and make recommendations to the Executive Board on any candidate(s) the committee approves. The Search Committee must have at least a 2/3 vote to recommend any candidate to the Executive Board.
- c) Final candidate selection rests with the Board of Trustees with each member Church having one (1) vote. To be successful a candidate must have a 2/3 majority vote.

In the absence of a salaried camp manager, the ministers of the Churches of Christ, or occupying group, shall elect a manager to direct their educational program.

ARTICLE XII

Any group using the facilities shall carry their own accident insurance coverage for participants.

ARTICLE XIII

Any camp manager, camp personnel, teachers, program presenters, and guest missionaries, must be immersed believers in Jesus Christ. Any exception for camp personnel must be pre approved by the Chairman of the Executive Board.