

Community of Christ – Michigan Mission Center – Campground Operating Policy

1 *This policy is effective as of October 1, 2019. The policy was initially approved on Jan.1, 2011*
2 *and has been revised previously in March 2011, April 2014, October 2016, and January 2019.*

3
4 - A -

5 Name, Affiliation, and Offices

6 7 Name

8 The name of each campground included in this operating policy is:

9 Community of Christ Blue Water Campground

10 Community of Christ Park of the Pines

11 Community of Christ Sanford Campground

12 Community of Christ Woodlands Campground

13 (Hereafter collectively “Campgrounds or individually as “Campground”)

14 15 Affiliation

16 Each Campground is affiliated, owned, and operated by the Community of Christ, also known as
17 the Reorganized Church of Jesus Christ of Latter Day Saints, headquartered in Independence,
18 Missouri. Each Campground will be operated and managed by a Board of Directors (“Board”)
19 that will be elected at the annual Mission Center Conference. The Campground Board will be
20 accountable to and supervised by the Mission Center Officers for the Michigan Mission Center.
21 The Mission Center Officers will develop operating policies, in consultation with the
22 Campground Executive Committees and the Mission Center Council. These policies shall be in
23 accordance with the administrative policies and organizational bylaws of the Community of Christ
24 and subject to approval by the Presiding Bishopric of the Church.

25 26 Offices

27 Principal Office: The principal office of each Campground will be determined by each
28 Campground Board with the approval of the Mission Center Officers.

29 Change of Address: The Board, from time to time, may change the principal office of the
30 campground, for business purposes, from one location to another.

31
32 - B -

33 Mission and Purpose

34
35 The mission of the Campground Board shall be to proclaim Jesus Christ and promote
36 communities of joy, hope, love, and peace by providing places for camping experiences that
37 include fellowship, worship, recreation, and personal development. In addition, it shall be the
38 purpose of the Campground Board to provide proper stewardship over the campground, and to use
39 resources available to carry out that function.

40
41 - C -

42 Board of Directors

43 44 Scope of Authority

45 The Board of Directors (“Board”), is empowered to act on matters of property and facilities
46 management, business management, marketing, capital development, fundraising, risk
47 management, and activities.

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49 Composition, Election and Term

50 The members of the Board of each Campground (“Directors”) shall have two classes, (i) elected
51 and (ii) ex officio. The Board of each Campground is elected by plurality vote at a Mission Center
52 Conference. Candidates for Director may submit their name for consideration to the Mission
53 Center Conference, in accordance to the guidelines established by the Mission Center. Each
54 Director, regardless of class, shall be entitled to one (1) vote, when present.

55
56 The Mission Center President (MCP) and the Mission Center Financial Officer (MCFO), or their
57 designees, shall be voting ex officio members of the Board.

58
59 Elected Directors shall serve for a term of three (3) years or until their successor has been elected
60 and taken office. Elected Directors shall serve staggered terms with one-third being elected each
61 year. To effectuate these staggered terms, during the initial election of the Board, one-third of the
62 total number of Directors on the Board shall be elected for a one-year term, one-third shall be
63 elected for a two-year term, and one-third for a three-year term. The terms will begin on January 1
64 and expire on December 31. Ex officio directors shall serve for the term for which they hold their
65 field office, or in the case of a designee, for a duration as determined by the field officer making
66 the designation. Elected Directors may serve a total of three consecutive 3-year terms.

67
68 In the event a Director resigns, or in case of death, or has three consecutive absences from
69 meetings of the Board, the Board may declare said Director’s position vacant after providing
70 written notice to the Director, or to the Mission Center President in case of death. If the Board
71 declares a position vacant, a replacement may be elected by majority vote of the board to fill the
72 un-expired term.

73 74 Qualifications

75 A prospective member to the Board shall:

- 76 (a) not have been convicted of a felony within the past five years.
- 77 (b) not have been declared of unsound mind by a final order of a court.
- 78 (c) be an active participant in the life of a Congregation as determined by their Pastor.
- 79 (d) be approved by the MCP and MCFO if the prospective candidate is not an active participant
- 80 in the life of a Congregation.
- 81 (e) be a registered youth worker.
- 82 (f) not be an employee, or a spouse of an employee, of the campground.

83 84 Number of Directors

85 The number of elected Directors for each Campground shall be determined by the Board and be a
86 minimum of nine (9), and a maximum of fifteen (15).

87 88 Special Appointments

89 Under special circumstances, it may be necessary to appoint additional board members to comply
90 with government regulations, either local or foreign. Or to provide campground boards with
91 expertise pertaining to special projects or regulations. If deemed necessary, special appointments
92 will be made by the MCP and/or the MCFO in consultation with the board president, and may be
93 in excess of the number designated for elected directors of the campground.

94 95 Compensation

96 Directors shall serve without compensation.

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97

98 Board Meetings

99 The Board shall meet a minimum of four (4) times during each fiscal year. The date and time of
100 the meetings shall be established by the Board, with written notification to be given by the Board
101 Secretary at least ten (10) days prior to each meeting. The meeting place shall be determined by
102 the Executive Committee (item E) if not held at the Campground. Special meetings may be called
103 by the Board President, or by two (2) members of the Executive Committee, or upon written
104 request of at least four (4) members of the Board, or by the Mission Center President, or Mission
105 Center Financial Officer, and shall be held within fifteen (15) days of written request to the Board
106 President or the Board Secretary, with the purpose of the meeting to be stated in the call. Except
107 for executive sessions, all meetings of the Board shall be open to Community of Christ members
108 of Michigan Mission Center.

109

110 The agenda for all Board meetings will be set by the Board President. The agenda for all special
111 Board meetings shall be limited to the matters set forth in the written notice calling the special
112 meeting of the Board

113

114 Quorum

115 A majority of Directors currently serving shall constitute a quorum of the Board and may conduct
116 business of the Board of Directors.

117

118 Conduct of Meeting

119 The Board President, or in the absence of this officer, the Board Vice-President or another
120 Director selected by the Board, shall preside at meetings of the Board. The Board Secretary or, in
121 the Board Secretary's absence, any director appointed by the presiding officer shall act as
122 Secretary of the Board. The Board, Executive Committee, and standing committees shall be
123 authorized to transact business by mail, or electronically, provided that any decision taken by such
124 means is ratified at the next meeting of the Board, Executive Committee, or standing committee.

125

126 Adjournment

127 A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting
128 to another time and place. Notice of any adjourned meeting shall be given prior to the time of the
129 reconvened meeting to the Directors who were not present.

130

131 Electronic Meetings

132 The Board, Executive Committee, and standing committees are authorized to meet by telephone
133 conference or through other electronic communications media so long as all the available
134 members may simultaneously communicate with each other and participate during the meeting.

135

136 Removal of Director for Cause

137 The Executive Committee, with Board approval, may declare vacant the office of any elected
138 Director on the occurrence of any of the following events:

- 139 (a) The Director is declared of unsound mind by a final order of a court; or
140 (b) The Director is convicted of a felony or any crime involving moral turpitude while serving on
141 the board; or
142 (c) The Director fails to attend three (3) consecutive meetings; or
143 (d) The Director is no longer a friend of, or member in good-standing of, the Church; or
144 (e) A two-thirds vote of no confidence by the Board.

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145 An appeal of any such action may be made to the Mission Center President, or Mission Center
146 Financial Officer.

147

148 Resignation of a Director

149 A Director may resign at any time upon written notice to the Board President and/or Board
150 Secretary indicating the effective date of such resignation. The vacancy caused by such
151 resignation shall be filled in accordance with this Policy.

152

153 Responsibilities of the Board of Directors

154 The Board shall have the following powers and responsibilities:

155 (a) Develop policy for management of the Campground.

156 (b) Develop long and short term plans for the Campground.

157 (c) Manage the funds and assets of the Campground.

158 (d) Invest assets in accordance to church policy.

159 (e) Report the annual operating budget for the Campground to the Annual Mission Center
160 Conference.

161 (f) Appoint, support, or recall the business manager and/or executive director, and/or caretaker
162 and/or resident manager for the Campground.

163 (g) Supervise the maintenance of the physical plant, property, and equipment.

164 (h) Elect annually the following officers for the Board: President, Vice-President, and Secretary.

165 (i) Appoint special committees deemed necessary for the accomplishment of the purposes of the
166 Campground.

167 (j) Shall physically visit the grounds periodically in order to visualize proper stewardship over
168 the grounds.

169 (k) Keep the financial records of the Campground.

170 (l) Provide for an annual audit in consultation with the Mission Center Financial Officer.

171 (m) Hire employees of the Campground.

172 (n) Follow Risk Management guidelines as established by the World Church.

173 (o) Follow all local, state, and federal government laws.

174

175 - D -

176 Officers of the Board

177

178 Election and Appointment

179 The officers shall be a President, Vice President, Secretary, and Financial Officer. The
180 President, Vice President, and Secretary will be elected by the Board of Directors from among
181 the elected Directors to serve a one-year term or until a successor has been elected. A Financial
182 Officer for the Campground will be appointed by the Mission Center Financial Officer and
183 sustained by a majority vote of the Board. The Financial Officer may or may not be a member
184 of the Board. The Secretary and Financial Officer shall have the option of appointing assistants
185 who shall be sustained by the Board. These assistants may or may not be members of the Board
186 and will not serve as members of the executive committee by virtue of such an appointment.

187

188 Duties

189 President:

190 The President shall preside at all Board and Executive Committee meetings; and, with the Board
191 Financial Officer, shall sign in the name of the Campground all contracts authorized by the Board.

192

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193 Vice-President:

194 The Vice-President shall assist the Board President in the discharge of official duties and shall
195 preside at meetings in the absence of the Board President.

196

197 Secretary:

198 The Secretary shall give notice of all Executive Committee (Item E) meetings to members of the
199 Executive Committee, shall distribute copies of Executive Committee meeting minutes to
200 Executive Committee members within ten (10) days of each meeting; shall give notice of all
201 Board meetings to all Directors; shall distribute the minutes of Board meetings to Directors within
202 ten (10) days of each Board meeting; shall keep a record of attendance at all Board meetings; and
203 shall be responsible for official communications and correspondence; and shall maintain a copy of
204 all minutes, records, correspondences, communications, and reports from Board meetings and
205 committee meetings standing and ad hoc.

206

207 Assistant Secretary:

208 The Assistant Secretary shall assist the Board Secretary in the discharge of all official duties.

209

210 Financial Officer (Treasurer):

211 The Financial Officer shall be responsible for the collection and disbursement of all monies,
212 funds, and properties of the Campground by the direction of the Board; shall be a signatory on all
213 campground accounts along with the Mission Center Financial Officer; shall keep an itemized
214 account of all monies, funds, assets, liabilities, and properties; shall oversee the deposit of all
215 monies in such bank or banks and/or the World Church Affiliate Investment Pool as designated by
216 the Board; shall prepare a monthly written, itemized financial report and balance sheet statement
217 for presentation at each meeting of the Board; shall prepare an annual financial report and balance
218 sheet; shall pay all routine bills; shall present a proposed balanced and fiscally responsible budget,
219 including any support and fees, for approval by the Board prior to the annual Mission Center
220 Conference and reported to the conference; shall submit all records for audit as requested by the
221 Board; shall provide for any tax preparation as required by law; and with the President shall sign
222 in the name of the campground all contracts authorized by the Board. In addition, the Board
223 Financial Officer shall serve as Chairperson of the Finance Committee.

224

225 Assistant Financial Officer:

226 The Assistant Financial Officer shall assist the Board Financial Officer in the discharge of all
227 official duties.

228

229 - E -

230 Executive Committee

231

232 Composition and Organization

233 The Board President, Vice-President, Secretary, Financial Officer, and the Mission Center President
234 or designee shall constitute the Executive Committee.

235

236 Authority

237 The Executive Committee shall have general supervision of the affairs of the Campground
238 between meetings of the Board with power to act; shall appoint, with the approval of the Board,
239 the members and chairpersons of all standing and special committees (except the Finance
240 Committee chairperson); shall search out, contract with, and oversee the supervision of all

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241 Campground employees and volunteers, including the appointment of a person to serve as liaison
242 between the Executive Committee and Campground employees; shall be empowered to approve
243 emergency expenditures up to ten thousand dollars (\$10,000) without Board approval; shall
244 present an annual report to the Mission Center Conference at its annual meeting; shall perform
245 such other duties as are specified in this operating policy and shall report to and/or make
246 recommendations to the Board as it deems necessary.

247

248 - F -

249 Committees

250

251 Composition and Organization

252 The Board, at its discretion, may be assisted in its work by Standing Committees in Finance,
253 Licensing, Marketing, Futures, and Maintenance. The members of the Standing Committees are
254 to be nominated by the Executive Committee and approved by the Board unless otherwise stated
255 in these policies. All committees shall consist of at least three (3) members. The Board President
256 or the Board President's designee shall be an ex-officio member of all Standing Committees. The
257 Financial Officer, and Mission Center Financial Officer or their designee, shall serve on the
258 Finance Committee. Church members and friends of Michigan Mission Center Congregations
259 who are not members of the Board may also be appointed to serve on any Committee. Standing
260 Committee members shall serve for a term of one (1) year or until their successors are appointed.
261 Standing Committees shall meet at the call of their chairperson or of any two (2) committee
262 members. Employees of the Campground and their spouses shall by invitation be eligible to serve
263 on any committee.

264

265 Standing Committee Chairperson

266 Standing Committee Chairpersons shall be appointed by the Executive Committee with the
267 approval of the Board, and shall serve for a term of one (1) year or until their successor is
268 appointed. General duties of all Standing Committee Chairpersons shall be to attend all meetings
269 of the Board, to maintain up-to-date descriptions of the committee duties, and to submit reports to
270 the Board at each regular Board meeting regarding past activities and future plans of their
271 committee. In addition Standing Committee Chairpersons shall have a general knowledge of the
272 areas of committee responsibility and shall be an advocate for the issues that arise out of the
273 various committee activities.

274

275 Authority and Duties

276 All Standing Committees shall report and make recommendations to the Board, and to the
277 Executive Committee upon request; committees shall have power to act if the Board so delegates
278 that authority. Committees shall communicate with each other to fulfill all licensing, legal, and
279 other necessary requirements to provide for optimal Campground operations.

280

281 Finance Committee

282 The Finance Committee shall recommend the acquisition and disposition of all real and personal
283 property in consultation with the Mission Center Financial Officer; shall recommend fees for
284 usage of the property and grounds except as otherwise indicated in this policy statement; shall
285 prepare and propose a balanced and fiscally responsible budget for the Board Financial Officer to
286 present to the Board prior to Mission Center Conference; shall develop plans for establishing and
287 maintaining adequate operation and development reserves; and shall provide for insurance
288 through World Church Risk Management, and bonding when required, for the employees and

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289 resident manager(s) of the Campground in an amount sufficient to protect the Campground from
290 loss.

291

292 Licensing Committee

293 The Licensing Committee shall obtain all required State and County permits; shall ensure
294 compliance with all State, County, and Township laws; shall ensure compliance with all State,
295 County, and Township code regulations; shall provide for safety and security of all Campground
296 staff and visitors; and shall work with the Finance Committee to ensure that all requirements are
297 met for the use of the Campground.

298

299 Marketing Committee

300 The Marketing Committee shall develop a marketing plan and shall explore and recommend ways
301 to increase utilization of the Campground for the purpose of fulfilling the mission and purpose of
302 the Campground, and, with Board approval, shall promote and publicize the use of the
303 Campground.

304

305 Futures Committee

306 The Futures Committee shall develop future master plans for improvement, development, and
307 environmental preservation of the Campground.

308

309 Maintenance Committee

310 The Maintenance committee shall develop plans for maintenance of the assets of the
311 Campground.

312

313 Additional Ad Hoc Committees

314 Additional committees may be established by the Campground Board, as they shall from time to
315 time be deemed necessary to carry on the work of the Board. Members of these committees shall
316 be nominated by the Executive Committee and approved by the Board.

317

318 - G -

319 Finances

320

321 Fiscal Year

322 The Fiscal year of the campground shall be January 1 through December 31.

323

324 Use of Funds

325 All assets and earnings shall be used exclusively for the purposes set forth in Item B.

326

327 Expenditure Approval

328 Board approval shall be required for all non-emergency expenditures not included in the current-
329 year budget, and any single item purchase of more than \$10,000.00.

330

331 Loan Approval

332 Loan agreements of less than \$25,000.00 for Campground capital improvement and development,
333 including the purchasing of additional property, may be entered into only after two-thirds (2/3)
334 vote of the Board. Loan agreements of more than \$25,000.00 will also require a majority vote of
335 the Mission Center Conference. All loans will also be subject to the guidelines of the World
336 Church and the approval by the mission center officers, the field apostle, and the Presiding

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337 Bishopric.

338

339 Reserve Fund Balances

340 The Campground shall establish an operating reserve fund in an amount equal to at least fifteen
341 percent (15%) of its previous year's operating budget. Other reserve funds shall also be
342 established for development and equipment.

343

344 Other Items

345 The Mission Center Financial Officer shall have the authority to establish other financial policies
346 and practices not covered in these operating policies.

347

348 - H -

349 Disposition

350

351 The disposition of a Campground, or any part of the Campground property, will be approved by
352 and handled through the Mission Center Officers, Mission Center Conference, with approval of
353 the Presiding Bishopric.

354

355 - I -

356 Parliamentary Authority

357

358 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern
359 the Campground Board in all cases to which they are applicable and in which they are not
360 inconsistent with these Policies. All Campgrounds will also comply with the rules set forth in the
361 Community of Christ Church Administrator's Handbook.

362

363 -J-

364 Combined Campgrounds Executive Committee

365

366 Composition

367 The Combined Campgrounds Executive Committee shall consist of the President, Vice President,
368 Secretary, and Financial Officer from each campground board, the Mission Center Financial
369 Officer (or designee), the Mission Center President (or designee), and the Field Apostle (or
370 designee). A board officer may designate another director serving on her/his board to take her/his
371 place on the committee when necessary.

372

373 Meetings

374 The Combined Campgrounds Executive Committee shall meet at the call of the Mission Center
375 Financial Officer, Mission Center President, Field Apostle, or any three members of the
376 committee. The board shall meet at least once annually. Notice of meetings shall be provided at
377 least fourteen days in advance of any meeting. Meetings will be chaired by the Mission Center
378 Financial Officer, or designee. The Mission Center President, or designee, shall serve as the
379 secretary for meetings. The committee is authorized to meet by telephone conference or through
380 other electronic communications media so long as all the available members may simultaneously
381 communicate with each other and participate during the meeting. A majority of the members of
382 the committee shall constitute a quorum.

383

384

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385 Scope of Authority

386 The Combined Campgrounds Executive Committee is empowered to develop and revise policies
387 and procedures that apply to all campgrounds and act on other questions and matters, such as
388 scheduling, strategic planning, and use of shared resources, which may impact all campground
389 properties.

390

391 - K -

392 Changes to Policy

393

394 The Michigan Campgrounds Operating Policy may be changed upon the recommendation of the
395 Combined Campgrounds Executive Committee in consultation with and following the approval
396 of the Presiding Bishopric, Field Apostle, and Mission Center Officers.