

1. Community of Christ
2. MICHIGAN CAMPGROUNDS
3. OPERATING POLICY
4. January 1, 2011
5. (Rev. March 2011, April 2014, October 2016)
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8. - A -

9. Name, Affiliation, and Offices
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11. Name

12. The name of each campground included in this operating policy is:
13. Community of Christ Blue Water Campground
14. Community of Christ Camp Manitou
15. Community of Christ Park of the Pines
16. Community of Christ Sanford Campground
17. Community of Christ Woodlands Campground
18. (Hereafter collectively “Campgrounds or individually as “Campground”)
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20. Affiliation

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

32. Principal Office:

33. The principal office of each Campground will be determined by each Campground Board
34. with the approval of the Mission Center.

35. Change of Address:

36. The Board, from time to time, may change the principal office of the campground, for business
37. purposes, from one location to another.
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39. - B -

40. Mission and Purpose
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42. The mission of the Campground Board shall be to proclaim Jesus Christ and promote communities
43. of joy, hope, love, and peace by providing places for camping experiences that include fellowship,
44. worship, recreation, and personal development. In addition, it shall be the purpose of the Campground
45. Board to provide proper stewardship over the campground, and to use resources available to carry
46. out that function.
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- C -
Board of Directors

Scope of Authority

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

Composition, Election and Term

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

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

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

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

Qualifications

A prospective member to the Board shall:

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

(Note: A convicted felon who has served their time and restitution, may serve on the Board, but will not have access to, or any responsibility for, handling funds)

Number of Directors

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

96. Special Appointments

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

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103. Compensation

104. Directors shall serve without compensation.

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106. Board Meetings

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

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

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122. Quorum

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

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126. Conduct of Meeting

127. The Board President, or in the absence of this officer, the Board Vice-President or another
128. Director selected by the Board, shall preside at meetings of the Board. The Board Secretary or,
129. in the Board Secretary's absence, any director appointed by the presiding officer shall act as
130. Secretary of the Board. The Board shall be authorized to transact business by mail, or electronically,
131. provided that any decision taken by such means is ratified at the next meeting of the Board.

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133. Adjournment

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

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139. Electronic Meetings

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

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Removal of Director for Cause

The Executive Committee, with Board approval, 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 three (3) consecutive meetings; or
- (d) The Director is no longer a friend of, or member in good-standing of, the Church; or
- (e) A two-thirds vote of no confidence by the Board; or
- (f) Any crime involving moral turpitude.

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

Resignation of a Director

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

Responsibilities of the Board of Directors

The Board shall have the following powers and responsibilities:

- (a) Develop policy for management of the Campground.
- (b) Develop long and short term plans for the Campground.
- (c) Manage the funds and assets of the Campground.
- (d) Invest assets in accordance to church policy.
- (e) Report the annual operating budget for the Campground to the Annual Mission Center Conference.
- (f) Appoint, support, or recall the business manager and/or executive director, and/or caretaker and/or resident manager for the Campground.
- (g) Supervise the maintenance of the physical plant, property, and equipment.
- (h) Elect annually the following officers for the Board: President, Vice-President, Secretary, and Financial Officer (Treasurer).
- (i) Appoint special committees deemed necessary for the accomplishment of the purposes of the Campground.
- (j) Shall physically visit the grounds periodically in order to visualize proper stewardship over the grounds.
- (k) Keep the financial records of the Campground.
- (l) Provide for an annual audit in consultation with the Mission Center Financial Officer.
- (m) Hire employees of the Campground.
- (n) Follow Risk Management guidelines as established by the World Church.
- (o) Follow all local, state, and federal government laws.

Officers of the Board

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Election and Appointment

The officers shall be a President, Vice President, Secretary, and Financial Officer (Treasurer). Officers will be elected from the Board of Directors, by the Board of Directors, to serve a one-year term, or until their successor has been elected. The President shall have the authority to appoint an assistant for both the Board Secretary and the Board Financial Officer, provided that the appointments shall be sustained by the Board. The assistants may or may not be members of the board. They will not serve as part of the executive committee by virtue of such an appointment.

Duties

President:

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

Vice-President:

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

Secretary:

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

Assistant Secretary:

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

Financial Officer (Treasurer):

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

240. Finance Committee.

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242. Assistant Financial Officer:

243. The Assistant Financial Officer shall assist the Board Financial Officer in the discharge of
244. all official duties.

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248. Executive Committee

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250. Composition and Organization

251. The Board President, Vice-President, Secretary, Financial Officer, the Mission Center
252. President or their designee, and the Mission Center Financial Officer or their designee, shall
253. constitute the Executive Committee.

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255. Authority

256. The Executive Committee shall have general supervision of the affairs of the Campground between
257. meetings of the Board with power to act; shall appoint, with the approval of the Board, the
258. members and chairpersons of all standing and special committees (except the Finance
259. Committee chairperson); shall search out, contract with, and oversee the supervision of all
260. Campground employees and volunteers, including the appointment of a person to serve as
261. liaison between the Executive Committee and Campground employees; shall be empowered to
262. approve emergency expenditures up to ten thousand dollars (\$10,000) without Board approval;
263. shall present an annual report to the Mission Center Conference at its annual meeting; shall
264. perform such other duties as are specified in this operating policy and shall report to
265. and/or make recommendations to the Board as it deems necessary.

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269. Committees

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271. Composition and Organization

272. The Board, at its discretion, may be assisted in its work by Standing Committees in Finance,
273. Licensing, Marketing, Futures, and Maintenance. The members of the Standing Committees
274. are to be nominated by the Executive Committee and approved by the Board unless otherwise
275. stated in these policies. All committees shall consist of at least three (3) members.

276. The Board President or the Board President's designee shall be an ex-officio member of all
277. Standing Committees. The Financial Officer, and Mission Center Financial Officer or their
278. designee, shall serve on the Finance Committee. Church members and friends of Michigan
279. Mission Center Congregations who are not members of the Board may also be appointed to
280. serve on any Committee. Standing Committee members shall serve for a term of one (1) year
281. or until their successors are appointed. Standing Committees shall meet at the call of their
282. chairperson or of any two (2) committee members. Employees of the Campground and
283. their spouses shall by invitation be eligible to serve on any committee.

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285. Standing Committee Chairperson

286. Standing Committee Chairpersons shall be appointed by the Executive Committee with
287. the approval of the Board, and shall serve for a term of one (1) year or until their successor

288. is appointed. General duties of all Standing Committee Chairpersons shall be to attend
289. all meetings of the Board, to maintain up-to-date descriptions of the committee duties,
290. and to submit reports to the Board at each regular Board meeting regarding past activities
291. and future plans of their committee. In addition Standing Committee Chairpersons shall have
292. a general knowledge of the areas of committee responsibility and shall be an advocate for the
293. issues that arise out of the various committee activities.

294.
295. Authority and Duties

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

300.
301. Finance Committee

302. The Finance Committee shall recommend the acquisition and disposition of all real and
303. personal property in consultation with the Mission Center Financial Officer; shall recommend
304. fees for usage of the property and grounds except as otherwise indicated in this policy
305. statement; shall prepare and propose a balanced and fiscally responsible budget for
306. the Board Financial Officer to present to the Board prior to Mission Center
307. Conference; shall develop plans for establishing and maintaining adequate operation and
308. development reserves; and shall provide for insurance through World Church Risk Management,
309. and bonding when required, for the employees and resident manager(s) of the Campground in an
310. amount sufficient to protect the Campground from loss.

311.
312. Licensing Committee

313. The Licensing Committee shall obtain all required State and County permits; shall ensure
314. compliance with all State, County, and Township laws; shall ensure compliance with all State,
315. County, and Township code regulations; shall provide for safety and security of all Campground
316. staff and visitors; and shall work with the Finance Committee to ensure that all requirements are
317. met for the use of the Campground.

318.
319. Marketing Committee

320. The Marketing Committee shall develop a marketing plan and shall explore and recommend
321. ways to increase utilization of the Campground for the purpose of fulfilling the mission and
322. purpose of the Campground, and, with Board approval, shall promote and publicize the use of
323. the Campground.

324.
325. Futures Committee

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

328.
329. Maintenance Committee

330. The Maintenance committee shall develop plans for maintenance of the assets of the
331. Campground.

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333. Additional Ad Hoc Committees

334. Additional committees may be established by the Campground Board, as they shall from
335. time to time be deemed necessary to carry on the work of the Board. Members of these committees

336. shall be nominated by the Executive Committee and approved by the Board.

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- G -

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Finances

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Fiscal Year

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

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Use of Funds

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

347.

Expenditure Approval

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

351.

Loan Approval

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

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Reserve Fund Balances

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

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Other Items

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

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Disposition

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

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Parliamentary Authority

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

- J -

Changes to Policy

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386. The Michigan Campgrounds Operating Policy may be changed upon the recommendation of the
387. Campgrounds Combined Executive Committee in consultation with World Church officers (Mission
388. Center Officers, Field Apostle, and Presiding Bishop) and consultation with the Michigan Mission
389. Center Council.