

### **Article I – Name, Affiliation, and Office**

The name of this association shall be the Journey House Campus Ministry Center (“JHCM”). JHCM is affiliated with and owned by the Community of Christ (also known as the Reorganized Church of Jesus Christ of Latter Day Saints) headquartered in Independence, MO. JHCM is operated and managed by a Board of Directors (“Board”) as outlined in these bylaws.

The Board is accountable to and supervised by the Michigan Mission Center Officers. All policies, procedures, and operations of JHCM shall be in accordance with Community of Christ bylaws, policies, and procedures and are subject to the approval of Community of Christ General Officers.

The principal office of JHCM for transaction of business is located at 1628 E Grand River, East Lansing, MI 48823.

### **Article II - Purpose**

JHCM provides housing for students enrolled in post-secondary education. The housing environment is structured to enable peaceful student living where community formation and personal development are encouraged. Opportunities for spiritual formation, discipleship development, leadership enhancement, and personal growth are made available by JHCM to both residents and other students in the local community. The identity, mission, message, and beliefs of Community of Christ (Enduring Principles, Basic Beliefs, Mission Initiatives, etc.) inform and direct the operation of JHCM.

### **Article III – Board of Directors**

#### Section 1 - Scope of Authority

The Board is empowered to act on all matters of operations for JHCM. Specific areas of responsibility for the Board shall include but not be limited to the following:

- (1) Managing the funds, facilities, and other assets of JHCM
- (2) Approving the annual operating budget for JHCM
- (3) Hiring, supervising, and terminating JHCM employees
- (4) Developing the JHCM vision and strategic plan
- (5) Determining policies and procedures for JHCM management and operation
- (6) Promoting and marketing JHCM

#### Section 2 – Board Membership

The Board shall consist of nine (9) members (“Directors”) elected by the Michigan Mission Center Conference.

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

*Section 2.1 – Term of Directors*

Each Director shall serve for a term of three (3) years or until his/her successor has been elected and taken office. A term shall begin on July 1 and expire on June 30. Directors shall serve staggered terms with one-third being elected each year.

*Section 2.2 – Election of Directors*

Directors shall be elected by majority vote of the Michigan Mission Center Conference. The Conference shall conduct elections for three Directors each year. The Directors elected will begin their term of office on July 1 of the following year.

*Section 2.3 – Qualifications of Directors*

The following requirements must be met in order to be elected as a Director:

- (1) Have no record of felony convictions within the past five years.
- (2) Have no court orders declaring an unsound mind.
- (3) Be an active participant in the life of a Congregation as determined by the Pastor or be approved by mission center officers.
- (4) Not be an employee or spouse of an employee of JHCM.

*Section 2.4 – Removal of Directors*

The Board may remove a Director from office and declare the position vacant by majority vote in any of the following situations:

- (1) The Director is declared of unsound mind by a final order of a court
- (2) The Director is convicted of a felony
- (3) The Director fails to attend three (3) consecutive meetings
- (4) The Director takes action to harm or damage the operations or image of JHCM

*Section 2.5 – Resignation of Director*

A Director may resign at any time upon written notice to the President or Secretary indicating the effective date of such resignation.

*Section 2.6 – Director Vacancies*

A vacancy on the Board shall exist upon the death, resignation, or removal of a Director. Vacancies shall be filled by majority vote of the Board to elect a person to serve for the remainder of the exiting Director's original term of office.

Section 3 – Board Meetings

Regular meetings of the Board shall be held at least quarterly. The Secretary shall send notice of meeting times and locations to all Directors at least ten (10) days prior to all regular meetings.

*Section 3.1 – Meeting Quorum*

A majority of Directors currently serving shall constitute a quorum of the Board for the transaction of business. Ex-officio Board members shall not be counted when determining quorum.

*Section 3.2 – Electronic Meetings*

The Board, Executive Committee, and other committees are authorized to meet by telephone conference or through other electronic communications media so long as all the available members may simultaneously communicate with each other and participate during the meeting. Such participation shall constitute personal presence at the meeting.

*Section 3.3 – Special Meetings*

The President, Executive Committee, or any three (3) Directors may call for a special meeting of the board. Notice shall be required at least seven (7) days before a special meeting. The agenda for a special meeting shall be limited to the items listed in the notice for the meeting.

*Section 3.4 – Adjourned Meetings*

Directors who are not present when a meeting is adjourned to another time and place shall be provided notice of the adjournment prior to the time of the reconvened meeting.

*Section 3.5 – Action without Meeting*

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

**Article IV – Officers**

The Officers of the Board shall be President, Vice-President, Secretary, and Treasurer. These Officers shall perform the duties prescribed by these bylaws, the parliamentary authority adopted by the Board, all relevant legal statutes, and Community of Christ.

**Section 1 – Election of Officers**

The President, Vice President, and Secretary of the Board shall be elected annually from among the Directors currently serving at the first meeting following July 1 when new Directors take office. The Treasurer, who is not required to be a Board member, shall be appointed by the Mission Center Financial Officer and sustained by majority vote of the board. Officers shall begin their term of office upon their election and serve for one year or until their successors are elected. No Director shall hold more than one office at a time. Ex-Officio Directors shall not serve as President, Vice President, or Secretary.

**Section 2 – Duties of Officers***Section 2.1 - President*

The President shall set the agenda for and preside at all meetings of the Board and the Executive Committee, serve as the spokesperson for the Board, and ensure that decisions of the Board are executed as approved.

*Section 2.2 - Vice President*

The Vice-President shall perform the duties of the President in his/her absence or in the event that the President is unable or refuses to act.

*Section 2.3 - Secretary*

The Secretary shall keep or cause to be kept a book of minutes of all meetings of the Board and the Executive Committee that will be transferred to successors in office. The Secretary shall ensure that notice is given for all meetings of the Board and Executive Committee. The Secretary shall send and receive written communications on behalf of the Board.

*Section 2.4 - 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 JHCM, 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. The Treasurer shall deposit all monies and other valuables in the name of and to the credit of the JHCM with such depositaries as designated by the Board. The Treasurer shall disperse the funds of the JHCM as ordered by the Board, and shall render to the President, and the Directors, on request, an account of all officers' transactions as Treasurer, and of the financial condition of JHCM.

Section 3 – Resignation and removal of officers

An Officer may resign at any time upon written notice to the Board indicating the effective date of such resignation. Officers may be removed with or without cause as provided in the parliamentary authority.

**Article V – Committees**Section 1 – Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary, and the ex-officio Directors (MCP or designee and MCFO or designee).

*Section 1.1 – Scope of Authority*

The Executive Committee shall have general supervision of the affairs of JHCM between meetings of the Board with the power to act, contract with and supervise all JHCM employees and volunteers, approve emergency expenditures up to one thousand dollars (\$1,000), present an annual report to the Mission Center Conference, and bring recommendations to the Board for changes in policy, procedures, personnel, and other items related to the operation of JHCM.

*Section 1.2 – Meetings*

The Executive Committee shall meet at the call of the President or any two (2) Executive Committee Members. Notice of meetings shall be provided at least two (2) days in advance to all Executive Committee Members. Three (3) Executive Committee Members shall constitute a quorum of the Executive Committee.

Section 2 – Other Committees

The Board shall have the power to create committees, standing or special, when deemed necessary to carry on its work. The powers and duties of committees shall be specified by the Board at the time of their creation.

*Section 2.1 – Committee Members & Chairpersons*

Individuals not serving as Directors shall be eligible to serve as committee members. At least one Director shall serve on all committees of the Board. Unless otherwise specified by the Board, the President shall be responsible for appointing committee members and a chairperson for each committee.

*Section 2.3 – Committee Meetings*

Directors shall have the right to attend all committee meetings. Notice of committee meetings shall be provided to committee members and all Directors at least one week in advance.

**Article VI - Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

**Article VII – Amendments**

These bylaws may be amended at any meeting of the Board by two-thirds (2/3) vote, provided that notice of the amendment has been submitted at the previous meeting or provided in writing to all Directors.

**Article VIII – Disposition**

In the event that JHCM ceases to operate the disposition of JHCM will be approved and handled through the Mission Center Officers and Mission Center Conference with approval of the Community of Christ Presiding Bishopric.