

## Community of Christ – Michigan Mission Center – Campground Operating Policy

1 *This policy is effective as of October 15, 2023. The policy was initially approved on Jan.1, 2011*  
2 *and has been revised previously in Mar. 2011, Apr. 2014, Oct. 2016, Jan. 2019, Oct. 2019, Oct.*  
3 *2020, and Oct. 2022.*

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### 5 Name, Affiliation, and Offices

#### 6 Name

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

8 Community of Christ Blue Water Campground

9 Community of Christ Park of the Pines

10 Community of Christ Sanford Campground

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

#### 12 Affiliation

13 Each Campground is owned and operated by Community of Christ, also known as Reorganized  
14 Church of Jesus Christ of Latter Day Saints, headquartered in Independence, Missouri. The  
15 Presiding Bishopric for Community of Christ as trustee for all church properties is responsible  
16 for the administration of the temporal affairs of the whole church, and it determines delegation of  
17 its authority for stewardship of Campground properties including the structure for local  
18 governance to oversee the properties. Each Campground will be operated and managed by a  
19 Board of Directors (“Board”) that will be elected at the annual Mission Center Conference. The  
20 Campground Board will be accountable to and supervised by the Mission Center Officers for the  
21 Michigan Mission Center.  
22

#### 23 Offices

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

26 Change of Address: The Board, from time to time, may change the principal office of the  
27 campground, for business purposes, from one location to another.  
28

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### 30 Mission and Purpose

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

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### 38 Board of Directors

#### 39 Scope of Authority

40 The Board of Directors (“Board”), is empowered to act on matters of property and facilities  
41 management, business management, marketing, capital development, fundraising, risk  
42 management, and activities.  
43

#### 44 Composition, Election and Term

45 The members of the Board of each Campground (“Directors”) shall have two classes, (i) elected  
46 and (ii) ex officio. The Board of each Campground is elected by plurality vote at a Mission Center  
47 Conference. Candidates for Director may submit their name for consideration to the Mission  
48

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49 Center Conference, in accordance to the guidelines established by the Mission Center. Each  
50 Director, regardless of class, shall be entitled to one (1) vote, when present.

51  
52 The Mission Center President (MCP) and the Mission Center Financial Officer (MCFO), or their  
53 designees, shall be voting ex officio members of the Board.

54  
55 Elected Directors shall serve for a term of three (3) years or until their successor has been elected  
56 and taken office. Elected Directors shall serve staggered terms with one-third being elected each  
57 year. The terms will begin on January 1 and expire on December 31. Ex officio directors shall  
58 serve for the term for which they hold their field office, or in the case of a designee, for a duration  
59 as determined by the field officer making the designation. Elected Directors may serve up to three  
60 consecutive 3-year terms. After serving three consecutive 3-year terms, an individual is again  
61 eligible for election after not serving on the board for one or more years.

62  
63 In the event a Director resigns in writing to an executive committee member, or in case of death,  
64 or a Director is removed for cause by the Board, or the Mission Center Conference fails to elect a  
65 Director to fill a position; the Board President will announce the Director's position as vacant.  
66 The Board may elect a Director by majority vote to serve in a vacated position for the remainder  
67 of the term.

### 68 69 Qualifications

70 A prospective member to the Board shall:

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

### 78 79 Number of Directors

80 The number of elected Directors for each Campground shall be fifteen (15).

### 81 82 Special Appointments

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

### 88 89 Compensation

90 Directors shall serve without compensation.

### 91 92 Board Meetings

93 The Board shall meet a minimum of four (4) times during each fiscal year. The date and time of  
94 the meetings shall be established by the Board, with written notification to be given by the Board  
95 Secretary at least ten (10) days prior to each meeting. The meeting place shall be determined by  
96 the Executive Committee (item E) if not held at the Campground. Special meetings may be called

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97 by the Board President, or by two (2) members of the Executive Committee, or upon written  
98 request of at least four (4) members of the Board, or by the Mission Center President, or Mission  
99 Center Financial Officer, and shall be held within fifteen (15) days of written request to the Board  
100 President or the Board Secretary, with the purpose of the meeting to be stated in the call. Except  
101 for executive sessions, all meetings of the Board shall be open to Community of Christ members  
102 of Michigan Mission Center.

103  
104 The agenda for all Board meetings will be set by the Board President. The agenda for all special  
105 Board meetings shall be limited to the matters set forth in the written notice calling the special  
106 meeting of the Board

### 107 Quorum

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

### 110 Conduct of Meeting

111 The Board President, or in the absence of this officer, the Board Vice-President or another  
112 Director selected by the Board, shall preside at meetings of the Board. The Board Secretary or, in  
113 the Board Secretary's absence, any director appointed by the presiding officer shall act as  
114 Secretary of the Board.

### 115 Adjournment

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

### 119 Electronic Meetings

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

### 123 Removal of Director for Cause

124 The Board may remove an Elected Director for cause by majority vote and create a vacant  
125 position for any of the following reasons:

- 126 (a) The Director is declared of unsound mind by a final order of a court; or
- 127 (b) The Director is convicted of a felony or any crime involving moral turpitude while serving on  
128 the board; or
- 129 (c) The Director fails to attend two (2) consecutive meetings; or
- 130 (d) The Director is no longer a friend of, or member in good-standing of, the Church; or
- 131 (e) A two-thirds vote of no confidence by the Board.

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

### 133 Resignation of a Director

134 A Director may resign at any time upon written notice to any Executive Committee member  
135 indicating the effective date of such resignation. The vacancy caused by such resignation shall be  
136 filled in accordance with this Policy.

### 137 Responsibilities of the Board of Directors

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- 145 The Board shall have the following powers and responsibilities:  
146 (a) Develop policy for management of the Campground.  
147 (b) Develop long and short term plans for the Campground.  
148 (c) Manage the funds and assets of the Campground.  
149 (d) Invest assets in accordance to church policy.  
150 (e) Report annually to the Mission Center Conference the Campground financial statements that  
151 are inspected each year.  
152 (f) Appoint, support, or recall the business manager and/or executive director, and/or caretaker  
153 and/or resident manager for the Campground.  
154 (g) Supervise the maintenance of the physical plant, property, and equipment.  
155 (h) Elect annually the following officers for the Board: President, Vice-President, and Secretary.  
156 (i) Appoint special committees deemed necessary for the accomplishment of the purposes of the  
157 Campground.  
158 (j) Shall physically visit the grounds periodically in order to visualize proper stewardship over  
159 the grounds.  
160 (k) Keep the financial records of the Campground.  
161 (l) Provide for an annual financial inspection in consultation with the Mission Center Financial  
162 Officer.  
163 (m) Hire employees of the Campground.  
164 (n) Follow Risk Management guidelines as established by the World Church.  
165 (o) Follow all local, state, and federal government laws.

166  
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### 168 Officers of the Board

#### 169 Election and Appointment

170 The officers shall be a President, Vice President, Secretary, and Financial Officer. The  
171 President, Vice President, and Secretary will be elected by the Board of Directors from among  
172 the elected Directors to serve a one-year term or until a successor has been elected. A Financial  
173 Officer for the Campground will be appointed by the Mission Center Financial Officer and  
174 sustained by a majority vote of the Board. The Financial Officer may or may not be a member  
175 of the Board. The Secretary and Financial Officer shall have the option of appointing assistants  
176 who shall be sustained by the Board. These assistants may or may not be members of the Board  
177 and will not serve as members of the executive committee by virtue of such an appointment.

#### 178 179 Duties

##### 180 President:

181 The President shall preside at all Board and Executive Committee meetings; shall attend and  
182 actively participate or assign a designee to attend and actively participate in all Standing Committee  
183 meetings as an ex-officio member; and, with the Board Financial Officer, may sign in the name of  
184 the Campground any contracts authorized by the Board.

##### 185 186 Vice-President:

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

##### 189 190 Secretary:

191 The Secretary shall give notice of all Executive Committee (Item E) meetings to members of the  
192 Executive Committee, shall distribute copies of Executive Committee meeting minutes to

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

199

200 Assistant Secretary:

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

202

203 Financial Officer (Treasurer):

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

216

217 Assistant Financial Officer:

218 The Assistant Financial Officer shall assist the Board Financial Officer in the discharge of all  
219 official duties.

220

221 - E -

222 Executive Committee

223 Composition and Organization

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

226

227 Authority

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

238

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240 Committees

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### 241 Composition and Organization

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

### 254 Standing Committee Chairperson

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

### 264 Authority and Duties

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

### 270 Finance Committee

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

### 280 Licensing Committee

281 The Licensing Committee shall obtain all required State and County permits; shall ensure  
282 compliance with all State, County, and Township laws; shall ensure compliance with all State,  
283 County, and Township code regulations; shall provide for safety and security of all Campground  
284 staff and visitors; and shall work with the Finance Committee to ensure that all requirements are  
285 met for the use of the Campground.

### 287 Marketing Committee

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289 The Marketing Committee shall develop a marketing plan and shall explore and recommend ways  
290 to increase utilization of the Campground for the purpose of fulfilling the mission and purpose of  
291 the Campground, and, with Board approval, shall promote and publicize the use of the  
292 Campground.

### 293 294 Futures Committee

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

### 297 298 Maintenance Committee

299 The Maintenance committee shall develop plans for maintenance of the assets of the  
300 Campground.

### 301 302 Additional Ad Hoc Committees

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

### 306 307 - G - 308 Finances

#### 309 Fiscal Year

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

#### 311 312 Use of Funds

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

#### 314 315 Expenditure Approval

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

#### 318 319 Loan Approval

320 Loan agreements of \$25,000.00 or less for Campground capital improvement and development,  
321 including the purchasing of additional property, may be entered into only after two-thirds (2/3)  
322 vote of the Board. Loan agreements of more than \$25,000.00 will also require a majority vote of  
323 the Mission Center Conference. All loans will also be subject to the guidelines of the World  
324 Church and the approval by the mission center officers, the field apostle, and the Presiding  
325 Bishopric. Internal loans from the mission center to the campgrounds may be extended up to  
326 \$50,000 without requiring approvals from the mission center conference or the Presiding  
327 Bishopric. Internal loans include those provided by congregations to the campgrounds. Internal  
328 loans require two-thirds (2/3) approval by the Board and approvals from the mission center  
329 officers and field apostle.

#### 330 331 Reserve Fund Balances

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

#### 335 336 Other Items

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

339 - H -

### 340 Disposition

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

344

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### 346 Parliamentary Authority

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

351

352 -J-

### 353 Combined Campgrounds Executive Committee

#### 354 Composition

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

360

#### 361 Meetings

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

371

#### 372 Scope of Authority

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

377

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### 379 Changes to Policy

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