Community of Christ – Michigan Mission Center – Campground Operating Policy

This policy is effective as of June 3, 2026. The policy was initially approved on Jan. 1, 2011 and has been revised previously in Mar. 2011, Apr. 2014, Oct. 2016, Jan. 2019, Oct. 2019, Oct. 2020, and Oct. 2022, and Oct. 2023.

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Name, Affiliation, and Offices

Name

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

Community of Christ Blue Water Campground
Community of Christ Park of the Pines
Community of Christ Sanford Campground
(Hereafter collectively "Campgrounds or individually as "Campground")

Affiliation

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

Offices

Principal Office: The principal office of each Campground will be determined by each Campground Board with the approval of the Mission Center Officers.
Change of Address: The Board, from time to time, may change the principal office of the campground, for business purposes, from one location to another.

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Mission and Purpose

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

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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, risk management, and activities.

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. 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 up to three consecutive 3-year terms. After serving three consecutive 3-year terms, an individual is again eligible for election after not serving on the board for one or more years.

In the event a Director resigns in writing to an executive committee member, or in case of death, or a Director is removed for cause by the Board, or the Mission Center Conference fails to elect a Director to fill a position; the Board President will announce the Director's position as vacant. The Board may elect a Director by majority vote to serve in a vacated position for the remainder of the term. A Director elected by the Board to serve in a vacated position who serves more than half a term (1.5 years or longer) is considered to have served a full 3-year 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.

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

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

Compensation
Directors shall serve without compensation.

Board Meetings
The Board shall meet a minimum of four (4) times during each fiscal year. The date and time of the meetings shall be established by the Board, with written notification to be given by the Board Secretary at least ten (10) days prior to each meeting. The meeting place shall be determined by

the Executive Committee (item E) if not held at the Campground. Special meetings may be called by the Board President, or by two (2) members of the Executive Committee, or upon written request of at least four (4) members of the Board, or by the Mission Center President, or Mission Center Financial Officer, and shall be held within fifteen (15) days of written request to the Board President or the Board Secretary, with the purpose of the meeting to be stated in the call. Except for executive sessions, all meetings of the Board shall be open to Community of Christ members of Michigan Mission Center.

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

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

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

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

Electronic Meetings
The Board, Executive Committee, and standing 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.

Removal of Director for Cause
The Board may remove an Elected Director for cause by majority vote and create a vacant position for any of the following reasons:
(a) The Director is declared of unsound mind by a final order of a court; or
(b) The Director is convicted of a felony or any crime involving moral turpitude while serving on the board; or
(c) The Director fails to attend two (2) 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.
An appeal of any such action may be made to the Mission Center Financial Officer.

Resignation of a Director
A Director may resign at any time upon written notice to any Executive Committee member 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 including a strategic plan that is updated annually and made available for review by members of the Michigan Mission Center.
(c) Manage the funds and assets of the Campground.
(d) Invest assets in accordance to church policy.
(e) Report annually to the Mission Center Conference the Campground financial statements that are inspected each year.
(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, and Secretary.
(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 financial inspection 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.

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Officers of the Board

Election and Appointment

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

Duties

President:
The President shall preside at all Board and Executive Committee meetings; shall attend and actively participate or assign a designee to attend and actively participate in all Standing Committee meetings as an ex-officio member; and, with the Board Financial Officer, may sign in the name of the Campground any 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 after 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 after 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 an 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; shall submit all records for audit as requested by the Board; shall provide for any tax preparation as required by law; and may sign in the name of the campground any contracts authorized by the Board. In addition, the Board Financial Officer shall serve as Chairperson of the Finance Committee.

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

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Executive Committee

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

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

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Committees

Composition and Organization

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

Standing Committee Chairperson

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

Authority and Duties

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

Finance Committee

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

Licensing Committee

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

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

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

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

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

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Finances

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

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

Expenditure Approval
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.

Loan Approval
Loan agreements of $25,000.00 or less 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. Internal loans from the mission center to the campgrounds may be extended up to $50,000 without requiring approvals from the mission center conference or the Presiding Bishopric. Internal loans include those provided by congregations to the campgrounds. Internal loans require two-thirds (2/3) approval by the Board and approvals from the mission center officers and field apostle.

Reserve Fund Balances
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.

Other Items

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

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

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.

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Combined Campgrounds Executive Committee

Composition

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

Meetings

The Combined Campgrounds Executive Committee shall meet at the call of the Mission Center Financial Officer, Mission Center President, Field Apostle, or any three members of the committee. The board shall meet at least once annually. Notice of meetings shall be provided at least fourteen days in advance of any meeting. Meetings will be chaired by the Mission Center Financial Officer, or designee. The Mission Center President, or designee, shall serve as the secretary for meetings. The committee is 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. A majority of the members of the committee shall constitute a quorum.

Scope of Authority

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

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Changes to Policy

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