



By-Laws of the Ladies' Auxiliary of Central Florida Bible Camp

Article 1 - Name

The name of this organization shall be Ladies' Auxiliary of Central Florida Bible Camp. It will commonly be referred to as "Points of Light."

Article 2 - Purpose

Section 1: The purpose of this organization is to:

- (a) Promote the mission and activities of Central Florida Bible Camp to churches of Christ, families and others throughout the State of Florida;
- (b) Encourage, by example and word-of-mouth advertising, participation in the various events conducted by Central Florida Bible Camp;
- (c) Plan, organize and execute fundraising events that benefit the programs of the Camp.

Section 2: This Auxiliary operates under the auspices and authority of the Board of Directors of Central Florida Bible Camp. If the Board determines that the Auxiliary is no longer needed or functioning according to its defined purpose, the Board retains the right to reorganize, replace or dissolve the Auxiliary as the Board sees fit.

Article 3 - Membership

Section 1: Membership is open to women who:

- (a) are faithful members of Churches of Christ and;
- (b) support the mission and purposes of Central Florida Bible Camp.

Section 2: There shall be two classes of membership, Senior and Junior.

- (a) Senior membership shall be composed of women who are eighteen years of age or older.
- (b) Junior membership shall consist of young women who are under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.
- (c) Dues in the amount of \$10.00 for Senior members and \$2.00 for Junior members shall be due at the Annual Meeting. Membership shall not be denied to women who do not have the financial means to pay.

Article 4 – Officers & Their Duties

Section 1: The officers of this organization shall be the President, Vice-President, Secretary and Treasurer. These officers shall perform the duties prescribed by these by-laws and the parliamentary authority adopted by this organization.

Section 2: The **President** shall preside at all meetings of the Auxiliary and Executive Board, appoint all committees with Executive Board approval and perform all other duties incidental to her office.

Section 3: The **Vice-President**, in the absence of or the inability of the President, shall perform

all the duties of the President, and when the President is presiding, shall assist the President. Should a vacancy occur in the office of President, the Vice-President shall assume all the duties of the President.

Section 4: The **Secretary** shall keep an accurate record of all meetings of the Auxiliary and of the Executive Board, keep an up-to-date roster of the Auxiliary membership, and handle all correspondence to the membership, whether written or via email, as directed by Executive Board.

Section 5: The **Treasurer** shall have custody of all money collected by the Auxiliary and shall deposit and disburse the same in the name of the Ladies' Auxiliary of CFBC, as the organization or the Executive Board may direct. Detailed records of all receipts and disbursements shall be kept and presented, as requested. A report of these actions shall be presented to the membership at each regular meeting.

Section 6: The Camp's Executive Director and office staff shall provide limited administrative assistance to the officers, especially in the areas of maintaining membership rosters, mass email and written communications, and financial record keeping and reporting.

Article 5 – Executive Board

Section 1: The Executive Board shall consist of the officers plus two (2) individuals elected at-large from the Auxiliary membership.

Section 2: The Executive Board shall have the authority to conduct the affairs of the organization during the interim between membership meetings, except they may not modify any policy of the organization.

Section 3: Discussions and decisions of the Executive Board may be carried out via telephone, email, or in-person meetings. Detailed records of all decisions, including votes, will be kept by the Secretary and reported to the Auxiliary at regular membership meetings.

Section 4: The Executive Board is authorized to adopt rules for the transaction of its business,

provided they do not conflict with these by-laws.

Section 5: A majority (4 or more) of the Executive Board shall constitute a quorum.

Article 6 – Elections

Section 1: Officers and at-large Board members shall serve for a term of two years. Two (2) officers and one (1) at-large Board member shall be elected at each Annual Meeting, as follows:

- (a) The President, Secretary and one (1) at-large Board member shall be elected in even-numbered years;
- (b) The Vice-President, Treasurer and one (1) at-large Board member shall be elected in odd-numbered years.

Section 2: Elections shall be by ballot, in electronic or paper format, except when there is but one candidate for office.

Section 3: No member shall hold more than one office at any one time, and no one shall be eligible for more than two consecutive terms in the same office.

Section 4: Vacancies occurring in office shall be filled by the Executive Board until the next election.

Section 5: An office may be declared vacant by two-thirds of the Executive Board if an officer willfully neglects her duty.

Section 6: There shall be no salaried officers or employees, but necessary expenses incurred by officers and committees in the service of the Auxiliary may be refunded from the treasury, by order of the Executive Board after all other bills have been paid.

Section 7: The Board of Directors of Central Florida Bible Camp shall appoint the first President, Vice-President, Secretary and Treasurer who will serve until the time designated for their regularly set election year. This interim period will not be counted as one of the consecutive terms mentioned in Section 3, above, with regard to re-election.

Article 7 - Meetings

Section 1: General membership meetings will be scheduled twice each year at the Central Florida Bible Camp campus, as follows:

- (a) The Annual Meeting will be held in October during the Ladies' Fall Encampment.
- (b) A second meeting will be held in February during the Mother/Daughter Retreat.

Section 2: A minimum of twenty (20) members in attendance at membership meetings constitutes a quorum.

Article 8 - Committees

Section 1: The following committees have been created to ensure that the time and resources of the Auxiliary and its members are utilized in the most efficient manner possible. Committee membership is voluntary.

Fundraising Committee: Develops and implements ideas and activities to raise funds for the benefit of the Camp.

Membership Committee: To develop and implement ideas for gaining and retaining membership to the Auxiliary. Maintain auxiliary directory.

Section 2: The President may appoint other committees for designated purposes as the need arises.

Article 9 – Congregation Chapters

All Auxiliary members who attend the same congregation are considered a Chapter of the overall Ladies' Auxiliary organization. Each Chapter should elect a Chairperson and a Co-Chairperson who will serve respectively as the primary and secondary contact person and

activity coordinator for that Chapter.

Article 10 – Parliamentary Authority

The rules contained in current edition of "Robert's Rules of Order, Newly Revised" shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these by-laws and any special rules of order the Society may adopt..

Article 11 - Amendments

These by-laws may be amended at any membership meeting by the two-thirds vote, provided the amendment has been submitted to the membership thirty (30) days before.

Standing Rules

Rule 1: A financial report will be submitted to the Camp's Board of Directors for their review at their Annual Meeting each November.

Rule 2: Any expenditure amount of over \$100.00 will require approval by the membership.