

North Carolina Campers On Mission

# CONSTITUTION AND BY-LAWS

LATEST REVISIONS APPROVED APRIL, 2019  
BY VOTE OF THE NCCOM GENERAL MEMBERSHIP



IN CONNECTION WITH  
NORTH CAROLINA BAPTIST STATE CONVENTION

## PREFACE

The history of this document is as follows:

- 10-89 Adopted as the North Carolina Campers on Mission Charter.
- 10-91 Revised the slate of officers as follows:
- Split the Secretary/Treasurer into two offices, Recording Secretary/Treasurer and Corresponding Secretary.
  - Created the offices of Chaplain and Assistant Chaplain.
- 10-92 Complete revision as the North Carolina Campers on Mission Constitution and Bylaws
- 10-94 Deleted successive term limitations for all except President and Vice President.
- 05-96 Major revisions to the North Carolina Campers on Mission Constitution and Bylaws including, but not limited to, the following:
- Move election of new officers and committees to the spring rally, providing they take office at the following fall rally, thereby allowing time for planning of new-year programs and budget.
  - Reorganize the 10 regions into 3 areas.
  - Declare non-profit characteristics and provide for NCBSC to receive any assets left after dissolution of North Carolina Campers on Mission.
  - Create “Publicity Coordinator” as new State officer and create certain new “peer” officers in each Area.
- 05-97 Further revisions to the NCCOM Constitution, essentially as follows:
- Added the “Prospective Membership” category to ARTICLE III. MEMBERSHIP and redefined the categories.
  - Amended ARTICLE VIII. ELECTIVE OFFICES to provide that all officer and committee head positions be filled by active members of two years or more.
- 05-98 Further revisions to the NCCOM Constitution and Bylaws, essentially as follows:
- Made all changes to eliminate the position of Assistant Chaplain, providing that the State Chaplain coordinate with Area Chaplains instead in ministering to the membership.
  - Revised name of the Food Service Committee to reflect “Social/Food Service Committee”.
  - Revised Bylaws, SECTION 3, Paragraph 6 to require sales tax refund request only when “sizeable” amount is paid. Had formerly required Secretary/Treasurer to request refund quarterly regardless of amount paid.
  - Changed reference to Home Mission Board to North American Mission Board (NAMB).
- 09-05 Further revisions to the NCCOM Constitution and Bylaws, with following highlights:
- Separation of joint positions, including Recording Secretary/Treasurer and Newsletter Editor/Webmaster.
  - Change/clarification of various officer/committee functions.
  - Made Sunday morning service planning the sole responsibility of Chaplain and President.
  - Eliminated various redundancies and unnecessary provisions.
  - Provided for a monetary memorial to deceased members’ churches in lieu of flowers.
- 04-10 Further revision to the NCCOM Constitution and Bylaws, as follows:
- Changing the beginning of “terms of office” for elective offices and committees to immediately follow the Spring Rally each year.
- 04-11 Revision to the NCCOM Constitution and Bylaws as follows:
- An amendment creating an Audio/Visual Committee and establishing its responsibilities and duties.

- 04-13 Major revisions to the NCCOM Constitution and Bylaws including, but not limited to, the following;
- Change/clarification of various officer/committee functions.
  - Eliminated various redundancies and unnecessary provisions.
  - Changed Bylaws ARTICLE III. ELECTION AND TERM OF OFFICE, SECTION 1. QUALIFICATIONS to allow leadership positions to be held by any active member over 18 years old and a member for at least 2 years. Eliminated the “member of a cooperating Southern Baptist Church” qualification.
  - Created a Sales Committee and an Audit Committee and established the responsibilities and duties of each committee.
  - Added an “Emeritus Membership” category to Constitution ARTICLE III. MEMBERSHIP.
  - Combined Bylaws ARTICLE II and ARTICLE III, and included all committees under a revised Bylaws ARTICLE II. COMMITTEES.
- 04-14 Further revisions to the NCCOM Constitution and Bylaws with the following highlights:
- Clarified duties of Chaplain and Activities Committee.
  - Created a new office entitled Email and Membership Secretary.
  - Separated responsibilities and duties of Newsletter Editor into three positions: Corresponding Secretary, Email and Membership Secretary, and Newsletter Editor.
- 04-19 Major revision to the NCCOM Constitution and By-Laws including, but not limited to the following:
- No longer financially supported by North American Mission Board, or The North Carolina Baptist State Convention
  - Membership requirement to be an Evangelic Christian (Born again)
  - Changed designation for Items covered in the By-Laws from Roman Numerals to Cardinal Numbers to aid in quickly finding items in the two documents.
  - Changed the committee requirements with phrase (when possible) so committees could function with less than number of members specified in the By-Laws
  - Added Awards Committee
  - Deleted Baptist Church Covenant
  - Deleted Organizational Chart

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### **Appendix A.** Geographic Composition of NCCOM Areas

# CONSTITUTION

## ARTICLE I. NAME

The name of this organization shall be the North Carolina Campers on Mission (may be referred to as NCCOM).

## ARTICLE II. PURPOSE

The purpose of North Carolina Campers on Mission is to bring evangelical\* Christian campers together to:

1. Strengthen, nurture, and support each other through fellowship,
2. Encourage, equip, and enable each other in sharing our Christian faith and lifestyle, on the go as campers whether it be on vacation, during weekend recreation, or while serving on short and long-term mission projects.
3. Provide mission and service opportunities.

*\*Evangelical Christians are defined as those who believe in the doctrine of salvation by grace through Jesus Christ's atonement and nothing else. Because of the "born again" experience, spread the Gospel message.*

North Carolina Campers on Mission assists churches, associations, and the three COM Areas of the State to plan Campers on Mission projects and encourages participation in Local, Associational, Area, State, and National Campers on Mission rallies.

The North Carolina Campers on Mission is not operated for profit, and no profit shall benefit any individual connected with North Carolina Campers on Mission.

## ARTICLE III. MEMBERSHIP

Membership shall be free and open to all born again Christian campers of all denominations. No membership fees, dues, or subscriptions shall be requested of members. Regular participation in Local, Associational, Area and State COM rallies or projects shall be the means of determining active membership.

North Carolina Campers on Mission recognizes four types of membership:

1. **Prospective membership** consists of all Christians who have completed and returned the appropriate State or National forms and are not classified as affiliate members. Prospective membership is intended to provide up to one year for prospects to qualify for Active membership. Upon request of a prospect or any NCCOM member, the Executive Committee may vote to extend prospective status for an additional six months.
2. **Active membership** consists of people who:
  - a. Have attended one or more of the last four state rallies or have been involved in area rallies or mission projects sponsored by North Carolina Campers on Mission within that time period (approximately two years),
  - b. Agree with the objectives as set forth herein.
3. **Affiliate membership** is extended for three years to all persons coming off the active membership list due to non-participation in NCCOM activities. Affiliate members will receive NCCOM communications during this period and may return to active status at any time by participating in a NCCOM sponsored activity.

4. **Emeritus membership** is available for those members who are interested in NCCOM but are no longer able to participate in COM projects. These members shall continue to receive all NCCOM communications and are encouraged to attend rallies and regional activities and to pray for activities and rallies.

The Email and Membership Secretary, with the cooperation of the President, Corresponding Secretary, and the State Director of NC Campers on Mission, is responsible for maintaining the membership lists or delegating this responsibility to another officer.

The North Carolina Campers on Mission membership lists shall be used only for the legitimate purposes of North Carolina Campers on Mission and shall never be divulged to any other person or organization without the express permission of all the people on the list to be divulged.

#### **ARTICLE IV. RIGHTS AND RESPONSIBILITIES OF MEMBERS**

Each active member over the age of 18 years is entitled to an equal voice and vote in the affairs of the organization. Each member should openly identify with other members and should display the Campers on Mission Emblem when possible.

All members have the responsibility to:

1. Live a Christian lifestyle.
2. Participate in and support the activities of North Carolina Campers on Mission.
3. Support the local church, the association and also the NCCOM Areas by providing ministry in local campgrounds, recreational areas, and other places where persons use leisure time.
4. Work with local church and associational leaders to start resort worship services in their home location.

#### **ARTICLE V. EMBLEMS**

The North Carolina Campers on Mission emblem and the National Campers on Mission emblem are available at State and National Rallies. Members are encouraged to display both the North Carolina Campers on Mission and the National Campers on Mission emblems.

#### **ARTICLE VI. RELATIONSHIPS**

Campers on Mission is an evangelical Christian organization operating in a cooperative relationship with the North Carolina Baptist State Convention. In the event of dissolution of the North Carolina Campers on Mission, its assets shall be conveyed to the North Carolina Baptist State Convention.

North Carolina Campers on Mission shall work in close relationship with the office of the Director of NC Campers on Mission for calendar coordination and shall depend on that office to keep the communication lines open to the National organization and the State Convention.

North Carolina Campers on Mission will, through its Area Wagonmasters, seek to develop close working relationships with the associational directors of missions in each COM area.

North Carolina Campers on Mission recognizes and sustains the obligation of mutual counsel and cooperation with other Christian bodies and organizations.

The North Carolina Campers On Mission will not establish or maintain affiliation with any body or organization whose faith and practice violates the principles of faith and practice found in the Holy Bible or as set forth in the North Carolina Campers On Mission Constitution and By-Laws.

## **ARTICLE VII. POLITY**

North Carolina Campers on Mission is a self-governing body operating in a cooperative relationship with the North Carolina Baptist State Convention with all power vested in its active members. Each active member shall be entitled to one vote. Unless otherwise specified in this Constitution and By-Laws, decisions affecting the North Carolina Campers on Mission shall be determined by the majority vote of the members present at a meeting in which a vote is taken or by common consent at a regular business meeting.

The State of North Carolina shall be divided into 3 geographical areas, Eastern, Central and Western, for the purpose of accelerating and furthering the cause of North Carolina Campers on Mission throughout the State. Each area shall be headed by an Area Wagonmaster with officers and committees as outlined in the NCCOM By-Laws. Areas shall be comprised of counties in the list included in Appendix A.

Roberts Rules of Order Newly Revised shall be followed in all matters of parliamentary practice not otherwise treated in this Constitution and By-Laws. The latest adopted version shall be deemed authoritative.

## **ARTICLE VIII. ELECTIVE OFFICES**

### **SECTION 1. OFFICERS**

The officers shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Chaplain, and all other officers listed in the By-Laws. All officer and committee head positions shall be filled by active members of two years or more.

No one shall serve for more than three consecutive years as President or Vice President, nor shall anyone be eligible for reelection to those offices until after one year out of office.

### **SECTION 2. AREA WAGONMASTERS**

There shall be one Wagonmaster and one Assistant Wagonmaster in each area.

### **SECTION 3. COMMITTEES**

The following standing committees shall serve as described in the By-Laws.

1. Executive Committee
2. Nominating Committee
3. Program / Activities Committee
4. Greeters Committee
5. Missions Committee
6. Social/Food Service Committee
7. Audio/Visual Committee
8. Sales Committee
9. Audit Committee
10. Awards Committee

In addition to the standing committees, the President shall appoint any other special individuals or committees, with clearly defined duties, to serve for whatever period of time as may be required for the completion of these duties.

## **ARTICLE IX: AMENDMENTS**

Proposed changes to this constitution shall be presented to the Executive Committee at least two months prior to the meeting at which adoption shall occur. The Executive Committee will then present the amendments for consideration at a regular spring or fall business meeting. Amendments to the Constitution shall be adopted by the favorable vote of two thirds of the members present.



# **BY-LAWS**

## **ARTICLE 1. OFFICERS**

The North Carolina Campers on Mission shall have the following officers who shall be considered “State Officers” elected by and subject to the statewide membership. NCCOM officers shall serve on the Executive Committee and work within its administrative plan.

### **SECTION 1. PRESIDENT**

1. The President shall ensure that the plan and purpose of NCCOM is carried out in accordance with the Constitution and By-Laws and official actions of the general membership and Executive Committee.
2. The President shall be expected to attend and oversee all state rallies while he/she is in office.
3. The President shall preside at all business sessions in accordance with the procedures described in Robert’s Rules of Order Newly Revised. When it is not possible for the President to be present, the Vice President shall moderate. In the event neither the President nor the Vice President are present, either the Recording Secretary or the Corresponding Secretary shall moderate.
4. The President shall call a meeting of the Executive Committee during each Rally and shall call other meetings as is necessary.
5. The President shall be responsible for keeping a correct copy of the Constitution and By-Laws of the organization and shall make sure the organization operates within the guidelines of the documents.
6. The President is encouraged to attend the national rally while he or she is in office.
7. The President shall be an ex-officio member of all committees.

### **SECTION 2. VICE PRESIDENT**

1. The Vice President shall be expected to attend all State rallies while he or she is in office.
2. The Vice President shall fulfill the duties of the President in the absence of the President and shall assist the President as assigned.
3. The Vice President shall serve as the State Wagonmaster:
4. With the assistance of the Area Wagonmasters, establish a date and place for the spring and fall rallies at the preceding Fall Rally.
5. Insure, in times of a vacancy in an Area, that Area Wagonmaster programs continue to operate in the respective Area, and that such vacancies are filled at the earliest possible time.
6. Promote Area, State and National rallies and organize caravans to and from national rallies.
7. Call together all Area Wagonmasters and Assistants at each State rally to plan, discuss, and carry out programs consistent with the North Carolina Campers on Mission’s purpose.

### **SECTION 3. RECORDING SECRETARY**

1. The Recording Secretary shall keep the minutes of all NCCOM business meetings and the Executive Committee meetings. Copies of these minutes shall be forwarded to the president within 30 days.

#### **SECTION 4. CORRESPONDING SECRETARY**

1. The Corresponding Secretary shall receive, appropriately distribute, and file mission praise report forms sent in by the membership.
2. The Corresponding Secretary shall send mission praise report summaries to the Baptist State Convention of North Carolina and National COM Coordinator during the month of February.

#### **SECTION 5. EMAIL AND MEMBERSHIP SECRETARY**

1. The Email and Membership Secretary shall work with the President, Corresponding Secretary and the State Director of NCCOM to keep an up-to-date list of NCCOM membership. This list should include names, addresses, phone numbers and any other information required for the valid execution of the NCCOM program.
2. Receive and forward all prayer requests pertaining to NCCOM members.
3. Forward reports, requests, appeals or other information from Officers and Committees.

#### **SECTION 6. TREASURER**

1. The Treasurer shall receive budget requests from each officer and committee before the fall rally of each year and prepare a budget to be presented at the fall business meeting.
2. The Treasurer shall receive, preserve, and pay out upon proper authority, all money or things of value paid or given to the NCCOM, keeping at all times an itemized account of all receipts and disbursements.
3. The Treasurer shall keep all books up to date and shall give a printed report of all income and expenses during the regular business meeting at each rally. After the report is given, the chair will give opportunity for questions, but there is no vote taken to approve the report at that time. At the close of the NCCOM fiscal year, which is March 31, the treasurer submits all pertinent materials from the previous April 1 to the auditing committee. The auditing committee examines and makes any corrections. The committee report is then submitted for approval at the Spring Rally during the regular business meeting.
4. The Treasurer shall receive all state rally reservations.
5. The Treasurer shall send/give a list of all registrations to the Greeters Committee before the State rallies begin.
6. Valid, budgeted and authorized expenses incurred by any active member shall be reimbursed by the Treasurer upon presentation of an original dated receipt or photocopy. All budgeted expenses must be turned in and reimbursed by March 31 each fiscal year.
7. In the event that the Treasurer is unable to perform his/her duties, the President shall be authorized to receive, preserve, and pay out upon proper authority, all money or things of value paid or given to the NCCOM.
8. Any expenditure exceeding five hundred dollars (\$500.00) shall require Executive Committee approval.

#### **SECTION 7. CHAPLAIN**

1. The Chaplain shall provide devotions on Friday and Saturday mornings for all state rallies.
2. The Chaplain shall plan the Sunday Morning Worship in conjunction with the President and the Program/Activities Committee for all State Rallies.
3. The Chaplain shall provide the Program/Activities Committee Chairman with the information necessary for the rally programs.
4. The Chaplain, in cooperation with Area Chaplains shall be available for counseling and consultation concerning Campers on Mission.

5. The Chaplain shall endeavor to make the President, Vice President and Wagonmaster aware of any family crisis such as illnesses and deaths in the North Carolina Campers on Mission active membership. He/she shall assist in the response to these crises as directed by chapter policy, or in the absence of a policy, by the President.
6. In case of illness requiring hospitalization or extended bed rest, the State Chaplain shall send a card from North Carolina Campers on Mission to the patient.

#### **SECTION 8. AREA WAGONMASTER AND ASSISTANT**

1. The Area Wagonmaster shall promote North Carolina Campers on Mission in the area.
2. The Area Wagonmaster shall plan Area Campers on Mission rallies.
3. The Area Wagonmaster shall work with the Directors of Missions and the Missions Committee in planning Area North Carolina Campers on Mission projects.
4. The Area Wagonmaster shall maintain contact with Campers on Mission members in the Area.
5. The Area Wagonmaster shall promote state and national rallies.
6. The Area Wagonmasters, on a rotating basis, shall be expected to assist in the planning for State Campers on Mission rallies (selection of campground, suggesting local speakers, etc.), and shall be given prime program time for reporting and/or promoting the respective Area.
7. The Assistant Area Wagonmaster shall work with the Area Wagonmaster as needed and shall assume all the duties of the Area Wagonmaster in the absence of that officer.

#### **SECTION 9. PUBLICITY COORDINATOR**

It shall be the duty of the State Publicity Coordinator to develop, coordinate, and direct the public relations program and activities by performing the following duties personally and/or through others within the NCCOM State and Area organizations.

1. Under the direction of the President, plan and implement the NCCOM public relations policies and procedures.
2. Work with the President and Area Wagonmasters in developing a workable publicity program throughout the State with a statewide reporter network comprised of NCCOM members.
3. Set programs and procedures which bring about the conduct of press relations including such activities as preparation of news releases, newsletters and feature articles; and arranging of interviews between NCCOM officers, committees and mission activities participants and the secular press, religious or denominational publications, and other such media.
4. Maintains regular contact with the member reporters in the promotion of programs, including the conduct of publicity training seminars and meetings at State and Area rallies, etc.
5. Provide assistance and training to NCCOM personnel in writing speeches, preparing letters and drafting articles which are to be made public.
6. Seeks continually to promote NCCOM throughout the state and nation in an effort to relate organizational activity, increase mission involvement, foster fellowship, and build membership.

## **SECTION 10. NEWSLETTER EDITOR**

The Newsletter Editor shall strive to inform the NCCOM membership and key individuals, within various State and National COM organizations, of upcoming events, current news, announcements, calendar of events, etc. Further, the Newsletter Editor shall promote NCCOM and its various programs and mission opportunities to the membership through newsletters and other written media.

Specific responsibilities of the Newsletter Editor shall include the following:

- a. Produce a written newsletter and present it to Email and Membership Secretary to be distributed to the latest distribution list at least 30 days prior to each State Rally.
- b. Solicit reports and other information from officers, committees and individual NCCOM members prior to each newsletter publication.
- c. Review all relevant information accumulated and filed since the last rally input.
- d. Prepare and include various registration forms, lists, maps and other data in support of upcoming events, and the organization in general.

## **SECTION 11. WEBMASTER**

The Webmaster strives to inform the NCCOM membership of upcoming events, current news, announcements, calendar of events, needs of the membership, etc. Further, he or she shall promote various programs and mission opportunities to members and promote new membership and NCCOM awareness through the electronic media.

1. Specific responsibilities of the Webmaster shall include the following:

- a. Provide a viable internet web page designed to accomplish the foregoing objectives:
- b. Secure/maintain an internet web address and appropriate web space to accommodate the NCCOM web page.
- c. Regularly revise the content of the web page, including sections relating to calendar, projects, missions opportunities, membership, and latest news. Other categories may be added as needed to accomplish the objectives stated herein.
- d. Monitor the NCCOM guest book site for new member prospect information submitted via the NCCOM registration form on the web page.
- e. Respond to such new member prospects by mail (or email, if provided), greeting each and sharing some basic information and a copy of a NCCOM newsletter. Provide contact information to key NCCOM State Officers.
- f. Provide any other feasible internet or emailing function as needed to support the aims and programs of NCCOM.

## **SECTION 12. STATE DIRECTOR OF NORTH CAROLINA CAMPERS ON MISSION**

The State Director of NCCOM is appointed by the Evangelism and Discipleship Team of the North Carolina Baptist State Convention as a liaison between North Carolina Campers on Mission and the North Carolina Baptist Convention.

- a. Serve as a line of communication between NCCOM and the NC Baptist Convention.
- b. Is an ex-officio member of the Executive Committee and all Committees.
- c. Shall serve as a consultant to all phases of NCCOM work.

## **ARTICLE 2. COMMITTEES**

Standing Committees as set forth below shall be elected, with term of office in accordance with ARTICLE VIII on page 7 of the Constitution, unless otherwise stated in the committees' description. In addition to these standing committees, the President, under the advice of the Executive Committee or as instructed by the active membership in business session, may appoint special individuals or committees, with clearly defined duties, to serve for whatever period of time may be required for the completion of these duties. Each committee shall submit a budget request for the coming year to the Treasurer.

### **SECTION 1. EXECUTIVE COMMITTEE**

#### **1. MEMBERSHIP**

The Executive Committee shall be comprised of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Chaplain, Newsletter Editor, Webmaster, Area Wagonmasters and Assistant Wagonmasters, Publicity Coordinator, Email & Membership Chairperson and the Committee Chairpersons. The State Director of NC Campers on Mission shall be an ex-officio member of the Executive Committee.

#### **2. MEETINGS**

The Executive Committee shall meet at any time the President deems a meeting necessary.

#### **3. DUTIES AND RESPONSIBILITIES**

The Executive Committee is responsible for oversight on all planning and administration of programs and activities to occur during its tenure of office, including:

- a. Planning activities for the year, including State Rallies, National Rally promotions and participation, and major mission projects.
- b. Coordinating and approving the calendar of activities between the Areas, the NCCOM, and State and National events, with due consideration being given to both the location of events and the time intervals between them.
- c. Approving locations for State Rallies and providing oversight of the planning and development of the programs for State Rallies.
- d. Presenting a proposed budget for its programs for the forthcoming year for adoption by the active members at the fall business meeting.
- e. Monitoring the overall operations of the NCCOM, its leadership, and members, exercising whatever encouragements, motivations, clarifications, constraints, enlightenments, etc. as are necessary to maintain reasonable adherence to the NCCOM Constitution and By-Laws. Any operational issue or question not satisfied by the foregoing may be decided by vote of the membership in business session at a State Rally.
- f. Recommendations regarding items to be brought before the active members in business session, including any proposed changes to the Constitution and By-Laws.

### **SECTION 2. NOMINATING COMMITTEE**

The Nominating Committee shall be appointed by the President at least two months prior to the spring business meeting. It shall consist of five members where possible and shall be responsible for presenting candidates for all elective offices at the spring business meeting. Whenever an office becomes vacant, the Nominating Committee will present candidates to fill that office at the next spring or fall business meeting. In the meantime, the President may make temporary appointment to any such vacated office he or she deems critical, pending permanent replacement by the membership.

### **SECTION 3. PROGRAM / ACTIVITIES COMMITTEE**

The Program/Activities Committee shall consist of four or more couples/members where possible, who shall be responsible for the overall program at State rallies. The committee will meet at each rally to begin planning for the next Rally.

1. The responsibilities of the Program/Activities Committee shall be:
  - a. Coordinate with the President for emphases and suggestions he or she may have for the Rallies.
  - b. Coordinate with the Wagonmaster for the Area being “spotlighted” at the next State Rally in planning program time slots/details for that Area’s promotion/recognition.
  - c. Coordinate with the President and Chaplain the Sunday morning worship services for all State Rallies.
  - d. Plan the Friday and Saturday evening fellowships and evening programs, the Friday and Saturday afternoon activities for both adults and children, and any special activities.
  - e. Cooperate with the Social/Food Service Committee to schedule meals and refreshment periods.

### **SECTION 4. GREETERS COMMITTEE**

The Greeters Committee shall consist of three or more couples/members where possible, who will work with the Vice President to assist campers in finding their sites at the Rallies. The Greeters Committee chairperson will need to contact the committee prior to each rally to plan the method of work for the Rally.

1. The responsibilities of the Greeters Committee shall be:
  - a. Prepare the campground for the Rally. Inspect all campground facilities, including the bath house, and inform management of any deficiencies so they can be corrected before the campers begin to arrive.
  - b. Hang the banners for a Rally and secure the flags.
  - c. Using the pre-registration list supplied by the Treasurer, plan for the placement of larger units and others with special requirements.
  - d. Have their own camp set up before registration starts, so they can take time to greet all campers at the gate and show them places they might camp.
  - e. Assist late-comers to find a campsite.

### **SECTION 5. SOCIAL/FOOD SERVICE COMMITTEE**

The Social/Food Service Committee shall consist of three or more couples/members where possible, who shall be responsible for planning refreshments and communal meals at State rallies. The committee will meet at each rally to plan the food for the next rally.

1. The responsibilities of the Social/Food Service Committee shall be:
  - a. Give the Program /Activities Committee Chairman all the details of the meal, including what each person should bring, so it can be advertised in the newsletter and Rally program.
  - b. Decide what will be furnished by COM for the meal, such as paper products, drinks, etc.
  - c. Decide whether to eat leftovers from Saturday for Sunday lunch.
  - d. Provide the Treasurer with original or photo copy of dated receipts for all purchases made related to the meals and refreshments before the end of the Rally.
  - e. Cooperate with the Program/Activities Committee to schedule meals and refreshment periods.

## **SECTION 6. MISSIONS COMMITTEE**

The Missions Committee shall consist of four or more couples/members where possible, who will be responsible for selecting missions projects, planning dates for the group to be involved, and keeping up with the results of missions projects.

1. The responsibilities of the Missions Committee shall be:
  - a. Discover possible missions projects by contacting churches, associations, Baptist Men, North Carolina Baptist State Convention, and National Campers On Mission .
  - b. Present project reports at each Campers On Mission Rally.
  - c. Recruit a leader for each project to coordinate the work and insure that all the necessary tools and materials are available to complete the project and put him/her in contact with the local director of the project.
  - d. Inform the Newsletter Editor about projects in time for the newsletter.
  - e. Plan camping caravans to mission points inside and outside of North Carolina.

## **SECTION 7. AUDIO/VISUAL COMMITTEE**

The Audio/Visual Committee shall consist of a team leader and as many who want to serve as Audio/Video Technicians or Audio/Video Assistants. The A/V Techs must agree to be trained to operate the equipment assigned to this committee. The A/V Assistants will work under the supervision of the A/V Techs.

1. The responsibilities of this committee will be as follows:
  - a. Make arrangements for secure storage of equipment when not in use.
  - b. Make arrangements to have the equipment transported to and from the event where it will be used.
  - c. Setup and breakdown of the A/V equipment at the beginning and end of each event.
  - d. Provide A/V assistance as needed for guests or members who appear on the event program.
  - e. Operate equipment during event programs.
  - f. Purchase or have equipment repaired using budgeted monies designated to this committee.

## **SECTION 8. SALES COMMITTEE**

The Sales Committee shall consist of the Store Operator and selected other members who agree to do the sales of COM merchandise.

1. The detailed responsibilities of this committee are as follows:
  - a. Transport sales items to COM events.
  - b. Staff the COM sales table at each State Rally. The Store is to be open limited hours – 2 or 3 times a day, for 1 to 1½ hours each time. These times are to be posted and publicized. The Operator or a committee member will be on duty at all open hours.
  - c. All items sold must be paid for at the time merchandise is taken – no “pay later.”
  - d. Maintain records of sales. Triplicate receipts should be used. A description of item sold (type, color, size, etc.) along with price and how paid should be shown. One copy will be for Customer, one will be for Store and one for Treasurer.
  - e. Maintain Store sales items inventory. An inventory sheet must be maintained and updated within 30 days after each rally. Inventory should list items stocked and cost. Cost will be determined by price paid, plus any shipping charges and any tax paid.
  - f. Set Retail (selling) price for each item to be sold. Retail price to be set at the next even dollar amount above cost price. Store should not make a big profit but also should not lose money. A Retail Price List, duplicate of inventory

sheet but showing only Retail price, should be on display at Store.

- g. Keep records of all income and expenses. Receipts from Sales at each Rally should be turned over to Treasurer prior to Rally conclusion. Amount should be confirmed by copy of receipts given to Treasurer or verification of duplicate kept by Store Operator.
- h. Maintain the inventory at the lowest level possible but ensure availability of items. Total Inventory Limit should be \$3000. This amount is determined by Cost Price of all items stocked. Selection of Stock to be determined by Operator but suggest limits on color styles and quantity of each size.
- i. Order items to sell. Re-stocking or Open to Buy will be determined by report given to Treasurer after each Rally. Amount available for purchases will be Inventory Limit minus total of receipts at cost since last purchases.
- j. Eliminate non-moving inventory items through reduced prices or other incentives. Slow moving items should be reduced to cost to sell and lower if needed. Amount for inventory reduction will be Cost Price of item, not reduced selling price.
- k. Reviews of Operation may be made by President, Vice President or Treasurer at their discretion. Audits of records shall be made as required in the By-Laws.
- l. An annual physical inventory shall be made before the fall rally concludes by the Store Operator and 2 or 3 Executive Committee members appointed by the President, to verify stock numbers with Inventory Sheet, and a report given to Treasurer.

#### **SECTION 9. AUDIT COMMITTEE**

The Audit committee shall consist of three members where possible, appointed by the President. It is to be chaired by someone who has a sound financial background and two members at large. An Audit shall be made yearly between the months of September and December.

1. The responsibilities of this committee shall be as follows:
  - a. Audit records of the Treasurer, comparing income and expenditures against budget and available funding.
  - b. Verify accuracy of banking records.
  - c. Verify accuracy of Sales Committee and State Fair Ministry.
  - d. Each member shall sign and date the audit verification form.

#### **SECTION 10. AWARDS COMMITTEE**

The Awards Committee will be made up of three members where possible, which will meet before the Spring Rally to determine if there are members who qualify for the following awards. They shall also keep a record of previous recipients of both State & National Awards.

Lifetime Achievement Award is limited to individual/couples that have maintained a high level of effective participation over an extended period of time, at least 8 years or more. The recipient of the Lifetime Achievement is ineligible for the Camper of the Year award in the same year.

The Camper of the Year award is limited to individuals/couples that completed exceptional tasks or participated at an exceptional level of effective participation over one of the last several years.



The recipient of the Camper of the Year award is ineligible for the Lifetime Achievement Award in the same year. Effective Participation: Granted our objective is professions of faith, but solely focusing on the reaper excludes the efforts of those that planted and watered prior to the reaping. Hours alone without accomplishments do not equate to effective participation. Because of the diversity of camper activities there must be equitable consideration of all activities.

The definition of effective participation will include a number of factors.

- a. Hours of participation
- b. Numbers of professions of faith
- c. Impact of mission effort on those being helped and other campers.
- d. Magnitude of the camper's sacrifice compared to the camper's ability to sacrifice.
- e. Consistency of sacrificial mission work - is it a onetime thing or do they do it repeatedly?
- f. Variety, innovation and diversity of mission activities while working on primary mission effort, or do they work on additional mission efforts during their spare time on the mission field?
- g. Promoting COM growth and organization.

Award Nominations: State Chapters nominations for National awards must be received by the National Coordinator by January 30<sup>th</sup> each year.

### **ARTICLE 3. ELECTION AND TERM OF OFFICE**

#### **SECTION 1. QUALIFICATIONS**

Only active members of North Carolina Campers on Mission who are at least 18 years old and members for at least two years shall be elected to positions of leadership in the organization.

#### **SECTION 2. ELECTION**

The Nominating Committee shall present nominations for all elective offices at the spring business meeting, and after adding any nominations from the floor, election shall be by simple majority of active members present and voting.

#### **SECTION 3. TERM OF OFFICE**

The terms of all elective offices shall commence at the conclusion of the Spring Rally each year. All committees will begin planning their work after their election at the Spring Rally.

#### **SECTION 4. VACANCIES**

The Nominating Committee shall present nominations for vacant offices at the next business meeting following the vacancy. Refer to Constitution "ARTICLE VIII. Elective Offices" on page 7 of the Constitution for term limitations.

#### **ARTICLE 4. RALLIES**

North Carolina Campers on Mission will normally conduct at least two State-wide rallies each year, one in the spring and one in the fall for the purpose of celebrating missions. It will be a time to share mission adventures, promote and plan mission opportunities in North Carolina and out of state, do mission education and training, enhance spiritual growth, and have genuine fellowship among North Carolina Campers on Mission. The President shall have responsibility for the conduct of State rallies. Each Area shall conduct at least one rally per year. Other statewide or area rallies may be conducted when desired by the membership. All State and Area rally dates and locations shall be approved by the NCCOM Executive Committee and entered as part of the annual calendar of events. Rally locations shall be set within respective unit boundaries with due regard for convenience of travel and access for the total membership of the organizational unit conducting the rally (whether State or Area).

Rallies among local groups, such as churches and associations, are encouraged whenever possible.

The National Rally of Campers on Mission is normally conducted in the early summer at a time and place announced by the National COM Coordinator. North Carolina Campers on Mission are urged to attend this rally if at all possible.

#### **ARTICLE 5. POLICIES AND PROCEDURES**

The North Carolina Campers on Mission may adopt Policies and Procedures to guide members in the administration of the organization. Policies and Procedures changes may be proposed by any active member to the executive committee for their consideration. Minor administrative procedures, aimed at routinely effecting policies adopted by the membership, may be developed and utilized by the officers and committees. All Policies and Procedures in effect shall be appended to this Constitution and By-Laws.

#### **ARTICLE 6. AMENDMENTS**

Proposed changes to these By-Laws shall be presented to the Executive Committee at least two months prior to the meeting at which adoption shall occur. The Executive Committee will then present the amendments for consideration at a regular spring or fall business meeting. Amendments to By-Laws shall have the concurrence of a majority of the active members present.

#### **ARTICLE 7. MINISTRY TO MEMBERS**

Appropriate expressions of sympathy and good will shall be extended to all active members. For this purpose, any family member living in the same household of an active member is considered an active member.

Anyone learning of the death or serious illness of an active member should immediately notify the Email/Membership Secretary who shall in turn notify the President, the Chaplain, and the appropriate Area Wagonmaster.

- a. In case of the death of an active member, the Treasurer shall contact the family and send a fifty dollar (\$50.00) memorial to an organization or church of their choice.
- b. In case of illness requiring hospitalization or extended bed rest, the State Chaplain shall send a card from the North Carolina Campers on Mission to the patient.

## Appendix A

**GEOGRAPHIC COMPOSITION OF N.C. COM AREAS.** The State of North Carolina shall be divided into 3 geographic areas, Eastern, Central and Western, for the purpose of accelerating and furthering the cause of North Carolina Campers on Mission throughout the state. Each area shall be headed by an Area Wagonmaster with officers and committees as outlined in the NCCOM By-Laws. Areas shall be comprised of counties as follows:

The **EASTERN AREA** is comprised of the following counties:

Beaufort	Edgecombe	Onslow
Bertie	Gates	Pamlico
Bladen	Greene	Pasquotank
Brunswick	Halifax	Pender
Camden	Hertford	Perquimans
Carteret	Hoke	Pitt
Chowan	Hyde	Robeson
Columbus	Jones	Sampson
Craven	Lenoir	Tyrrell
Cumberland	Martin	Washington
Currituck	Nash	Wayne
Dare	New Hanover	Wilson
Duplin	Northampton	

The **CENTRAL AREA** is comprised of the following counties:

Alamance	Granville	Richmond
Anson	Guilford	Rockingham
Cabarrus	Harnett	Rowan
Caswell	Johnston	Scotland
Chatham	Lee	Stanly
Davidson	Mecklenburg	Stokes
Davie	Montgomery	Union
Durham	Moore	Vance
Forsyth	Orange	Wake
Franklin	Person	Warren
	Randolph	

The **WESTERN AREA** is comprised of the following counties:

Alexander	Gaston	Mitchell
Alleghany	Graham	Polk
Ashe	Haywood	Rutherford
Avery	Henderson	Surry
Buncombe	Iredell	Swain
Burke	Jackson	Transylvania
Caldwell	Lincoln	Watauga
Catawba	Macon	Wilkes
Cherokee	Madison	Yadkin
Clay	McDowell	Yancy







