

# **MICHIGAN DISTRICT CHURCH OF THE NAZARENE INDIAN LAKE NAZARENE CAMP BOARD CHARTER AND BY-LAWS**

**INDIAN LAKE NAZARENE CAMP** (ILNC) is a private camp, residential and retreat ministry center owned and operated by the Michigan District Church of the Nazarene. It shall be operated as provided herein.

The incorporated legal name is: "DISTRICT CENTER BOARD OF THE MICHIGAN DISTRICT CHURCH OF THE NAZARENE". Doing Business As: Indian Lake Nazarene Camp.

## **STATEMENT OF MISSION**

Indian Lake Nazarene Camp (ILNC) is a ministry of Spiritual enrichment, social development, physical activity, and mental renewal in a Christ-honoring atmosphere.

## **KEY OBJECTIVE**

To provide a retreat, camping, activity, and ministry center for Michigan District Nazarenes and other non-profit organizations, and individuals with an atmosphere conducive to worship, fellowship, meditation, recreation, restoration, and life-shaping reflection upon the Word of God.

## **CRITICAL OBJECTIVES**

1. To maintain and promote standards in personnel and programming consistent with the Christ-like lifestyle and the *Manual of the Church of the Nazarene*.
2. To provide a well-trained professional staff as directed by the Michigan District ILNC Camp Board policies.
3. To enhance and expand the capacity of our facilities to serve a growing and changing constituency.
4. To guard the outdoor recreational atmosphere of our grounds by creating and maintaining open areas.
5. To provide a self-sustaining, Christ-centered ministry.

### **I. Role of District Advisory Board (DAB)**

The responsibilities of the DAB concerning ILNC shall include:

1. Oversight of ILNC according to the bylaws of the Michigan DAB.
2. To approve the employment of an Executive Director in accordance with Manual paragraphs 245-245.4.
3. To approve annually a minimum of four (4) at-large Camp Board members, as nominated by the District Superintendent. Up to two of which shall be leaseholders, according to section II, 8.

4. To oversee the on-going fiscal health and viability of ILNC as a self-sustaining ministry.
5. To approve long-range plans, capital expenditures, and methods of funding.

## **II. Members of the District Center Board (dba) Indian Lake Nazarene Camp Board**

Members of the ILNC Camp Board shall consist of:

1. Two (2) laypersons and two (2) ministers on the Michigan District elected for three-year terms by the district assembly from nominations submitted by the district nominating committee and a minimum of four (4) at-large members nominated by the District Superintendent and approved annually by the DAB.
2. The District Superintendent (who shall serve as chairperson or who shall appoint a chairperson).
3. The chairperson of the district children, youth, and adult ministries (SDMI and NYI) or their assigned representatives. These positions shall serve ex-officio.
4. The chairperson of the Leaseholders Board.
5. One (1) appointed member of the DAB.
6. The District Superintendent may fill vacancies on the Camp Board according to Manual paragraphs 215 and 215.1.
7. These persons may be formed into standing committees at the direction of the chairman. These committee chairpersons shall be nominated by the District Superintendent and approved by the DAB and shall serve on the Executive Committee of the Camp Board.
8. Leaseholders shall not exceed 50% of the membership of the Camp Board.

## **III. ILNC Camp Board Membership Qualifications and Responsibilities**

1. A member of the ILNC Camp Board shall participate in the oversight of the ILNC for the sole purpose of advancing the mission of the Church of the Nazarene through ILNC and accept and understand the ILNC Camp Board is authorized to operate through the empowerment and actions of the Michigan District Church of the Nazarene District Assembly.
2. Camp Board members shall be elected by the district assembly whose terms shall be three years in length and staggered such that a majority of the members' terms never expire in the same calendar year. A member may serve for a maximum of two 3-year terms before rotating off the board for at least one year.
3. All board members are expected to attend all called meetings and read the necessary materials in preparation for the meeting unless providentially hindered.
4. To work cooperatively with others and demonstrate the "fruits of the spirit" ie. love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control

(Galatians 5:22) in the performance of their oversight and with the people with whom they interact.

5. Members are expected to exhibit a Christlike spirit, participate in ILNC fundraisers, work projects, and volunteer opportunities as their circumstances permit.
6. Members are authorized to act/speak for the camp only when meeting as a board. Outside the board meeting individual members are not authorized to speak officially for the camp board, unless otherwise authorized by the camp board.
7. In matters regarding a direct or indirect financial benefit to the member, members shall not vote or deliberate on any matter before the board. Notification of financial benefit and abstention from deliberation and a vote regarding such financial benefit is the responsibility of the member before deliberation.
8. Members shall follow the articles, bylaws and policies of the Michigan District and resign from the board if the member is in conflict with the mission of ILNC and it is in the best interest of ILNC and the Michigan District to resign.
9. Recognize a member's service and membership is terminated upon the ending date of his/her term or by recommendation of the District Superintendent and approved by the DAB.

#### **IV. ILNC Camp Board Shall:**

1. Reports its actions to the DAB providing a copy of the minutes of each session.
2. Approve all ILNC Budgets.
3. Develop short- and long-range plans for the on-going viability of ILNC.
4. Provide for the personal, physical, and spiritual renewal of each ILNC staff member.
5. Report annually to the District Assembly through the Executive Director.
6. Appoint ad hoc committees as needed.
7. Consider all requests for full-time and seasonal residency on the camp property as recommended by policies and review of ILNC Staff.
8. Shall meet at least quarterly with a quorum present to conduct official business.
9. Camp Board expenses shall be provided in the ILNC operating budget.

#### **V. ILNC Camp Board Chair**

1. Shall be the District Superintendent or one appointed as chair annually by the District Superintendent and approved by the DAB.
2. An appointed chair shall be elected or removed from office by the recommendation of the District Superintendent and a majority vote of the DAB.
3. Call for special ILNC Camp Board meetings, appoint committees and committee chairs, call meetings to order, chair the Camp Board's approved agenda and adjourn the meeting.
4. Act or speak on behalf of the ILNC Camp Board when authorized by the Camp Board to do so, in a manner that s/he believes is in the best interest of ILNC and

within the goals and intentions of the Camp and the Michigan District Church of the Nazarene.

5. Work with the ILNC Executive Director and other Camp Board members to prepare Camp Board meeting agendas to be distributed before the meeting.
6. The ILNC Camp Board shall facilitate a board orientation and development program for new board members.
7. ILNC Camp Board meetings will be open to members of the district with privileges of the floor granted only by Camp Board action. Potential board members may be invited by the chair to attend meetings prior to their election by the assembly for training and consideration of membership.
8. Will work with the Executive Director when meetings are not in session.
9. The appointed chair shall serve as the Camp Board liaison to the DAB.

#### **VI. Secretary of the Camp Board:**

1. Shall be a member of the ILNC Camp Board and shall be elected annually or, if necessary, removed from office by a majority vote of the Camp Board.
2. Shall sign ILNC documents for the board.
3. Shall record and preserve faithfully the minutes of all Camp Board and Executive Committee meetings and to provide for the distribution of the same to the members of the Camp Board, the District Office, and the DAB.
4. Act or speak on behalf of the ILNC Camp Board when authorized by the Camp Board to do so, in a manner that s/he believes is in the best interest of ILNC and within the goals and intentions of the Michigan District Church of the Nazarene.
5. A secretary pro tempore or recording secretary may be appointed by the chair if necessary.

#### **VII. Financial Officer/Treasurer**

1. Shall be a member of the ILNC Camp Board and shall be elected annually or, if necessary, removed from office by a majority vote of the Camp Board.
2. Oversee the finances of the ILNC and Report regularly to the Camp Board and DAB and yearly to the District Assembly using standard and accepted reporting instruments including budgets, income, expenses, balance reports and other means as requested.
3. Work with the Executive Director of ILNC to ensure proper financial bookkeeping and accounting and to oversee ILNC's financial program to implement the goals of ILNC.
4. Act or speak on behalf of the ILNC Camp Board when authorized by the Camp Board to do so, in a manner that s/he believes is in the best interest of ILNC and within the goals and intentions of the Michigan District.

## **VIII. ILNC Camp Board Meetings**

1. The date/time/location of regular and special Camp Board meetings shall be determined by a consensus of the board facilitated by the chairman.
2. A quorum of the Camp Board must be present to conduct business. (\* Electronic votes should be held to a minimum and/or avoided as much as possible. The only exception to this is when a time-sensitive issue needing immediate attention requires a board decision. Should this occur, the Chair may conduct an electronic vote (e.g. e-mail, conference call, video conference, etc...).
3. If the Chair is unable to attend a meeting, the first action to be taken by the quorum (majority) of Camp Board members present is to select a member to serve as Chair for the meeting.
4. Camp Board meetings will use an abbreviated version of Robert's Rules of Order in that: decisions are made by members making motions, seconds, discussing and participating in a subsequent vote. A simple majority of board members present is needed to pass a motion. (unlike Robert's Rules of Order, discussion on any given agenda item can be held before a motion and second. This discussion will be limited in time at the discretion of the Chair.)
5. Upon the Chair calling the meeting to order, the first order of business shall be to agree and approve the meeting's agenda.
6. All members present are required to vote on matters that come before the board unless they have a clear conflict of interest or are required by law for elected/appointed officials serving on the Camp Board.

**IX. Standing Committees** - Each committee may meet as often as needed and be resourced by non-voting camp personnel.

### **A. Executive/Personnel Committee** shall consist of:

1. The District Superintendent or appointed chair of the Camp Board.
2. The Chairperson of each standing committee.
3. The Executive Director as a non-voting resource.
4. A recording secretary may be appointed.
5. A DAB member.

### **B. Finance Committee** shall:

1. Review the annual operational and capital improvements budget as prepared with the Executive Director.
2. Approve all financial plans and promotions.
3. Review all insurance policies annually and recommend final dispositions.
4. Camp Treasurer shall advise and assist with camp accounting of funds.

5. Provide for an annual audit of all camp books according to Manual Paragraph 205.25.
6. Monitor monthly and report quarterly to the Camp Board regarding income and expenses in each area of camp finances.

### **C. Facilities and Grounds Committee**

1. Recommend facility construction and improvements to the Camp Board.
2. Review and recommend real property design and all final floor plans, structural plans, facility, and utility locations to the Camp Board.
3. Recommend capital repairs, renovations and all other issues for the buildings and grounds.
4. Establish covenant standards and approve all construction on leased property.

### **D. Program Committee**

1. Shall include the leaders of children, youth, and adult ministries.
2. Shall provide for district camps, spiritual retreats, conventions, events, and other ministries central to the disciple-making mission of the church.
3. Create opportunities for increased district participation in camp ministries and services.
4. Actively market the ministries of ILNC to constituents through audio, video, electronic, print and forms of presentations.
5. Approve marketing opportunities to expand the influence and impact of ILNC.
6. Review and approve operational guidelines and policies for programming, activities, food services, and guest relations.

### **E. Leaseholders committee**

1. Shall include the President of the Leaseholders association and a subcommittee of 2 home leaseholders and at least 1 RV leaseholders appointed by the chair of the Camp Board.
2. Review leaseholder community issues and bring recommendations to the executive board.
3. May have up to four (4) leaseholders who serve on the committee appointed by the President of the leaseholder's association.

## **X. AMENDMENTS**

This document may be amended by a 2/3 vote of the members of the Camp Board who are present and voting at a duly called meeting including advance notice of possible Charter changes and with approval of the DAB. The DAB must approve all changes to the charter.

## **XI. QUALIFICATIONS**

This document serves as the Charter and By-Laws for Indian Lake Nazarene Camp as of **September 17, 2020**, and is in force with the approval of the District Advisory Board. It therefore supersedes and replaces any statement of policy, mission, or function, which may have preceded it.

***Manual 215.1 “The district superintendent may appoint all chair-persons, secretaries and members of the district boards and standing committees where such are not provided in the Manual or by assembly action.”***

I hereby appoint the following members and chairpersons of the Indian Lake Nazarene Camp Board effective immediately to serve through next district assembly.

### **Executive Committee and Chairpersons:**

1. Chairman - District Superintendent
2. Finance - Ms. Julie Shoup (2023)
3. Facilities - Mr. Ken McNulty (2023)
4. Program - Ms. Kelly Downs (2023)
5. Leaseholders- Mr. Avery Weaver (2023)

Executive Director - Rev. Dave Becker (non-voting resource)

### **Camp Board Members to be organized by the executive committee:**

Mr. Steve Martkze - (2022)

Ms. Ericka Williams (2022)

Mr. Paul Trinkka (2022)

-Children's -Rev. Gretchen Hand (2022)

Rev. Nathan Gray (2021)

-NYI - Rev. Travis Myers (2021)

Rev. Chris Heydenburg (2021)

- SDMI - Rev. Jeff Hodge (2021)

## **STANDING COMMITTEES**

### **FINANCE**

Julie Shoup - C

Paul Trink

Erica Williams

Avery Weaver

### **FACILITIES**

Ken McNulty-C

Steve Martke

Chris Haydenburg

Nathan Gray

### **PROGRAM**

Kelly Downs - C

Gretchen Hand

Jeff Hodge - SDMI

Travis Myers - NYI

## **LEASEHOLDERS**

Avery Weaver - President

### ***Subcommittee***

- Dale Dafoe

- Thad Reeder

- Diane Bosworth

- Brian Fredrick

- Lenny Wisehart