

## **NW District LCMC**

### **CONTINUING RESOLUTIONS**

#### **Set By the District Council**

July 2010                      It was decided that there shall not be a limit to the number of voting delegates that shall represent a congregation /chapter. All attendees who are members of a congregation / chapter in good standing with NW District LCMC shall have a right to a vote at the annual gathering as per our constitution. This issue may be reassessed at a later date as district growth occurs.

February 2011                District Council shall annually appoint a “Gathering Committee” with well-defined guidelines and delegation authority. If there is a host congregation, they also need to have well-defined guidelines. In April 2013 this policy was clarified and amended to state that this Committee is a one year Ad-Hoc Committee responsible to “report to” and “coordinate with” the duly elected District Council for the purpose of organizing and coordinating the workings of the District’s annual Gathering. Again in June 2013, this committee was further designated as a permanent standing committee that, as such, falls under the direct oversight of the Council.

April 2011                    All four officers on the Executive Committee shall be signatories on NW District checking account. In April 2013 this policy was expanded to state that the Bank where the District maintains an account requires (1) copies of minutes that confirm our duly elected Executive Committee, and (2) copies of our Article of Incorporation in the State of Washington.

\*Jan. 2018 An amendment was voted on to add a position of financial assistant. The financial assistant will still report to the council through the treasurer. The assistant is a non-voting position and as such is not required to attend council meetings, but will provide financial reports to the council. This will help maintain continuity in processing district business. This position will be overseen by the treasurer and this person will work with treasurer.

July 2011                      The NW District shall maintain a liability Insurance policy. The insurance company used and the policy limits shall be reviewed by the Council as needed.

July 2011                      Recipients of any benevolence offerings received at the annual gathering shall be set prior to the actual meeting dates.

July 2011                      The NW District shall provide for an official website and shall offer a newsletter as an official mouthpiece for the NW District LCMC, under the guidance of the Council itself. An official job description for the website/webmaster shall be established and maintained as a policy, subject to change by direction of the council. A 2/3 majority vote is required for both confirming and removing the webmaster. In April 2013, this policy was expanded to include the fact that the Council shall have a “Council liaison” to coordinate actions between the Webmaster and the Council. In July of 2015 it was additionally noted that all website pages and/or links established must be vetted by the District Council.

July 2011                      The NW District shall be incorporated in the State of Washington. (Note: This incorporation status must be renewed annually in June, with September being the final cut-off date, by an official District registrant.) In July 2015, as a point of clarification, it was noted that our corporation is set up as a non-profit organization, not a tax exempt entity. A disclaimer to that effect is to be permanently placed and maintained on our NW District website.

July 2011                      This NW District shall adopt a January 1 to December 31 business year for our accounting / reporting period. A yearly printed budget shall be set as a useful tool for business and mission planning and shall be approved annually at the District gathering. In September of 2014 it was decided to use a “Voucher Format” for the payment of any and all funds.

October 2011                      Job descriptions of Council officers (President, Vice-President, Secretary, and Treasurer), Webmaster and District Coordinator are to be maintained and understood as policies, not to be included into Constitutional bylaws. In January of 2014 it was decided that all disseminated Council member information shall be limited to their full name, position held and their congregational affiliation.

October 2011            NW District financial records pertaining to greater than \$25,000.00 receipts annually are subject to internal annual audit/review.

October 2012            NW District shall create a District Coordinator position. This coordinator shall serve as a representative of our council, and a liaison between NW-LCMC and the National LCMC organization, and shall gather and distribute information to and from our two organizations, and shall keep the NW District informed of all such communications. As requested by the council the coordinator may be asked to present written or verbal notices to the general membership. This person serves at the pleasure of the NW-District and shall serve for a term of 4 years. Expectations and a job description of this position shall be maintained as a policy.

January 2013            Any and all current and future actions that require ratification by the general membership shall be by rejection notice rather than an acceptance notice from member congregations or chapters.

January 2013            The official website owned by the NW District is entitled "LCMC-NW.com. The NW District owns this site for four year periods and all hosting fees and webmaster stipends will be paid for by the District, with annual stipend amounts agreed to between the Webmaster and the Council.

June 2013                It is the responsibility of the NW District Council at the annual National LCMC Convention to be represented by a spokesperson at the "District Meetings". It is our goal to be recognizable, informational and invitational by any and all means at the LCMC National Annual Convention.

June 2013                Our constitutional rules are there not to limit, but rather define what a member is and what those "membership privileges entail. To that end, three distinct levels of membership were established and defined: (1) Congregational, (2) Chapter, and (3) Individual. These applications shall be made available both by mail with a written request and via the Website for self-printing. Each level of membership shall require a distinct application, as per our constitutional requirements, to be subject to approval by the general Council. In October of 2013 this policy was expanded to add that, once

approved, a distinct “Membership Certificate”, signed by the current President, along with a welcome letter will be mailed to the new member.

October 2013            A formal policy was established stating that all annual gathering registration forms and funds are to be mailed directly to the treasurer, who will in turn provide a receipt for all dollars received. Additionally, in April of 2014 it was clarified that Speaker/Presenter costs and honorariums shall be limited to reimbursement at the most economical transportation rate and shall not include the cost of additional family members.

January 2014            It is recommended that District invitational and welcoming letters will be mailed annually with a copy kept as a point of record.

January 2014            It is established that we are a geographically defined District but the location of a congregation, chapter or individual shall have nothing to do with their ability to be included or not into our membership.

April 2014            It was established as a point of clarification that our designation of the Northwest District (NWD) shall, at all times, be fully spelled out to avoid governmental concerns and alerts regarding our use of this designation.

September 2014        It was established that each member congregation be asked to complete and submit a “congregational survey”. This form will be maintained as a part of our records and shall serve to keep both the Council and our members more aware of each other’s gifts, talents and needs. These forms shall be displayed as a sort of “Family Album” at our annual gathering. New member congregations will receive this survey along with their welcome letter and Membership Certificate.

September 2014        A Budget Funding policy was established authorizing the use of funds in excess of a set retained working budget amount. Applications for funds are to be assessed on a case by case basis and shall be approved for distribution by a simple majority vote. The amount to be retained by the Council is to be considered and adjusted as needed on a quarterly basis. In January of 2015, a point of clarification added that the

Board should and must be able to access funds, not to fall below a designated amount, for the purpose of conducting normal and proper business and billing obligations for each fiscal year. Only funds above this designated amount will be made available for funding / assistance requests. The specific dollar amount of these designate “working funds” may be reviewed quarterly and changed as needed.

July 2015                      The NW District Council shall have no authority over or responsibility for a congregational call process. Each congregation is entirely autonomous and as such, shall maintain sole responsibility for all their administrative actions and procedures.

July 2015                      As advised by National LCMC, no District will maintain a list, or make public any list or information that we may have concerning any particular or general call process. To do so would open us up to public litigation. We are to refer any and all requests to the National coordinator for pastoral ministry. It is also the policy of the NW District LCMC that all properly received inquiries on pastoral or call information shall be directed to the national organization through our district coordinator. In addition, there is no published list of people who deal on a national level with the “Certification” of Pastors.

October 2015                      The National website has made distinct references to “Social Impact” discussions. There are references that show how to write a constitution, etc. that deals with this societal impact on our churches. Even though board member feelings on this subject are very strong, we are cautioned not to develop a specific social statement or link to the national site distinctly on behalf of the NW District. We are, however, reminded that we are a collective body of many diversified church bodies and congregations. So as social issues, with all of their positive and negative connotations, arise, we have an opportunity to honestly and honorably represent Biblical teachings. That is to say that in no way are we as a District serving as an authority on Doctrinal Issues. The Bible, for all intents and purposes is our social statement.

January 2016            A formal policy is established stating that there is to be a separate category of Gathering participants who desire to set up tables for exhibitions only. They shall be required to pay the ordinary registration costs and/or fees. Their name tag is to specifically identify them as “Exhibitors”. They shall be required to cover their own traveling expenses. There shall be no additional cost for the privilege of displaying information only. Any cost that may be associated with their display is fully their responsibility. Where they set up their table(s)/ display is always contingent on the District’s availability of location and assignment.

January 2016            At least one person who is on the board must have the codes, passwords, and the ability to get into the NW District Web Site and make changes as necessary, once approved by the Board.

January 2016            The NW District Newsletter will be published quarterly on the last day of the month following our Board meetings. This newsletter shall include at a very minimum the (1) Secretarial Minute Bullets from the prior board meeting, (2) Spotlight of a member congregation, and (3) A welcome to all new members voted in at the prior board meeting. All articles submitted for publication are subject to editing privileges, must be received by the 15<sup>th</sup> of the month in which the newsletter is to be published and be subject to approval by the Council. This newsletter shall be posted on the District website and e-mailed out to membership as is possible.

October 2017 proposal to add a non-council position to act as accountant/financial officer for the district. Need to check constitution to see if we need to make an amendment to do so.

Jan.2018 Motion made and passed to give the treasurer authority to grant up to 10 scholarships of \$50-200 to support members who would desire to attend the gathering but are financially unable to do so. If requests exceed that number she will notify secretary who shall call council members to get permission to issue more.