

Salkehatchie Summer Service Steering Committee By-laws

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I. Mission statement of Salkehatchie Summer Service

Salkehatchie Summer Service is a pioneering servant ministry through the South Carolina United Methodist Conference involving high school and college age youth, adult community leaders and persons of different cultures in upgrading housing, motivating community cooperative efforts by helping persons to help themselves, and providing all participants with opportunities for personal growth and service.

II. Organizational Purpose and Structure

A. The Steering Committee shall provide guidance to the overall program. It shall be responsible to the South Carolina Annual Conference through the SC Conference Board of Global Missions. The Chairperson of the Steering Committee shall represent the Steering Committee in matters relating to the Board of Global Missions, The South Carolina Annual Conference, or other official bodies.

B. Salkehatchie Summer Service is organized for charitable, religious, educational purposes, including for such purposes, the making of distributions that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No part of the net earnings of Salkahatchie Summer Service shall inure to the benefit of, or be distributable to its members or officers, or other private persons, except that Salkehatchie Summer Service shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above. No substantial part of the activities of Salkehatchie Summer Service shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and Salkehatchie Summer Service shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, Salkehatchie Summer Service shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from the federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

C. The Steering Committee of Salkehatchie Summer Service shall meet twice annually, once in the fall and once in the winter.

D. The Executive Committee of the Steering Committee is responsible for the agenda and shall present reports at the meetings. All business shall be conducted pursuant to Robert's Rules of Order.

E. In the event that Salkehatchie Summer Service dissolves or otherwise ceases to exist, the assets and property will transfer to the South Carolina United Methodist Conference.

III. Steering Committee Composition

A. The Steering Committee shall be composed of camp directors, camp representatives, chosen members of the Executive Committee, and a Board of Global Missions liaison (who shall be designated by the Board of Global Missions). The Camp director(s) of each camp shall choose one youth and one adult representative from their camp to serve on the Steering Committee for two years.

B. All Steering Committee members (nominees) shall receive approval by the South Carolina Conference Board of Global Ministries.

IV. Officers of the Steering Committee

The Steering Committee shall be composed of the following officers who shall coordinate with the Outreach Section Coordinator of the SC Conference Council on Connectional Ministries to carry out their stated responsibilities. Officers do not have to be a member of the Steering Committee, but prior consent to serve should be secured from them before the winter election.

A. Chairperson: Convenes and conducts the Steering Committee meetings, prepares agenda for meetings, proposes business for meetings, provides general oversight for the Steering Committee, relates to the Board of Global Missions, the SC Conference Council on Connectional Ministries, the South Carolina Annual Conference and other official bodies on behalf of the Steering Committee, and serves as Chairperson of the Executive Committee.

B. Vice-chairperson: Provides the devotional at the Steering Committee meetings, presides during nominations and election of all officers except vice-chairperson (at which the Chairperson will preside), and presides at the Steering Committee meetings in the absence of the Chairperson.

C. Secretary: Records minutes, serves as parliamentarian, and supervises membership and attendance records of the Steering Committee.

D. Financial Secretary: Maintains financial records, provides reports to committees, proposes an annual budget and chairs the Finance Committee.

E. Chairperson of the Camp Directors' Committee (current or former camp director): Conducts the Camp Directors' meetings and reports to the Executive Committee.

F. Community Support Coordinator: Conducts the business of the Community Support committee and reports to the Executive Committee.

G. Camp Development Coordinator: Conducts the business of the Camp Development and reports to the Executive Committee.

H. Safe Sanctuary Coordinator: Keeps abreast of all policies and procedures regarding Safe Sanctuary, provides training to Camp Directors, coordinates the compliance with Safe Sanctuary policies and reports to the Executive Committee.

V. Sub-committees of the Steering Committee

The Steering Committee shall have the following sub-committees with responsibilities as indicated.

A. The Finance Committee shall be composed of the Financial Secretary and others selected by the Chairperson of the Steering Committee and they shall:

1. Provide an Annual Budget proposal to the Steering Committee at its fall meeting that shall include:
 - (a) a spread sheet of the budgets as proposed by the camp directors in their camp applications for the upcoming summer, and
 - (b) all other financial needs of Salkehatchie Summer Service for the coming year;
 - (c) a plan for a financial audit of two or more camps from the previous summer.
2. Provide a financial report at the Steering Committee at the fall meeting regarding all financial matters pertaining to the operation of the camps and shall provide recommendations to the Steering Committee regarding the way funds are utilized; and
3. Develop accounting process used by Camp Directors for reporting financial and other data regarding their camp operations.

B. The Community Support Committee shall be composed of the Community Support Chairperson and others selected by the Chairperson of the Steering Committee, and they shall:

1. Schedule and procure sites for all Steering Committee meetings and provide information to the Outreach Section Coordinator of the Conference Office in order that notices of the meetings and directions to the meeting place be sent to the Steering Committee members in a timely manner;
2. Procure and distribute T-shirts to camp directors;
3. Develop and update the Camp Directors' Handbook; and
4. Develop and update the Adult leader's Guide.

C. The Executive Committee shall composed of all the officers of the Steering Committee and they shall:

1. Propose by-law revisions;

2. Propose guideline revisions;
3. Organize nominations including a plan of rotation for officers;
4. Provide publicity and advertising for official Salkehatchie Summer Service information; and
5. Be authorized to conduct business pursuant to the Salkehatchie Mission Statement, By-laws and guidelines.

D. The Camp Development Committee shall be composed of the Camp Development Chairperson and others selected by the Chairperson of the Steering Committee and they shall:

1. Coordinate the development of new camps and established camps, *(Any person, church, or group interested in establishing a Salkehatchie Camp must **complete** from the SC United Methodist Conference Office. All applications must be completed and returned to the Conference office no later than September 1st.)*
2. Contact New Camp applicants to verify all necessary information and to **notify** them **of** the Fall meeting **date** of the Steering Committee, **which they or a representative of the New Camp shall attend or if not possible, receive approval by the Executive Committee.**
3. Upon receipt of a new Camp application, assign an experienced Camp Director to work with the person(s) or groups developing a new camp;
4. Assure that the New Camp Directors and their Assistant Camp Directors meet the following requirements:
 - (a) Be at least 23 years old or older.
 - (b) Have registered and served as an active participant in at least three Salkehatchie Camps.

In addition, Camp Directors must meet the following requirements:

- (a) Have served as an Assistant Camp Director.
 - (b) Receive a recommendation from experienced Camp Director
5. Upon receipt of applications for all new and continuing camps, review these applications for approval by the Steering Committee. *(All applications for new or continuing camps must be received by September 1st.)*

E. The Camp Directors' Committee shall be composed of the Camp Directors' Committee Chairperson and others selected by the Chairperson of the Steering Committee and they shall:

1. Provide support for camp directors;
2. Provide for assimilation of new directors;
3. Define the philosophy of camps; and
4. Provide assistance and guidance regarding the recruitment of site leaders.

VI. Election of Officers

Nominations for the above-listed officers and Chairpersons shall be made from the floor at the winter meeting. The person receiving the majority of votes for each office shall be elected. Newly elected officers and Chairpersons shall serve a three-year term beginning at the following fall meeting.

VII. Amendments

These by-laws may be amended by a majority vote of Steering Committee members present at any regularly scheduled Steering Committee meeting.

Approved 11-08-14 at Fall meeting
Submitted by Ivey Hart, Secretary