

Bylaws

I. Name

1. The name of the organization is Living Ministries.
2. **Our Mission Statement:**
Building Relationship & Filling Needs in Our Community
3. **Our Purpose & Vision:**
Our primary goal is to build relationships in our community:
 - A. Support current & future Affiliate Ministries with:
 - Marketing, Fundraising & Volunteerism
 - Encouragement to build their entity
 - Emotional Support
 - B. Support other volunteer groups, nonprofits or organizations in Cowlitz County whose goal is to help people &/or animals by:
 - Communication via social media, meeting minutes, & other forms of digital & print media.
 - Volunteerism & financial support as the Board of Directors leads, based on available human & financial capital.

Our secondary goal is to stand in the gap, as we are able:

 - Prayer / Counsel
 - Education
 - Resources & Volunteerism

II. Board of Directors

1. Board of Directors include Executive Officers & Advisory Board Members.
 - A. Board of Directors positions are unpaid positions
 - B. Board of Directors are expected to not miss more than 2 meetings per year
 - C. Board of Directors are expected to contact President or Executive Director if they must miss a meeting
2. Executive Officers
 - A. Executive Officers are chosen by fellow Advisory Board Members. These offices are:
 - President
 - Vice President
 - Secretary
 - Treasurer

- Executive Director
- B. Executive Officers make & vote on motions presented.
- C. Executive Officers of Living Ministries must be 18 years of age or older.
- D. Executive Officers may serve an unlimited number of 3 year terms based on consensus of the Board of Directors.
- E. Executive Officers can create new positions as needed.
- F. To be considered for an Executive Officer Position:
- Must have served as Advisory Board Member for 3 consecutive months
 - May not be incarcerated during term
 - Must be clear of parole for at least 6 months.
Convicted felons must have recommendations from Parole Officer, Employer &/or Minister or Counselor. Special accommodations may be considered as long as there is unanimous support of the Board of Directors.
- G. Responsibilities of Executive Officers:
- i. The President's main role is:
 - Public Relations & Marketing
 - Seeking & nominating Advisory Board Members
 - Calling & presiding all meetings; except Virtual Meetings
 - Manage the Board of Directors
 - ii. Vice President
 - Serves as a partner to the President
 - Takes place of the President when the President & Executive Director are not available; except Virtual Meetings
 - iii. Secretary is responsible for:
 - Keeping minutes and submitting typed versions to Executive Director for verification; except Virtual Meetings
 - Assisting the Executive Director as necessary
 - iv. Treasurer
 - Responsible for Living Ministries' Budget

- Preparing reports monthly & annually
- Presenting reports during monthly Power Meetings & submitting to The Executive Director to be added in summary to Meeting Minutes & be filed for future use

v. Executive Director

- Answers to the President
- Manages and oversees the functions of Living Ministries
- Fills in for the President, in their absence
- Communicates with outside entities & the community, Executive Officers, Advisory Board Members & Volunteers
- Public Relations and Marketing
- The Executive Director only votes in the case of a tie amongst voting members
- The Executive Director verifies all meeting minutes & submits them to the webmaster to place on livingministries.org
- A stipend of up to 10% of monthly donations may be made available to the Executive Director to help pay for their cell phone.

3. Advisory Board Members

- Serves our community
- Advises Executive Officers
- Presents suggestions, comments & facts to the Board of Directors
- Offers help & attendance at Living Ministries' events

4. Volunteers

- Help as they will in any Living Ministries' activities
- Volunteers are encouraged to be present all Power meetings
- Voice their opinions and knowledge as they desire
- Bring other interested people to help Living Ministries

III. Affiliate Ministries

A. Affiliate Ministries are groups or organizations that receive help and support from Living Ministries; they are treated as an extension of Living Ministries.

- B. Must have their own Executive Director.
- C. Will have a spot on the agenda at monthly Power Meetings and are expected to report during meeting.
- D. Must communicate at least once per month with Executive Director or President of Living Ministries
- E. Will be encouraged to build their entity
- F. Are recruited by the President and voted in by Executive Officers
- G. Are allowed a percentage of monthly donations given to Living Ministries
- H. At no time will Living Ministries require payments from Affiliate Ministries out their personal resources
- I. Living Ministries may withhold their donations to Affiliate Ministries to repay marketing and administration costs or redirect it, if Affiliate Ministries are not fulfilling their relationship expectations
- J. Request for funds should be provided by Affiliate Ministry Executive Director in writing to Living Ministries Executive Director
- K. Affiliate Ministries can be excused from the support of Living Ministries with a unanimous vote of the board; this will be handled in as much love and kindness as possible.

IV. Committees

1. Living Ministries has 4 committees
 - Bylaw Review Committee
 - Christmas JOY Telethon Planning Committee
 - Fundraising Committee
 - Marketing Committee
2. The Board of Directors may appoint additional committees as needed

V. Meetings

1. Regular meetings shall be held on the 3th Monday of the month at 6 pm at Life Works.
2. Agendas may be provided at the beginning of the meeting.
3. To be added to the agenda please contact the President or Executive Director
4. Special meetings or workshops may be held at any time in person or virtually.

5. Virtual Meetings

- Virtual Meetings may be held via text message, Closed Facebook Group, email or phone.
- Virtual Meetings will be called by the President or Executive Director.
- Meetings are facilitated & documented by the Executive Director.
- Virtual Meetings are short & only discuss one question.
- Virtual Meetings may be tabled and added to the agenda for the next Power Meeting or Special Meetings if it appears that the one question is not broad enough to answer quickly

VI. Voting

1. A majority of present Executive Officers constitutes a quorum.
2. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

VII. Conflict of Interest

1. Any member of the board that has the appearance or actual conflict of interest on a matter before the board should make reasons known. A 2/3 vote of Executive Officers will decide if a member should be excluded from voting on a pending matter.

VIII. Fiscal Policies

1. The fiscal year of the board shall be January 1 to December 31.

IX. Amendments

1. Annual Amendments will be considered every August by the Bylaw Review Committee
2. These bylaws may be amended by a two-third vote of Executive Officers.

Bylaws Revised September 19, 2015