

1 **Christian Church (Disciples of Christ) of Greater Kansas City**
2 **Rules of Procedure**
3 (Draft 12/04/2018)

4 Rules of Procedure of the Christian Church (Disciples of Christ) of Greater Kansas
5 City, hereinafter referred to as the Region.
6

7 **ARTICLE I.**
8 **PRINCIPLES OF OPERATION**
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10 Diversity in representation is an important value of the Christian Church (Disciples of
11 Christ) in the U. S. and Canada. We acknowledge that within any population there are
12 individuals who have a high capacity and calling to faithfully and effectively accomplish
13 the mission and ministry of our Region. Commitment to diversity in membership and
14 leadership is reflective of our Disciples affirmation of the priesthood of all believers and
15 is necessary for the healthy and faithful evolution of this “movement for wholeness in a
16 fragmented world.”
17

18 The diversity of the Greater Kansas City metropolitan area is reflected in data available
19 from a variety of reputable agencies including MissionInsite: FaithConnect's
20 "ExecutiveInsite Report". It is the intention of our Region to meet or exceed reported
21 percentages of populations (age, gender, ethnicity, etc.) in the makeup of our Board
22 and standing commissions, committees, ministries, and cabinets. To that end, we ask
23 that the Regional Minister and President make available to the Regional Board/Council
24 a current report of population makeup to the Nominating Committee at its first regularly
25 scheduled meeting.
26

27 **A. Inclusive Representation**

28 In the election of its officers, and in the appointment of members to the Regional
29 Board, its committees, the calling of Regional Staff, and in filling other elected and
30 appointed positions; the Region shall choose candidates with appropriate expertise
31 and willingness to serve, and shall consider representation by members of the
32 various constituencies of the Region, including but not limited to:
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- 34 1. Regional LBGTQ+ Alliance
- 35 2. MOKAN Fellowship of the National Convocation
- 36 3. Kansas City Convencion of the Obra Hispana Nacional
- 37 4. National Association of Pacific Asian Disciples (NAPAD)
- 38 5. Disciples Woman’s Mission
- 39 6. Regional Youth Cabinet
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41 **B. Open Meetings**

42 All meetings of the Regional Assembly and Regional Board, including all
43 committees thereof, shall be open to any member of the Region, (without vote)
44 except as noted in these Bylaws.
45

46 **C. Limited Terms**

47 All persons serving on the Regional Board serve two year terms, except in the
48 Moderator and Moderator-Elect sequence. A member of the Regional Board
49 may not serve more than two (2) consecutive terms. After a two (2) year
50 sabbatical from the Regional Board, a person will be eligible to serve as a
51 member of the Regional Board.

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53 **ARTICLE II.**
54 **REGIONAL ASSEMBLY**

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56 A. Participation

57 All members of the congregations, institutions and ministries that are Members of
58 the Christian Church (Disciples of Christ) of Greater Kansas City shall be
59 encouraged to participate in the Regional Assembly.

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61 B. Voting Members

62 All ministers with standing and two (2) lay delegates from each recognized
63 congregation shall be eligible to vote on business items of the Regional Assembly.

64
65 C. The Regional Assembly shall:

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67 1. Elect the Officers of the Region, and seven (7) lay members-at-large for the
68 Regional Board.
69 2. Call the Regional Minister and President upon the recommendation of the
70 Regional Board.

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72 D. Notification

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74 1. Biennial meeting time of the Regional Assembly will be announced at the
75 preceding Regional Assembly.
76 2. A special Regional Assembly may be called by the Regional Board and
77 notification shall be given to each congregation by mail, email, or other verifiable
78 electronic transmission and placing the notification on the Region's website at
79 least thirty-five (35) days before the date of the meeting.

80
81 E. Quorum

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83 1. A Quorum shall exist when at least one (1) delegate from thirty-three (33)
84 percent of the Region's congregations are present at the Assembly, either in
85 person or in contact through an electronic media authorized by the Regional
86 Board.
87 2. A vote will carry with a simple majority of those present and voting unless
88 otherwise stated in the Bylaws and Rules of Procedure.

89
90 F. Business Items

- 91
92 1. Business items shall be determined by the Regional Board.

- 93 2. Items for business may be submitted to the Office of Regional Minister and
94 President for consideration by the Regional Board at least ninety (90) days in
95 advance of the Regional Assembly.
96 3. Items of business which require discussion and/or action of the Assembly shall
97 be circulated to the congregations by email, mail, or other electronic
98 transmissions and placement on the Region's website, at least thirty-five (35)
99 days before the date of the meeting.
100 4. Any item of business may be considered an emergency if its content is of such
101 nature that it could not have been regularly filed ninety (90) days prior to the
102 Regional Assembly and needs immediate attention. Such items of business
103 may be filed when submitted by ten (10) or more voting delegates from not less
104 than five (5) member congregations to the Moderator- Elect of the Region who,
105 with the advice and consent of the Officers of the Region, shall make
106 appropriate recommendations to the Regional Assembly as to their disposition.
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108 **ARTICLE III.**
109 **REGIONAL BOARD**
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- 111 A. The membership of the Regional Board shall be as set forth in the Bylaws.
112 Members of the Regional Board shall serve two (2) year terms. No member of the
113 Regional Board shall serve more than two (2) consecutive terms. The officers of the
114 Region as elected by the Regional Assembly, namely, Moderator, Moderator-Elect,
115 Secretary, Treasurer, Immediate Past Moderator, and the Regional Minister and
116 President shall serve as the officers of the Regional Board.
117
118 B. The Regional Board shall conduct business and provide management and
119 oversight on behalf of the Region, and shall have all necessary powers to do on
120 behalf of the Region everything which nonprofit corporations can do under the laws
121 of the State of Missouri. The Regional Board may establish committees,
122 commissions, and task forces to carry out the ministries and the business of the
123 Region and may dissolve such committees, commissions, and task forces when
124 assigned tasks have been completed. These committees, commissions, and task
125 forces shall be responsible to and work under the direction of the Regional Board
126 and shall report to the Regional Board as directed.
127
128 C. In carrying out its duties and responsibilities under the Bylaws and these Rules of
129 Procedure, the Regional Board shall on behalf of the Region:
130
131 1. establish policies and programs for the Region and shall give direction and
132 authorization to the Executive Committee to implement such policies and
133 programs;
134 2. adopt, amend, and repeal Rules of Procedure consistent with the Region's
135 Bylaws; amend or restate the Articles of Incorporation;
136 3. adopt and implement an annual budget for the Region based on the
137 recommendation of the Executive Committee;

- 138 4. recommend the calling of the Regional Minister and President to the Regional
139 Assembly;
- 140 5. call Associate Regional Ministers after recommendation from the Executive
141 Committee;
- 142 6. call an Interim Regional Minister;
- 143 7. dismiss the Regional Minister and President, Interim Regional Minister, or
144 Associate Regional Minister(s) requiring a two-thirds (2/3) majority vote to pass;
- 145 8. authorize signing or co-signing any mortgages or notes requiring a two- thirds
146 (2/3) majority vote to pass;
- 147 9. call special meetings of the Regional Assembly;
- 148 10. fill vacancies for the remainder of the unexpired terms which arise because of
149 the ineligibility or incapacity of any Officer of the Region; appoint or remove any
150 Officer of the Region;
- 151 11. have the authority to take the actions reserved for the Regional Board and not
152 to be exercised by the Executive Committee;
- 153 12. adopt a plan of merger or adopt a plan of consolidation with another corporation
154 or other entity requiring a two-thirds (2/3) majority vote to pass;
- 155 13. authorize the sale, lease, exchange, or mortgage of all or substantially all of the
156 property and assets of the Region requiring a two-thirds (2/3) majority vote to
157 pass;
- 158 14. authorize the voluntary dissolution of the corporation or revoking proceedings
159 thereof, adopt a plan for the distribution of all assets of the Region that shall be
160 carried out by the Regional Board requiring a two-thirds (2/3) majority vote to
161 pass; amend, alter, or repeal any resolution of the Regional Board which by its
162 terms provides that it shall not be amended, altered, or repealed by the
163 Executive Committee.

164
165 D. Meetings and Notification
166

- 167 1. The Regional Board shall meet no less than four (4) times per calendar year.
168 The place, day, and hour of regularly scheduled meetings of the Regional Board
169 shall be determined and announced no less than one (1) year in advance.
170 Special meetings of the Regional Board may be called upon written notice to all
171 members of the Regional Board mailed no less than fifteen (15) days before the
172 meeting.
- 173 2. Special meetings of the Regional Board may be held upon the call of the
174 Moderator of the Region or upon written request of ten (10) members of the
175 Regional Board.
- 176 3. All meetings of the Regional Board are open except when addressing
177 confidential issues in executive session. The agenda of the Regional Board will
178 indicate when meeting or portions of meetings are closed due to the confidential
179 nature of issues being discussed. The content of confidential meetings will not
180 be disclosed in the minutes and/or reports of such meetings but decisions that
181 are forthcoming from such discussions will be disclosed to the necessary
182 individuals or groups of the Region.
- 183 4. Meetings that are not open shall include, but not limited to, the following:

- 184 a. Meetings to consider information regarding the recommendation of a
185 minister, granting or removal of ministerial standing in the Region;
186 b. Meetings to discuss pending, probable, or imminent legal action against
187 or on behalf of the Region or involving congregations or ministers;
188 c. Meetings to consider information regarding appointment, employment,
189 reprimand, or dismissal of an employee;
190 d. Meetings to consider information regarding the purchase or sale of
191 property of the Region, provided that any vote on these matters shall be
192 taken at a meeting, or portion of a meeting, open to any member of the
193 Region.

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195 E. Quorum

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- 197 1. A quorum for the Regional Board will be a majority of current elected and
198 appointed members present.
199 2. A vote will carry with a simple majority of those present and voting unless
200 otherwise stated in the Bylaws and Rules of Procedure.

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203 **ARTICLE IV.**
204 **OFFICERS OF THE REGION**

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206 A. The Moderator:

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- 208 1. shall preside over all business sessions of the Regional Assembly, the Regional
209 Board, and the Executive Committee of the Regional Board;
210 2. shall appoint committee chairs and committees as outlined in these Bylaws in
211 consultation with the Regional Minister and President;
212 3. may be authorized by the Regional Board or the Executive Committee to be
213 legal representative and/or signatory as outlined in these Bylaws;
214 4. shall confer regularly with the Regional Minister and President;
215 5. shall serve as ex-officio member, without vote, of all committees operating
216 within the Regional Board;
217 6. shall call meetings of the Regional Board, and send notice and agenda to the
218 members of the Regional Board;
219 7. shall help to prepare the Moderator-Elect to assume the Moderator's position;
220 8. shall represent the Region at sessions of the Regional Ministers and
221 Moderators of the Christian Church (Disciples of Christ) or its successor groups;
222 and
223 9. shall appoint a Regional Minister Search Committee in consultation with the
224 General Minister and President and Office of Search and Call of the Christian
225 Church (Disciples of Christ) utilizing the current Executive Search Model.

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227 B. The Moderator-Elect

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- 229 1. shall, in the absence of the Moderator, preside over all business sessions of the
Regional Assembly;

- 230 2. shall, in the absence of the Moderator, or the request of the Moderator, preside
231 over business session of the Regional Board or the Executive Committee;
232 3. shall, under normal circumstances, become the next Moderator;
233 4. shall assist the Moderator in conducting the business session of the Regional
234 Assembly, the Regional Board, and the Executive Committee of the Regional
235 Board;
236 5. shall receive and implement the handling of emergency resolutions, as defined
237 in these Bylaws, during the sessions of the Regional Assembly.
238

239 C. The Treasurer:

- 240
241 1. shall work closely with the Regional Minister and President on reporting the
242 financial status of the Region;
243 2. shall serve as a member of the Finance Team and assist in the preparation of
244 the budget; lead the Executive Committee in the preparation of budget;
245 1. shall oversee the preparation and distribution of a financial statement for the
246 Regional Assembly when it is in regular session, and if requested by the
247 Moderator, a report shall be prepared for any special or called meeting of the
248 Regional Assembly;
249 2. shall engage the Region in thoughtful consideration of the implications of the
250 decisions made regarding the use of available resources, leading the Region in
251 its ongoing stewardship reflections;
252 3. shall perform all other functions of the office (for example, maintaining financial
253 records) as may be required by the law;
254 4. shall conduct such special assignments as may be directed by the Moderator;
255 5. shall be bondable
256 6. shall be guided by the Handbook for Treasurers of Christian Church (DOC)
257 Congregations and by IRS guidelines for nonprofit organizations.
258 7. review compliance with current guidelines annually
259

260 D. The Secretary:

- 261
262 1. shall have the authority to certify the Bylaws, resolutions of the members and
263 Regional Board and committees thereof, and other documents of the
264 corporation as true and correct copies thereof;
265 2. shall be one of the authorized signatories for legal documents to be executed on
266 behalf of the Region; and
267 3. shall perform all other functions of the office as may be required by law.
268

269 E. The Immediate Past Moderator:

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271 1. shall function as historian and consultant for the current officers, and
272 2. member of the Regional Board and Executive Committee.
273

274 F. Terms of Office:

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- 276 1. Officers serve from the close of the Regional Assembly, in which elected,
277 through the close of the next Regional Assembly election.
278 2. The Moderator Elect will be elected for a four (4) year term, serving two (2)
279 years as Moderator Elect and the two (2) years as Moderator.
280 3. All other officers will serve two (2) year terms.
281 4. Officers may be elected to no more than two (2) consecutive terms of office.
282

283 **ARTICLE V.**
284 **REGIONAL STAFF**

285
286 A. The Regional Minister and President:

- 287
288 1. shall be elected by a two-third (2/3) majority of Members voting at a Regional
289 Assembly;
290 2. shall provide primary administrative oversight, pastoral care, and spirit nurture in
291 Region;
292 3. shall direct coordination and implementation of the Region's programs;
293 4. shall serve as an ex-officio, non-voting member of the Regional Board, the
294 Executive Committee of the Board, and all committees of the Board;
295 5. shall be authorized to sign legal documents on behalf of the Region;
296 6. shall be the primary interpreter of the ministries of the whole church for the
297 Region and its congregations;
298 7. shall be the chief ecumenical representative of the Region;
299 8. shall participate in General Church activities as outlined for the position of
300 Regional Minister in the preamble of the Bylaws;
301 9. shall participate in General Ministries as outlined for the position of Regional
302 Minister in the preamble of the Bylaws;
303 10. shall, in consultation with the Personnel Committee, direct and supervise the
304 work of the staff as needed;
305 11. shall be compensated according to the procedures set forth in the personnel
306 policy; and
307 12. shall serve ex-officio as a member of the Tall Oaks Board.
308

309 B. Associate Regional Minister(s):

- 310
311 1. shall perform their assignments described by the Regional Board, and shall
312 work under the supervision of the Regional Minister; and
313 2. shall be compensated according to procedures set forth in the personnel policy.
314

315 C. Interim Regional Minister and President:

- 316
317 1. The Interim Regional Minister and President shall perform duties of the
318 Regional Minister and President at times of transition.
319 2. An interim Regional Minister and President will be called by the Regional Board.
320 The Executive Committee is not authorized to act for the Regional Board in this
321 instance.

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D. Other Staff:

1. The Regional Minister and President may hire for specific time periods and for specific areas of work (such as interims or special projects) such persons as he/she, upon approval of the Region’s Personnel Committee, deems necessary.
2. The Regional Minister and President will transmit to the Regional Board a copy of any hiring terms or contracts for staff.
3. Staff shall be supervised by the Regional Minister and President.

E. Dismissal of any staff will be according to procedures set forth in the Region’s Personnel Policy.

**ARTICLE VI.
COMMITTEES**

A. EXECUTIVE COMMITTEE

1. The Executive Committee of the Region shall consist of the individuals serving in the following positions:
 - a. Regional Minister and President as ex-officio, non-voting member
 - b. Moderator
 - c. Moderator-Elect
 - d. Secretary
 - e. Treasurer
 - f. Immediate Past Moderator
2. No member of the Executive Committee shall serve more than two (2) consecutive terms.
3. The Executive Committee shall:
 - a. exercise the authority granted to it by the Regional Board in relation to the management and operation of the affairs of the Region between meetings of the Regional Board;
 - b. report to the Regional Board;
 - c. recommend a biennial budget to the Regional Board;
 - d. be responsible for oversight of the day-to-day operations of the Region;
 - e. have authority to authorize financial transactions pertaining to investments, designated funds, and operating funds based within the confines of the approved budget;
 - f. recommend to the Regional Board the calling of or dismissal of Associate Regional Minister(s).
4. The Executive Committee shall not exercise the powers reserved to the Regional Board.
5. The delegation of authority to the Executive Committee shall not operate to relieve the Regional Board, or any individual officer or member of the Regional Board, of any responsibility imposed upon it or him/ her under the law.

367 6. All meetings of the Executive Committee are open except when addressing
368 confidential issues. The agenda of the Executive Committee will indicate when
369 meeting or portions of meetings are closed due to the confidential nature of
370 issues being discussed. The content of confidential meetings will not be
371 disclosed in the minutes and/or reports of such meetings but decisions that are
372 forthcoming from such discussions will be disclosed to the necessary individuals
373 or groups of the Region.

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375 B. NOMINATING COMMITTEE

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377 1. A Nominating Committee of seven (7) members will be appointed by the
378 Regional Moderator in consultation with the Regional Minister and President
379 and approved by the Executive committee. The Nominating Committee shall be
380 representative of the Region as a whole.

381 2. The Nominating Committee will recruit and nominate a slate of the following
382 officers of the Region: Moderator, Moderator-Elect, Secretary, Treasurer, and
383 an Immediate past Moderator of the Region.

384 3. The Nominating Committee will recruit and nominate seven (7) laypersons as
385 members-at-large on the Regional Board. The individuals recruited shall be
386 representative of the Region as a whole with respect to gender, age,
387 race/ethnicity, and geographic areas of the Region. These individuals will serve
388 two (2) year terms and may serve no more than two (2) consecutive terms.

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390 C. REGIONAL ASSEMBLY COMMITTEE

391

392 The Regional Board shall have a Regional Assembly Committee. Regional Assembly
393 Committee chairs are nominated by the Regional Nominating Committee.

394

395 1. Program subcommittee

396 a. Purpose is to plan and administer the program of the Regional Assembly.

397 b. Membership

398 1). Six (6) to eight (8) persons broadly representative of the members of the
399 Region.

400 2). Appointed by the Moderator and the Program Committee chair, and
401 approved by the Regional Board.

402 c. Duties

403 1) To establish a local arrangements committee and outline the Committee's
404 responsibilities.

405 2) To make arrangements for the hosting of the Assembly and its
406 participants.

407 3) To be responsible for the Assembly program and business meeting.

408 4) To be responsible for the Worship Services.

409 5) To prepare a budget.

410 2. Resolutions subcommittee

411 a. The purpose is to administer the process of properly receiving and handling
412 all resolutions to be presented to the Regional Assembly.

- 413 b. Resolutions will be considered properly presented only when they come from
414 any of the following sources:
415 1) A congregation of the Region.
416 2) The Regional Board, Regional Commissions, or any auxiliary organization
417 recognized by the Regional Board.
418 3) General Ministries or auxiliary organizations clearly identified with the
419 Region.
- 420 c. Resolutions must be received by the Moderator not fewer than one hundred
421 twenty (120) days prior to the opening of the Regional Assembly.
422 d. Resolutions shall be submitted to all members of the Regional Board prior to
423 the meeting(s) of the Board and made available to delegates at least forty
424 (40) days prior to the opening of the Regional Assembly.
425 e. Resolutions shall include an estimate of the cost implications of the resolution
426 and the resolution must be reviewed by the Finance Committee prior to the
427 Assembly.
428 f. Resources - In carrying out its duties, this proponent and Regional Board are
429 encouraged to refer to all recent resolutions of the General Assembly of the
430 Christian Church (Disciples of Christ) and other ecumenical bodies.

431 3. Credentials committee

- 432 a. Membership – Five (5) persons.
433 b. Nomination and Election – Nominated by the Moderator and the Credentials
434 Committee Chair, and approved by the Regional Board. The Committee is
435 to be appointed at least sixty (60) days prior to the Regional Assembly and
436 shall serve for that Assembly.
437 c. Meetings - No meeting prior to the Regional Assembly would normally be
438 necessary. The Committee would need to be available during entire
439 Assembly for any questions or problems that might arise related to voting
440 status, requirements, regulations, etc.
441 d. Duties - To verify delegate status for persons registered for the Regional
442 Assembly in a process approved and supervised by the Regional Board.
443

444 D. STANDING COMMITTEES, COMMISSIONS, MINISTRIES AND CABINETS

445 Greater Kansas City will have twelve (13) standing commissions, committees,
446 ministries, and cabinets:
447

- 448 1. Commission on the Order of the Ministry consisting of a chairperson and
449 representatives of:
450 a. Committee on Ordination and Standing
451 b. Committee on Commissioned Ministry
452 c. This Commission would meet at least once a year for planning and
453 recommending budgets and
454 d. to plan two (2) meetings each year when the Committee on Ordination and
455 Standing, Committee on Commissioned Ministry, and the Disciples
456 Ministers' Association Task Force would gather together for updates from
457 the General Commission on the Ministry

- 458 e. any other purposes as determined by the Commission on the Order of the
459 Ministry.
- 460 2. Disciples Ministers' Association Task Force (DMA)
- 461 3. Women's Ministry Cabinet
- 462 4. MOKAN Fellowship Cabinet
- 463 5. Kansas City Convencion (Hispanic Disciples)
- 464 6. Ministry with Young Disciples consisting of a chairperson and representatives of:
- 465 a. Camp and Conference Committee
- 466 b. Regional Youth Cabinet
- 467 c. Chi Rho Task Force
- 468 d. Children's Ministry
- 469 e. Other ministries as needs arise
- 470 f. The Ministry with Young Disciples shall meet at least once a year for planning,
471 recommending budgets and other issues vital to the mission of this ministry.
- 472 7. New and Transforming Church Commission
- 473 8. Ministry of Community Engagement
- 474 (serving and supporting Regional initiatives with: Interfaith and Ecumenical
475 relations, Global Ministries, Week of Compassion, Disciples Volunteering,
476 Missions, etc.)
- 477 9. Stewardship and Development Commission
- 478 10. Budget and Finance Committee
- 479 11. Property Task Force
- 480 12. Personnel Committee
- 481 13. Pro-Reconciliation/Anti-Racism Commission
- 482 a. The Regional Board shall have a Pro-Reconciliation/ Anti-Racism
483 Commission comprised of at least five (5) and no more than eight (8)
484 members including two (2) racially diverse co-chairs.
- 485 b. The membership of the Pro-reconciliation/ Anti-racism Committee will be
486 comprised of representatives of the constituency groups in the Region.
- 487
- 488 E. Each of the aforementioned commissions, committees, ministries, and cabinets will
489 have an operating manual received and approved annually by the Regional Board.
- 490

491 F. AD HOC COMMITTEES

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- 493 1. The Region shall have the right to establish committees and task forces
494 necessary for the planning and implementation of the ministries of the Region.
- 495 2. Search Committees formed for the purpose of calling a Regional Associate, or
496 Interim Regional Minister shall follow the DOC Executive Search process as
497 provided by the General Board.
- 498

499 **ARTICLE VII.**
500 **CONTRACTS, CHECKS, DEPOSITS, FUNDS AND GIFTS**

501 A. Contracts.

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- 504 1. The Regional Board may itself approve, or may authorize the Executive
505 Committee to approve, the execution and delivery of any contract by the
506 Region.
- 507 2. Any authority granted to the Executive Committee regarding contract approval
508 and execution may be general or confined to specific instances. Once the
509 execution of a contract by the Region has been approved by the Regional
510 Board, or by the Executive Committee upon authorization having been given to
511 the Executive Committee by the Regional Board, the Regional Minister and
512 President or any officer or officers of the Region shall execute and deliver such
513 contracts in the name of and on behalf of the Region.
- 514 3. Contracts executed by officers of the Region must have two (2) authorizing
515 signatures.
- 516
- 517 B. Checks, Drafts, etc. All checks, drafts or orders for the payment of money shall be
518 signed by such officer or officers of the Region, and in such manner, as shall from
519 time to time be determined by resolution of the Regional Board. Any signing or co-
520 signing of any note, mortgage, or similar evidences of indebtedness by the Region
521 must be specifically authorized by the Regional Board which shall then designate
522 the specific officer or officers or agents to sign such documents on behalf of the
523 Region.
- 524
- 525 C. Deposits. All funds of the Region shall be deposited in a timely manner to the credit
526 of the Region in such banks, trust companies, or financial services companies or
527 other depositories as the Regional Board may select from time to time.
- 528
- 529 D. Gifts. The Regional Board may accept or reject on behalf of the Region any
530 contribution, gift, bequest or devise for the general purposes, or for any designated
531 specific purpose, of the Region.
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533 **ARTICLE VIII.**
534 **BOOKS AND RECORDS**

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536 The Region shall keep correct and complete books and records of account as well as
537 minutes of proceedings of the Regional Assembly, Regional Board, Executive
538 Committee, Ministry Leadership Team, standing committees and other committees
539 authorized from time to time by the Regional Board. Such books, records and minutes
540 shall be kept at the registered office of the Region. The Region shall also keep at the
541 registered office of the Region a record of the names and addresses of all members of
542 the Region entitled to vote. The books and records of the Region may be inspected by
543 any member of the Region entitled to vote for any proper purpose at any reasonable
544 time.

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546 **ARTICLE IX.**
547 **FISCAL YEAR**

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549 The fiscal year of the Region shall begin on the first day of January and end on the last
550 day of December in each year.

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**ARTICLE X.
AMENDMENTS**

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555 These Rules of Procedure may be altered, amended or repealed or new Rules may be
556 adopted by a two-thirds (2/3) vote of the voting members of the Regional Board at any
557 regular meeting or specially called meeting, provided that at least thirty-five (35) days
558 written notice has been given to the voting members of the proposed alteration,
559 amendment, or repeal of these Rules or the proposed new Rules. These Rules shall
560 be reviewed every five (5) years.

561

562 Adopted by the Regional Board on _____.
563 (DATE)

564

565 Rule changes revised by Regional Board _____.
566 (DATE)

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