

From Grace's Constitution:

C13.07. *A Place of Grace Committee of six voting members shall be elected by the Congregation Council. The term of office shall be three years beginning January 1 and ending December 31, with elections of two new members each year. No member shall serve more than two consecutive terms. The pastor and president of the congregation council shall serve as ex officio members. The purpose of the Place of Grace Committee is to manage and oversee the operation, leasing, and finances associated with the building known as Place of Grace. Amendments to the purpose of the Place of Grace Committee shall be made in the same manner as amendments to this constitution. The manner in which the committee and the fund operate shall be set forth in the by-laws.*

Grace's Bylaws:

B.13.07.01. The purpose of the Place of Grace Committee is to manage and oversee the operation, leasing, and finances associated with the building known as Place of Grace.

B.13.07.02. The Place of Grace Committee has responsibility for insuring that the building at 410 Oakland Avenue, purchased by the congregation in 2012, operates on a revenue neutral basis by leasing space to organizations that operate in a manner benefitting the Rock Hill and York County area; non-profit organizations are preferred. The Congregation Council has final authority regarding all lease agreements and shall ensure that tenant organization operations are consistent with the mission of this congregation.

The committee shall operate as follows:

1. The committee shall elect a chairperson, recording secretary and treasurer from its voting members.
2. The chairperson shall preside at all meetings and delegate tasks to other members of the committee.
3. The secretary shall be the custodian of the committee's records, keep complete minutes of the meetings, and supply a copy to each committee member as well as the Congregation Council.
4. The treasurer shall maintain the committee's bank account and perform all duties normally performed by the treasurer. Financial records shall be made available to all committee members at all meetings and upon request.
5. All checks shall be signed by the treasurer or another committee-designated member of the committee.
6. The congregation's Treasurer will maintain complete and accurate duplicate copies of financial records of the Place of Grace Committee.
7. The committee shall meet at least quarterly. A quorum shall consist of at least four voting members. If a voting member is absent, the President of the Congregation Council may vote.
8. All actions by the committee shall require a majority vote of the entire voting members of the committee (that is to say, at least four votes).
9. The committee shall make reports to the Congregation Council as requested, but no less than on a quarterly basis, as well as its annual report to the congregation.
10. If a vacancy of a voting member occurs, the Congregation Council shall elect, by majority vote, a successor to serve the remainder of the unexpired term. The committee shall notify the Council of the vacancy and make a recommendation regarding the successor to fill the unexpired term.

11. The committee, in its discretion, may request other members of the congregation to serve as advisory members.
12. The committee may make financial commitments and contractual agreements as needed for normal operation, but shall not make such commitments or agreements in excess of \$7,500 without Congregation Council approval.
13. No action shall be taken in the management of Place of Grace that will jeopardize the tax-exempt status of the congregation.
14. Members of the committee shall not be liable for any financial losses which may be incurred through operation of the building.
15. The committee chairperson is responsible for coordinating operation of the Place of Grace, as appropriate, with the congregation's Property Committee.
16. The committee chairperson is responsible for maintaining good relations on behalf of the congregation with Place of Grace neighbors and tenants.