

BYLAWS
of the
FLORIDA CAMPERS ON MISSION
In cooperation with the
FLORIDA BAPTIST CONVENTION, SBC
(Revision Spring 2012)

ARTICLE I: Name

The name of this organization shall be “FLORIDA CAMPERS ON MISSION”

ARTICLE II: Objectives

Florida Campers on Mission (hereinafter referred to as COM) is a fellowship of Christians who strive for opportunities to share their faith and love of Jesus Christ while camping or participating in mission activities.

To bear witness to the saving power of Jesus Christ as recorded in God’s Holy Word, John 3:16-18.

To relate our Christian faith to those we encounter “As We Go,” Matt. 28:19

To communicate through word and deed the good life in Jesus Christ.

To be genuine and sensitive in relation to other people.

To use our talents and skills in the furtherance of the Gospel of Jesus Christ.

To assist churches and associations in planning COM projects.

To encourage participation in Regional, State and National COM Rallies.

ARTICLE III: Membership

Membership shall be free and open to all born-again Christians (those who have accepted Jesus Christ as personal Lord and Savior). No membership fees, dues or subscription shall be requested of members; however, a freewill mission love offering container may be available at all Rallies for those who may wish to make a donation. Participation in Regional Rallies, State Rallies or projects shall be the means of determining active membership. Anyone failing to attend at least one (1) National, Regional, or State Rally or participate in a project in a two (2) year period shall be contacted by their Wagon Master as to whether they wish to remain on the active or lifetime membership, become a COM Ambassador, or wish to be taken off the membership roll.

A member is one who has requested membership with the Florida COM, has completed an enrollment form and returned it, and agrees with the objectives as set forth in these by-laws. All new members are invited to attend a new member orientation class at a State Rally.

Florida COM Life-Time membership, and COM Ambassador membership, are available for those members who are interested in Florida COM, but are no longer able to participate in COM projects. These members shall continue to receive the Chapter Newsletter and are encouraged to attend rallies and regional activities, and to pray for activities and rallies.

COM Ambassador: A FLCOM Ambassador is a member of Florida COM who has decided to serve at home rather than on mission trips. COM ambassadors are active in their home church and:

- Promote COM at their local church and Associational office.
- Recruit and help integrate new COM members into mission opportunities.
- Coordinate COM activities within their local church and Association.
- Contact and inform local Directors of Missions (DOM) of COM and COM activities.
- Coordinate with local and state Wagon Masters regarding potential COM activities
- Engage local churches to participate in COM missions or projects
- Encourage COM members to seek "commissioning" by their local churches prior to leaving on a mission trip or project.

ARTICLE IV: Rights and Responsibilities of Members

Each member is entitled to an equal voice and vote in the ministry and business of the organization.

Each member is eligible for consideration as a candidate for an elective office.

Each member is responsible for conducting himself/herself in a way that is favorable to Christian witness.

No member shall use COM membership to receive discounts or favors for personal gain.

Each member should openly identify himself/herself with other members and should display the Campers on Mission emblem when possible.

Members should inform their Regional Wagon Master or Regional Chaplain of any prayer requests or special needs.

ARTICLE V: Relationships

Florida COM shall work in close relationship with the National COM Coordinator and the Team Strategist of the Church and Community Ministries Team of the Florida Baptist Convention, SBC.

The Team Strategist of the Church and Community Ministries Team, FBC, serves as liaison between the Florida COM and the Florida Baptist Convention for reasons of calendaring and budgeting, and shall be an ex-officio member of the Executive committee and all other working committees. The Florida COM shall, through its Regional Wagon Masters, seek to develop a closer working relationship with Association Directors of Missions.

ARTICLE VI: Polity

The Florida COM is a self-governing body with the power vested in its members. Each member shall be entitled to one (1) vote. Decisions affecting the Florida COM shall be determined by majority vote of the members present or by common consent at a scheduled Business Meeting.

The Florida COM shall not establish or maintain affiliation with any body or organization whose faith and practice violates the principles of faith and practice found in the Bible or set forth in these by-laws.

ARTICLE VII: Officers

The officers shall be a President, Vice-President, State Wagon Master, Regional Wagon Master, Recording Secretary, Corresponding Secretary, Treasurer, State Project Director, State Project Recorder, Chaplain, State Church Planting Coordinator, and any other officers as may be deemed necessary by the membership to carry out the responsibilities of Florida COM.

These officers shall serve on the Executive Committee and any eight (8) officers present shall constitute a quorum of that committee. They shall be elected at the State Rally for a period of one (1) year and shall serve through the next Rally. Newly elected officers shall assume their duties immediately upon the conclusion of the rally at which they were elected.

No officer, with the exception of the State Project Director, Project Recorder, and State Church Planting Coordinator, shall serve more than two (2) consecutive years, and shall be eligible for re-election only after being out of office one (1) year.

ARTICLE VIII: Committees

Every committee should meet at least once a year.

Executive Committee:

The Executive Committee shall consist of the elected officers and the chairpersons of standing committees. The Executive Committee shall:

- Meet prior to the State Rally for the purpose of planning, promoting, calendaring, and coordinating the Florida COM Rally and mission projects.
- Serve as a sounding board for the President, other officers, and committees seeking counsel on COM business.
- Discuss agenda items of the coming business meeting.
- Help the Finance Committee establish the budget.
- Encourage members to send in their project reports.

Nominating Committee:

The Nominating Committee shall consist of the State Wagon Master and the Regional Wagon Masters.

The Nominating Committee shall serve one (1) year, though the state rally, and nominate the officers for election at that rally. The Chairman of the Nominating Committee shall be responsible for presenting the persons to be nominated to fill each officer position at the State Rally. All persons nominated shall be willing and able to comply with the applicable officer's job descriptions which are a part of these by-laws.

Vacancies that occur and positions not filled at the Rally may be filled by appointment of the President.

In addition, the Nominating Committee shall:

- Hold an organizational meeting immediately following the rally meeting in which they are elected/appointed, and begin searching for nominees, to allow sufficient time to locate qualified, willing nominees.
- Ensure all nominees are aware of the position responsibilities prior to accepting the nomination.
- Ensure all nominees are qualified to handle the position responsibilities.
- Present nominees for discussion at the next state rally Executive Committee meeting.
- Present nominees to membership for election at next state rally business meeting.

Finance Committee:

Shall consist of five (5) members. The Vice-President, Treasurer, State Wagon Master and two members appointed by the president shall comprise the Finance Committee. They shall begin working immediately, preparing an annual operating budget to be presented for the up-coming year. The finance committee shall serve through the state rally and shall present a budget at that rally for the up-coming year. The books shall be audited upon the change of Treasurer and at least every two (2) years by a committee of three (3) members including the Vice-President and two (2) other members appointed by the President. The audit process shall comply with written guidelines that each member of the audit team shall sign and date upon completion of the audit. At the State Rally, discuss with the Executive Committee the budget needs for the next two years. Said budget shall cover all COM expenditures. The Finance Committee shall also:

- Prepare proposed two-year budget before state rally.
- Review and make recommendations in budget form of projected mission expenditures, COM sales items, and funds for the wagon masters.
- Discuss committee-prepared budget with Executive Committee at the State Rally.
- Modify budget as required and present proposed budget at State Rally business meeting for adoption.
- Submit a formal funding request to the Florida Baptist Convention before December 1, for the next fiscal year of each two-year cycle.
- Review requests for mission funds and make recommendations keeping in mind that the Florida COM President may authorize up to two hundred dollars (\$200.00) for project needs, when Florida COM members are involved, without bringing up the request for a vote at a Florida COM Business meeting. Requests for donations by any religious organization simply because they have a financial need or budget shortfall is not a valid request. A valid request is one that helps meet a specific need for a tangible item on a project. The project must have Florida COM people involved and on site.

Examples:

You are at a church and there is a shortage of material you need to hold a VBS or Backyard Bible Club.

You are at a church with limited resources and a door is rotting away and needs replacement.

You are on a construction site installing electric cable and find it is not possible to accomplish without a cable cutter. Remember to obtain prior authorization for the expenditure.

- Negotiate with the Florida Baptist Convention for funds they will provide for postage, printing, State Rallies, etc., and request these funds at the proper time.

Audit Committee:

- Audit records of the Treasurer, comparing income and expenditures against budget and available funding.
- Verify accuracy of banking records
- Each member shall sign and date the audit verification form

COM Sales Committee:

This committee shall consist of the President, Treasurer and one couple/member appointed by the President who agrees to do the sales of COM merchandise. They shall:

- Determine items to sell, based on past sales records and items requested by COM'ers. Care should be exercised to order sizes consistent with previous sales by size.

- Order items to sell.
- Pay for items ordered.
- Maintain store sales items inventory
- Transport sales items to COM events
- Set selling price for each item to be sold
- Staff the COM sales table at each state rally
- Maintain records of sales and inventory
- Maintain the inventory at the lowest level possible, but ensure availability of items.
- Eliminate non-moving inventory items through reduced prices or other incentives.
- Keep records of all income and expenses. This information is to be provided to the treasurer after each rally.
- Help establish the budget for COM sales.

ARTICLE IX: Officers' Job Descriptions

In addition to specific duties as listed below, all officers shall:

- Attend all Florida State and National COM Rallies unless providentially hindered
- Make sure all COM'ers are aware of bylaws.
- Ensure the organizational operations comply with the by-laws.
- Encourage members to submit their project reports
- Attend as many regional events as possible

President:

- Maintain contact and consultation with the Team Strategist, Church and Community Ministries Team, of the Florida Baptist Convention.
- Preside at the Florida COM Business Meetings and at the Executive Committee sessions.
- Verify a quorum at meetings.
- Prepare an agenda for executive committee meeting and distribute it to the committee members prior to meeting so they can be prepared for discussion. Agenda should cover planning, promoting, calendaring, and coordinating Florida COM rallies and mission projects.
- Prepare an agenda for the business meeting and post it one day before meeting so members can be prepared for discussions.
- Serve as an ex-officio member of all standing committees and Ad Hoc committees of Florida COM.
- Be responsible to see that the Florida COM by-laws are kept up to date and are followed in all matters of ministry and organization. There shall be a revised printing of these by-laws at least every seven (7) years.

- Encourage the membership to understand and follow the by-laws.
- Cooperate with the National COM Coordinator.
- Keep, or appoint a person to keep, the membership list up to date and make a copy available to those attending the State Rally. Encourage members to add their cell phone numbers to the roster.
- Assist the region in which the national rally shall be held in securing a place, and in planning the program with the National COM Coordinator.
- Establish the Nominating Committee at each State Rally as detailed in Article VIII of these by-laws.
- Appoint two people to serve on an audit committee with the Vice President, at each change of the Treasurer, or at least every two years.
- Authorize mission expenditures of \$200 or less.
- Ensure that the data on the FL COM website remains current and that the information on the National COM website that pertains to Florida COM be current.

Vice-President:

- Assist the President in all of his/her duties.
- Assume the duties of the President in the absence of the President or when the President can no longer conduct the duties of that office.
- Act as Parliamentarian using “Roberts Rule of Order Revised” as authoritative.
- Serve as chairperson of the Finance Committee.
- Audit the financial records at each change of treasurer using a committee of himself/herself and two persons appointed by the President.
- Assist the region in which a National Rally in Florida shall be held in securing a place and in planning the program with the National COM Coordinator.
- If elected, assume the office of President at completion of the President’s term.

Recording Secretary:

- Keep minutes of all business and Executive Committee meetings in proper order and on file for reference at any time.
- Give to the President a copy of any minutes of a meeting.

Treasurer:

- Serve on the finance committee.
- Receive and disperse revenues according to budget and availability of funding.
- Contact finance committee when the budget needs adjusting.
- Prepare and give a financial report at state rally.
- Keep all financial records.

State Chaplain:

- Inform members of prayer needs.
- Forward serious prayer requests to National COM for distribution nationwide.
- Coordinate with Regional Chaplains to ensure all prayer requests are received and distributed to the general membership for prayer.
- Conduct memorial service at the state rally.
- Keep state officers apprised of all prayer requests.

Corresponding Secretary:

- Correspond with the membership as the need shall be; sick cards, thank you notes, etc.
- Develop a listing of specific events that trigger correspondence and provide the listing to the incoming Corresponding Secretary.
- Share listing with all state and regional officers with a request for them to keep you informed of all such events.
- At state rally business meetings, remind the membership to keep you informed of all such events.

State Wagon Master:

- Ensure that all Regional Wagon Masters are aware of their responsibilities.
- Ensure that all Regional Wagon Masters are aware of state rallies, missions & projects.
- Inform the President and Vice-President of Wagon Master activities.
- Serve as a member of the finance committee.
- Assist the region designated to host a National Rally in Florida in securing a place and in planning the program with the National COM Coordinator.
- Hold a Wagon Masters' Meeting at each State Rally to plan, coordinate, and organize Wagon Masters' work for the next year.
- Be responsible for identifying places in Florida where COM'ers can camp overnight for free while traveling to and from projects. A statewide listing is to be developed and kept current. The information should be readily available for distribution.

State Church Planting Coordinator:

- Maintain close contact, by phone, email, or other device, with the Lead Strategist of the Church Planting Group, Florida Baptist Convention.
- Maintain close contact with Regional Church Planting Coordinators and ensure that they have adequate training and information to provide assistance for church planting missions in their regions.
- Maintain a record of COM members throughout the chapter who are interested in assisting with church planting.
- Inform regional Church Planting Coordinators of needs for church plant assistance in their regions.

- Maintain a listing of all members assigned to church plant missions, including the dates of their assignment, length of assignment, and anticipated duties while on mission.
- Maintain close contact with the webpage, www.meettheneed.org, for needs around the state for assistance with church planting.

Regional Church Planting Coordinator:

- Maintain close contact with the State Church Planting Coordinator
- Maintain a listing of COM members in your region who are interested in helping church planters.
- Communicate church planting needs to members in your region
- Maintain a list of regional members who participate in church plant missions, including the date and length of assignment and anticipated duties while on mission.
- Maintain close contact with the webpage, www.meettheneed.org, for needs around the region for assistance with church planting.

Regional Wagon Master:

- Attend Executive and Business Meetings at the State Rally and your region's rally.
- Encourage members to recruit and train new COM members.
- Encourage members to seek "Commissioning" in their local church prior to leaving on mission/project.
- Arrange time, and plan the program, for the rallies in your region.
- Appoint an Assistant Regional Wagon Master
- Appoint a Regional Chaplain
- Appoint a Regional Project Coordinator, and other officers as needed within the region.
- Coordinate and promote mission projects within the region.
- When your region is scheduled to host the state rally, secure the date and appoint a committee to help plan the program.
- Make sure all regional officers understand and complete their roles.
- Promote COM to the Directors of Missions and churches within your region.
- Contact each new member in your region via mail, phone, e-mail, and/or a personal visit to make them feel welcome. At rallies, draw them into your region activities and answer any questions they may have about COM. Add them to your distribution list.
- Monitor the region roster and keep it current.
- Contact members when they move, get sick, have a family member die, or celebrate a major life event. Keep the State and Region Chaplains informed of such events.
- Keep the members of your region informed of projects, activities, and events via e-mail, or "snail mail" for those without e-mail.
- Submit regional information to the newsletter editor for inclusion in the chapter newsletter.

- Keep state officers aware of what is happening in your region.

Assistant Wagon Master, State and Regional:

- Be available to help in all rallies and projects, planning and promoting.
- Attend Executive and Business Meetings at Regional and State Rallies.
- Serve when and where Wagon Master requests.
- Serve as Wagon Master in his/her absence.
- In the case of more than one Assistant Wagon Master, state or regional, the designated assistant shall be prepared to assume the office of Wagon Master at completion of Wagon Master's term.

Regional Chaplain:

- Contact members when they move, get sick, or have a death in the family.
- Keep the Regional Wagon Master and State Chaplain aware of all such events.
- Visit the sick when possible.
- Hold devotions at all regional COM events.
- Share all prayer requests with the region members and State Chaplain.

State Project Recorder:

- Compile reports of completed projects received from members.
- Send project report summaries to Florida Baptist Convention and National COM Coordinator during the month of February.
- Send report to Florida COM President every six (6) months (March and September).

State Project Director:

- Attend all State and National Rallies if possible.
- Attend as many regional events as possible, sharing projects/missions/ministry needs at each event.
- Help Regional Project Director find volunteers for projects/missions/ministry.
- Keep an active distributable listing of projects/mission/ministry needs in the state.
- Distribute information on local, state and national mission and ministry projects.
- Hold a Project Director's meeting at each state rally to plan, coordinate and organize the Project Director's work for the year.
- Be familiar with mission possibilities, encourage and promote mission activities.
- Develop a list of skills and talents of Florida COM membership, including a listing of Project leaders. This information should be in distributable form.
- Develop policy, procedures and guidelines for working out projects.
- Help put together mission action teams for various projects.
- Publish a COM Project Calendar which presents the ministries and activities by FL COM'ers. The calendar should be presented at each rally and show those projects coming in the next six to twelve months. It should also provide a reference for COM'ers to select a project and contact

persons coordinating a specific ministry event. Ask those presenting a ministry need or request during the rally New Projects time to provide a brief written description at time of registration for distribution to all attendees.

- Work with President and Wagon Masters regarding local, state and national mission and ministry projects.
- Encourage a more active project role by Wagon Masters and Regional Project Directors
- Encourage more project participation

ARTICLE X: Code of Ethics

All members of the Florida COM shall abide by the following code of ethics:

- To be mindful of our responsibility to God concerning our actions.
- To live and act in such a manner that reflects Jesus in our lives.
- To maintain our campsite/parking area in a proper manner.
- To abide by park rules at all times.
- To assist other campers when the opportunity presents itself

ARTICLE XI: Amendments

These by-laws may be amended at any regular Executive Committee meeting by a two-thirds majority vote of members present, providing a written notice of the proposed amendment(s) were sent to the Executive Committee members not less than 30 days before the rally at which a vote shall be taken.