

## BYLAWS FOR THE MILFORD MIAMI MINISTRY

### ARTICLE I

The name of the organization shall be Milford Miami Ministry (MMM).

### ARTICLE II

The purpose of the ministry is to provide emergency assistance and services to residents within the Milford Exempted School District and persons living outside of the area who are members of participating congregations.

The Ministry shall work to identify needs and develop programs that will encourage the self-sufficiency of individuals and families.

### ARTICLE III

#### MEMBERS OF THE ORGANIZATION

The Board of Directors shall consist of the following:

1. Membership shall consist of no more than two (2) lay persons and a clergy appointed by the participating church as representatives. Further, each participating church shall have one vote and may caucus as to how to vote.
2. Voting membership on the Board of Directors shall be contingent upon the minimum financial support of the program in the amount of \$100.00 annually by each participating church and confirmed by the Board of Directors, with encouragement to reach the financial support goal of \$100.00 or more per month.
3. Duties of the Board of Directors:
  - a. The Board of Directors shall be responsible for implementing and modifying the By-Laws.
  - b. The Board of Directors shall be responsible for all policy decisions.
  - c. The Board of Directors shall elect officers and/or trustees of the organization.
  - d. The Board of Directors shall approve the annual budget.
  - e. The Board of Directors shall approve sale or purchase of any legal property.
  - f. The Board of Directors shall secure and supervise persons for employment and shall approve salaries.
  - g. The Board of Directors shall enter into agreements and contracts related to the performance of the organization.

### ARTICLE IV

#### OFFICERS

There shall be a Chairperson, Vice Chairperson, Recording Secretary, Treasurer and other officers as needed. These officers shall perform the duties prescribed by the Bylaws and the parliamentary authority adopted by the organization (*Robert's Rules of Order*).

Duties of the Officers:

1. The Chairperson shall preside over the meetings of the Board of Directors and appoint other committees as are deemed necessary. The Chairperson is ex-officio member of all committees of MMM.

2. The Vice-Chairperson shall preside in the absence of the Chairperson and serve as Chairperson of the Nominating and Personnel Committee.
3. The Recording Secretary shall respond to any correspondence and shall take the official minutes and following each meeting, distribute the minutes to the representatives of the participating congregations.
4. The Treasurer shall be responsible for reconciling all accounts, receiving funds, writing checks, preparing monthly statements to the Board of Directors, and assisting in the annual audit.
5. The terms of office for Chairperson, Vice Chairperson, Treasurer and Recording Secretary shall be two (2) years, with the privilege of succeeding themselves one (1) additional term, for a maximum of two (2) consecutive terms, not to exceed four (4) years. The Chairperson and Recording Secretary shall be elected in January in even numbered years. The Vice Chairperson and Treasurer shall be elected in January of odd numbered years. Election of officers shall be by secret ballot.
6. In the event of a vacancy in office, the Board of Directors will hold a special election to fill that vacancy. Persons fulfilling unexpired terms may run for one (1) term of two (2) years on their own merit.
7. If an officer fails to fulfill his/her duty as identified by the Board of Directors, the officer can be removed from office as determined by the Board of Directors, with ten (10) days' written notice of the action.

## ARTICLE V

### REGULAR MEETING

1. Meetings shall be held once a month with the exception of July.
2. Those members of the Board of Directors present and voting and a majority of participating churches present shall constitute a quorum.
3. The church whose representative has three (3) consecutive unexcused absences shall be asked to replace that representative. Clergy are exempted.
4. Special meetings may be called by the Chairperson of the Board of Directors with ten (10) days written notice, hand delivered or mailed, stating the reason for the meeting.
5. All meetings of the Board of Directors shall be open to the public. However, a majority of the matters shall be kept confidential.
6. The regular meeting of the Board of Directors in January shall be known as the "Annual Meeting" for the purpose of receiving reports of all committee chairs and for any other business. This shall be the installation meeting for incoming officers and related issues.

## ARTICLE VI

### STRUCTURE OF THE ORGANIZATION

1. Finance Committee shall monitor pledges and gifts of participating congregations, plan and strategize fund raising, identify budget and seek grants.
2. Church and Community Relations Committee shall seek new member churches, market the Ministry to community organizations, and be responsible for publicity in local media.
3. Nominating and Personnel Committee shall be chaired by the Vice Chairperson to recommend persons to be elected or hired as employees, if necessary.
4. Executive Committee shall oversee the daily operation of the organization, be responsible for management of funds, conduct the agenda, and report personally to the Board of Directors. Members of the Executive Committee shall be the Chairperson, Vice Chairperson, Recording Secretary, Treasurer, Director of Volunteers, Office Manager, President Emeritus, and Standing Committee Chairpersons.

## ARTICLE VII

### PARLIAMENTARY AUTHORITY

The rules contained in the current edition of the *Robert's Rules of Order, Newly Revised* shall govern the Board of Directors and all other committees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board of Directors may adopt.

## ARTICLE VIII

### AMENDMENT OF BYLAWS

The Bylaws may be amended by the Board of Directors with a two-thirds (2/3) vote and with a thirty (30) day written notice of the action to be taken given one (1) meeting prior to the meeting to amend.

## ARTICLE IX

### DISSOLUTION

In the event that Milford Miami Ministry should cease to exist, all assets shall be returned to the participating churches in proportion to the amount of contribution of each over the preceding twelve (12) months.

Bylaws Approved June 13, 1998.

RESOLUTION 1  
FEBRUARY 4, 2010  
MMM BOARD MEETING

WHEREAS, The By-Laws give each church the option of two representatives and the pastor to attend a meeting with one vote as stated in

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and,

WHEREAS, We do not have process in place to verify who has been authorized to be the representative of the different churches, and,

WHEREAS, There is not a standard procedure in place to know who these representatives are and who the voting delegate is at any particular board meeting; therefore, be it,

RESOLVED, That we establish an application for each representative lay person, and, be it further

RESOLVED, That this form and process be added to the Operation Manual, and, be it further

RESOLVED, That this form be added to a form page on the MMM website for easy access and, be it further

RESOLVED, That the applications need to be completed and brought back by the March 2010 board meeting each representative existing and new.

RESOLUTION 2  
FEBRUARY 4, 2010  
MMM BOARD MEETING

WHEREAS, The bylaws are silent on how and what churches can become members of MMM and,

WHEREAS, It seems unwise to have a total open door to any group that is called a church to join MMM, and,

WHEREAS, The spiritual unity of this ministry needs to be a priority for if we only meet the physical needs and not the spiritual we have missed the will of God. There are many non-spiritual organizations that can meet needs; and,

WHEREAS, It should be our desire to increase the spiritual fingerprint on this ministry; therefore, be it,

RESOLVED, That we establish an application for each new church that desires to be a part of MMM, and, be it further

RESOLVED, That this form and process be added to the Operation Manual, and, be it further

RESOLVED, That this form be added to a form page on the MMM website for easy access, and, be it further

RESOLVED, That the MMM Board of Directors in session vote on each new applicant as to acceptance or not.

RESOLUTION 3  
MAY 14, 2015  
MMM BOARD MEETING

- WHEREAS, Article VIII -Amendment of By-Laws requires: (1) a 30 day written notice (2) to be given one meeting prior to the meeting to amend and a super majority vote (2/3 of Officers and eligible voting members present) and
- WHEREAS, A motion was tabled and seconded at the April 2015 Board of Directors meeting recommending the merger of the Finance Committee and the Church and Community Relations Committee into a new committee to be heretofore known as The Ways and Means Committee and
- WHEREAS, The April notice was given and reflected in the April meeting minutes and provided to the membership one meeting prior to the May Board of Directors meeting therefore
- RESOLVED, The motion to merge has met all Article VIII requirements and
- RESOLVED, A vote of unanimous consent by the Officers and eligible voters present was taken (11 of 11); therefore effective with this vote on May 14, 2015 the motion to merge is approved and the By-Laws amended.