

[DRAFT 8/25/19] BY-LAWS OF THE GREEN PASTURES QUARTERLY
MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS
(An ecclesiastical corporation)
Adopted on _____[date]

ARTICLE I. Purpose

Green Pastures Quarterly Meeting brings together Friends from across Michigan, who gather for fellowship, worship, and enriching programs. As a larger meeting we are able to provide opportunities for fellowship and programming that can enrich the lives of Friends, some of whom are members of much smaller monthly meetings. The primary purpose of the Quarterly Meeting is to nurture the spiritual life of Friends within its meetings and worship groups. Quarterly Meeting also supports activities of witness and service, according to the beliefs of Friends. These by-laws describe the business process that facilitates the fulfillment of these goals.

ARTICLE II. Members

1. Members of the Quarterly Meeting shall comprise all persons who appear on lists of members of the constituent meetings or worship groups as reported by their respective clerks or conveners.
2. The constituent meetings and worship groups as of September 2019 are
Ann Arbor Meeting of the Religious Society of Friends
Birmingham Friends Meeting
Detroit Friends Meeting
Grand Rapids Religious Society of Friends
Holland Monthly Meeting
Kalamazoo Meeting of the Religious Society of Friends
Manitou Worship Group [under care?]
Pine River Worship Group (under the care of Red Cedar)
Red Cedar Monthly Meeting of the Religious Society of Friends
Tustin Worship Group [under care?]
3. The Quarterly Meeting in business session shall decide when additional meetings or worship groups shall become constituents of the Quarterly Meeting, or when any meeting or worship group has ceased to be a constituent.

ARTICLE III. Officers, Committees, and Trustees

1. Officers
 - a. Officers shall consist of two co-clerks, the recording clerk, and the treasurer.
 - b. The co-clerks shall serve overlapping two-year terms. If possible, they shall be from different constituent meetings or worship groups. The co-clerks shall be responsible for presiding over all business sessions of the Quarterly Meeting, to assure that appropriate programs are planned for sessions of the Quarterly

Meeting, and to carry out other instructions of the Quarterly Meeting. They may divide or share the clerking responsibilities as they determine. The co-clerks also serve as trustees.

- c. The recording clerk shall serve for a one-year term. The recording clerk shall be responsible for preparing minutes of all business sessions and, after consultation with the co-clerks, distributing them in a timely manner.
 - d. The treasurer shall serve for a 3-year term. The treasurer shall be responsible to receive and disburse funds as directed by the Quarterly Meeting. He or she shall maintain adequate and correct accounts of all transactions and shall present financial statements to the Quarterly Meeting on a regular basis and as requested. The treasurer serves as a trustee.
2. Committees
- a. The finance committee shall consist of three members with staggered three-year terms. The treasurer shall serve as an *ex officio* member of the finance committee. The finance committee shall prepare an annual budget for approval by the Quarterly Meeting and shall oversee the financial affairs of the Quarterly Meeting.
 - b. The nominating committee shall consist of three members with staggered three-year terms. Each constituent meeting or worship group may, if it wishes, appoint a liaison person to work with the nominating committee, by submitting the name of its liaison person to the clerk of the nominating committee. The nominating committee is responsible for presenting names of persons proposed to fill vacancies in offices or committees to the Quarterly Meeting annually and as needed.
 - c. The Quarterly Meeting may create other committees as needed and define their membership and purpose. The co-clerks may appoint ad hoc committees for a specific purpose and defined time frame to report to the Quarterly Meeting.
 - d. To the extent possible, members of any committee shall be from different constituent meetings or worship groups.
3. Selection of Officers and Committees
- a. The nominating committee shall present a slate of proposed officers, committee members, and committee clerks (except for replacement of its own membership) to the annual meeting for business for approval at that meeting.
 - b. The co-clerks shall present names of proposed nominating committee members and clerk of the nominating committee to the annual meeting for business for approval at that meeting.
 - c. All terms of office shall begin on July 1. Officers, committee members and committee clerks shall hold office for their designated term and until a successor is approved.
 - d. Any officer, committee member, or committee clerk may be nominated and selected to succeed him or herself.
 - e. If a vacancy arises in any position before the annual meeting for business, the nominating committee (or co-clerks, if the vacancy is on the nominating committee) shall propose a name of a person to fill the vacancy to the trustees for approval. Any person so approved by the trustees shall serve in the role until the next business session of the Quarterly Meeting, at which time, the Quarterly

Meeting shall either approve the nomination or make its own appointment to the position.

4. Trustees
 - a. The trustees comprise the co-clerks and the treasurer.
 - b. For legal purposes, when needed, the co-clerks shall be considered the President of the corporation and the recording clerk shall be considered the Secretary of the corporation.
 - c. The trustees shall name persons to fill vacancies in offices that arise between business sessions of the Quarterly Meeting, as described in By-Law III.3.e.
 - d. In an emergency situation where immediate action is necessary, the trustees may take such actions as may be required, on behalf of the Quarterly Meeting. Such an action must be presented to the next business session of the Quarterly Meeting for further consideration.

ARTICLE IV. Business Sessions of the Quarterly Meeting

1. The co-clerks, or one of them, shall preside at business sessions of the Quarterly Meeting, and declare the decisions made by the Quarterly Meeting business sessions in the form of minutes. The recording clerk shall record the business of the session, including the decisions as declared by the presiding clerk.
2. Decisions of the Quarterly Meeting in business session shall be made without the casting of ballots or the counting of yeas or nays, but by reaching a Sense of the Meeting, in the traditional manner of Friends, as determined and declared by the presiding clerk.
3. The Quarterly Meeting shall hold an annual meeting for business each spring, at which time officers and committees are selected, the annual budget is approved, and a financial report is received. The fiscal year shall begin each year on July 1 and end on June 30.
4. Notice of the annual meeting for business shall be given in writing (including electronic communication) not less than six weeks in advance of the meeting for business to clerks or conveners of all constituent meetings and worship groups, with instructions to give reasonable and timely notice to their members. Notice shall also be posted on the Quarterly Meeting website not less than six weeks prior to the annual meeting.
5. Other meetings for business may be held as determined. Notice of such meetings shall be given in writing (including electronic communication) when the date is determined, but not less than two weeks in advance of the meeting, to clerks or conveners of all constituent meetings and worship groups, with instructions to give reasonable and timely notice to their members. Notice shall also be posted on the Quarterly Meeting website when the date is determined, but not less than two weeks prior to the meeting.
6. A quorum for the transaction of business at a business session shall be at least ten members, who shall include members of at least three different Meetings or Worship Groups.

7. A business session of the Quarterly Meeting may be called by the co-clerks of the Quarterly Meeting, or by a clerk of any constituent meeting, or convener of any constituent worship group. The session may be called to meet at any place which is reasonably convenient and accessible to the members of the various constituent meetings and worship groups.

ARTICLE V. Business Sessions of the Trustees

1. Decisions of the trustees in business session shall be made without the casting of ballots or the counting of yeas or nays, but by reaching a Sense of the Meeting, in the traditional manner of Friends, as determined and declared by the presiding clerk, who shall be determined by the trustees in session.
2. A business session of the trustees may be called by any trustee. Notice of a meeting shall be given in writing (including electronic communication) not less than two weeks in advance of the meeting. However, each trustee may consent to a session without such notice by signing a written consent before or after the session is held, or by appearing at the session without such notice.
3. Two trustees shall constitute a quorum for a business session of the trustees.
4. The primary business of the Quarterly Meeting shall be carried on by its members in business session. Any decisions generally made by trustees of a corporation are delegated to the membership of the Quarterly Meeting, at a meeting for business, except for those decisions described in By-Laws III.4.c. and III.4.d. above.

ARTICLE VI. Amendment of By-Laws

The by-laws may be amended at any business session of the Quarterly meeting, in the same manner in which other business is transacted, by including notice of the proposed amendments in the notice of the meeting.

ARTICLE VII. Dissolution

In the event of dissolution of the corporation, after payment of any existing obligations, all remaining assets shall be transferred to Lake Erie Yearly Meeting.