

Policy & Procedures Manual

Adopted 05-16-2020

The Green Pastures Quarterly Meeting is comprised of monthly meetings and worship groups from Michigan. 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. The Quarterly Meeting also supports activities of witness and service, according to the principles and practices of Friends.

Officers

The Quarterly Meeting officers shall consist of two co-clerks, the recording clerk, and the treasurer.

Co-Clerks

The co-clerks shall be responsible for presiding over all business meetings of the Quarterly Meeting, assuring that appropriate programs are planned for sessions of the Quarterly Meeting, and carrying out other instructions of the Quarterly Meeting. They may divide or share the clerking responsibilities as they determine. The co-clerks shall serve overlapping two-year renewable terms. If possible, they shall be from different constituent meetings or worship groups.

Specific responsibilities of the co-clerks are:

1. In respect to business sessions:
 - a. To prepare the agenda, communicate as necessary with those who are to participate, and make any other advance preparations related to the meeting for business
 - b. To ensure, in cooperation with the recording clerk, that announcements and minutes from the previous meeting for business are sent to the monthly meetings and worship groups in a timely manner, no later than one month after the meeting.
 - c. To preside at meetings for business.
 - d. To discern the Sense of the Meeting and formulate the minutes of the meetings for business with the assistance of the recording clerk; and to seek the approval of the Quarterly Meeting as minutes are formulated.
 - e. To review the minutes as written by the recording clerk and follow up as necessary.
 - f. To call special sessions for business, as needed.
2. In respect to program coordination:
 - a. To schedule and confirm the gathering venue and to ensure that a program will be offered at the gathering.

- b. To determine what meal preparations are appropriate to the program and/or business agenda. Ensure that meal arrangements are made.
 - c. To ensure that gatherings are adequately publicized to the membership.
 - d. To ensure that meal donations/registrations at each gathering are collected and this income is conveyed to the treasurer.
3. To clerk meetings for worship or arrange for another Friend to do so.
 4. To nominate members to serve on the nominating committee and as clerk of the nominating committee.
 5. To serve as the official representative of the Quarterly Meeting in contacts with other bodies of Friends and with other organizations and groups.
 6. To coordinate and have general oversight over the work of officers, committees and individuals working for, or on behalf of, the Quarterly Meeting. This includes seeing that committees authorized by the Quarterly Meeting are organized and actively functioning, and that they report to the Meeting at appropriate intervals.
 7. To exercise initiative and leadership in submitting proposals and suggestions for the consideration of the Quarterly Meeting, its officers, and committees.
 8. To review correspondence, forward such correspondence to appropriate officers or committees, or take other appropriate action in regard to it.
 9. To carry on general correspondence on behalf of the Quarterly Meeting or arrange for the recording clerk or other persons to do so.
 10. To prepare, or cooperate with the recording clerk in preparing, annual or other reports of the Quarterly Meeting, as may seem appropriate (e.g. a State of the Meeting report to be considered at the annual meeting and forwarded, after approval, to Lake Erie Yearly Meeting).

Recording Clerk

The recording clerk shall be responsible for preparing minutes of all business meetings and, after consultation with the presiding co-clerk, distributing them in a timely manner. The recording clerk shall serve for a one-year renewable term.

Specific responsibilities of the recording clerk are:

1. To assist the presiding co-clerk in formulating the minutes of the meeting for business, and to record these minutes, in such a way that the Spirit of the Meeting is reflected.
2. Upon request of the presiding co-clerk, to read aloud each minute as it is written. The presiding co-clerk will seek approval of such from the Meeting.
3. To type the minutes of each meeting for business, and to sign the minutes when they are in proper form.
4. To provide, in cooperation with the presiding co-clerk, a copy of the completed minutes to each constituent monthly meeting or worship group in a timely fashion, within one month of the meeting, and to ensure that they

are posted to the Quarterly Meeting's website where they will be available to all members.

5. To provide printed copies of the previous business meeting's minutes at each meeting for business.
6. To hold the minute book of the Quarterly Meeting, and other non-financial records of the Quarterly Meeting and to transmit them to an incoming recording clerk.
7. To submit copies of the Quarterly Meeting's records each year to the Swarthmore College Archive.

Treasurer

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 shall serve for a three-year renewable term.

Specific responsibilities of the treasurer are:

1. To keep all financial records of the Quarterly Meeting.
2. To receive all incoming funds.
3. To confer with the clerk of the finance committee or the co-clerks of the Quarterly Meeting before disbursing payments.
4. To pay bills for budgeted expenses.
5. Between July 1 and the final approval of the budget, to pay bills presented; those over \$25 require the approval of the finance committee.
6. To sign checks.
7. To prepare and present a report that lists all income and outgo at each meeting for business.
8. To prepare and present at the first meeting for business after the end of each fiscal year an annual report summarizing all income and outgo for the previous fiscal year, which ends June 30. This report should include the initial and final balances for all accounts.
9. By the annual meeting for business, to notify each monthly meeting treasurer of the balance owed on their meeting's assessment.
10. To assist the finance committee in preparing a proposed budget for presentation to the annual meeting for business and to serve as an ex officio member of that committee.
11. At the end of each fiscal year, to notify the treasurer of each constituent monthly meeting of that Meeting's assessment for the coming fiscal year, following approval of the annual budget and the per member assessment.
12. To ensure an orderly transition of all financial records to an incoming treasurer.

Trustees

The trustees comprise the members of the finance committee. 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. Because the primary business of the Quarterly Meeting is carried out by its members in business session, the obligations of trustees of a corporation are delegated to the membership of the Quarterly Meeting.

Meetings

Currently, the Quarterly Meeting meets four times per year: on the third Saturday in September, sometime in the winter, on the third Saturday in May (annual meeting), and on the Sunday in August closest to Hiroshima Day, for worship at the location of the former meeting house in Quaker Park in Battle Creek. Business has generally been conducted only at the May and September meetings.

Committees

Currently, the Quarterly Meeting has two standing committees: nominating and finance.

Nominating Committee

The purpose of the nominating committee is to identify Friends who are capable and willing to carry out the tasks needed by the Quarterly Meeting. The nominations are presented at the annual meeting for business. The committee also makes individual nominations to the officers as vacancies occur throughout the year.

Composition: The nominating committee consists of three members who serve staggered three-year renewable terms. Ideally, these members come from different meetings. Constituent meetings and worship groups may also submit to the clerk of the committee the name of a liaison person who will work with the committee. Participation of liaison persons could increase awareness and participation throughout the Quarterly Meeting.

Duties:

1. In advance of the annual meeting for business the nominating committee identifies members to fill the following positions: one co-clerk; the recording clerk; one member of the finance committee; the clerk of the finance committee, after consultation with finance committee members; and, every three years, the treasurer. It also identifies and nominates members to fill any vacant positions, for the remainder of the unserved term. It presents

these names in nomination to the Quarterly Meeting at the annual meeting for business.

2. It nominates Friends to fill vacancies created by people leaving their positions for any reason before their terms are concluded. If vacancies occur between business meetings, these nominations for officers or committee members are made to the officers.
3. The nominating committee shall keep accurate records of officers, committee members, and committee conveners and their terms.
4. The nominating committee shall ensure that upcoming vacancies are communicated to the membership and suggestions or volunteers are requested in advance of the annual meeting for business.

Finance Committee

The finance committee manages the Quarterly Meeting's finances, proposes an annual budget and develops financial policies.

Composition: The finance committee is made up of three members who serve staggered three-year renewable terms. In addition, the treasurer serves on the committee *ex officio*.

Duties:

1. The finance committee develops and recommends an annual budget that is presented at the annual meeting for business. The committee shall present the budget for final approval at the next meeting for business, but not later than November 1 of the new fiscal year.
2. The committee determines recommended share per reported member based on this budget, after considering membership figures supplied by monthly meetings in the most recent annual Statistical Reports to LEYM.
3. The committee evaluates any special requests for expenses and makes recommendations to the membership.
4. The committee also arranges for an informal audit of the financial records once every four years, or when a new treasurer is appointed. The audit shall be conducted by a member of GPQM who is not also a member of the finance committee. A small stipend shall be offered based on the amount of work involved. "Friendly Audits" by Elizabeth Munch describes an audit based on Quaker values that would be appropriate for use with an organization the size and complexity of the Quarterly Meeting.

Website

The website of the Quarter shall be maintained as part of the Lake Erie Yearly Meeting website, in cooperation with the LEYM Webmaster.

Communications Coordinator

The communications coordinator, in consultation with the co-clerks and recording clerk, shall be responsible 1) for developing and maintaining channels for Quarterly publicity, and 2) for facilitating communication among the members of the Quarterly Meeting. The nominating committee shall present a nominee for this position at the annual meeting. The communications coordinator shall serve for a one-year renewable term.

Specific responsibilities of the communications coordinator are:

1. To identify timely and relevant content for the website.
2. To work with the LEYM webmaster in keeping the website updated.
3. To work with the recording clerk and co-clerks to ensure that Quarterly reports, minutes, and announcements are posted online and available to members.
4. To identify and utilize appropriate media channels (online, print, or other) for Quarterly publicity.
5. To work with the co-clerks in facilitating regular communication to and among members of the Quarterly Meeting.