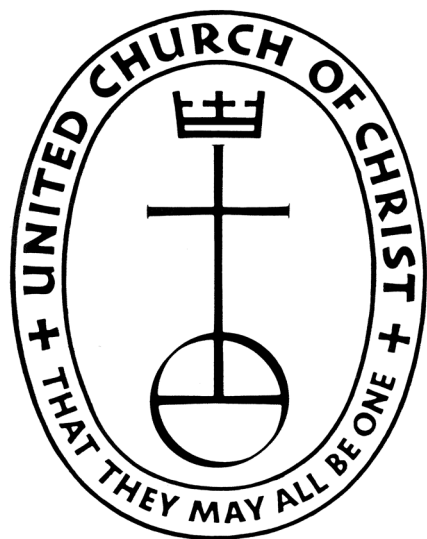


The Constitution
and
The Bylaws

United Church of Chapel Hill,
United Church of Christ



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CONSTITUTION

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Supporting Documents

Supporting documents for reference are not part of the Constitution or Bylaws and instead are simply helpful learning tools for the staff, leadership and the congregation. Supporting Documents as of 10/25/2015 include: Glossary for UCCH Constitution and Bylaws, Operating Responsibilities for each board, the Personnel Policy, and the Safe Conduct Policy.

1 body are accountable to the Congregational Meeting.
2

3 Section 3. Boards

4 The Boards of this church shall be such as the Church Council may recommend and the congregation shall
5 approve.
6

7 Section 4. Committees

8 The Moderator, Church Council and the Boards may each, in carrying out their responsibilities, appoint
9 committees for specific purposes. These committees may include members and friends of the congregation who
10 are not members of the appointing body. A majority of each committee responsible for decisions materially
11 affecting church personnel or that commit the congregation to legal or financial obligations shall be active
12 members. Appointment of such a committee does not relieve the appointing body of its responsibilities.
13

14 Section 5. Staff

15 The church staff shall consist of such persons as the Church Council deems necessary to carry on the
16 ministry and programs of the church.
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19 ARTICLE VII

20 Congregational Meetings

21 A quorum for the Congregational Meeting shall be 10% of the number of active members, according to the most
22 recent census certified by the Board of Deacons. Congregational Meetings will be conducted in accordance with
23 parliamentary procedure, and a parliamentarian may be appointed by the Church Council.
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27 ARTICLE VIII

28 Bylaws and Amendments

29 Bylaws shall be established to govern the day-to-day operations of the Church. This Constitution may be
30 amended by a two-thirds vote of active members present at any Congregational Meeting called for that purpose,
31 provided that the exact text of the amendment is made available and notice of the meeting shall have been
32 mailed and/or electronically communicated to active members of the church at least three weeks prior to the
33 meeting.

1 **United Church of Christ Statement of Faith—adapted by Robert V. Moss**

2
3 We believe in God, the Eternal Spirit, who is made known to us in Jesus our brother,
4 and to whose deeds we testify:

5
6 God calls the worlds into being,
7 creates humankind in the divine image,
8 and sets before us the ways of life and death.

9
10 God seeks in holy love to save all people from aimlessness and sin.

11
12 God judges all humanity and all nations
13 by that will of righteousness declared through prophets and apostles.

14
15 In Jesus Christ, the man of Nazareth, our crucified and risen Lord,
16 God has come to us and shared our common lot,
17 conquering sin and death
18 and reconciling the whole creation to its Creator.

19
20 God bestows upon us the Holy Spirit,
21 creating and renewing the church of Jesus Christ,
22 binding in covenant faithful people of all ages, tongues, and races.

23
24 God calls us into the church
25 to accept the cost and joy of discipleship,
26 to be servants in the service of the whole human family,
27 to proclaim the gospel to all the world and resist the powers of evil,
28 to share in Christ's baptism and eat at his table,
29 to join him in his passion and victory.

30
31 God promises to all who trust in the gospel
32 forgiveness of sins and fullness of grace,
33 courage in the struggle for justice and peace,
34 the presence of the Holy Spirit in trial and rejoicing,
35 and eternal life in that kingdom which has no end.

36
37 Blessing and honor, glory and power be unto God.

38
39 Amen.
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1 BYLAWS

2
3 ARTICLE I
4 Membership

5
6 Section 1. Classification of Membership

- 7 a. **Active (Voting) Member:** a Member who, when able, regularly attends the weekly service of worship,
8 regularly contributes to the budgets of the church, or participates in the life and work of the congregation.
9 Active Members are eligible to serve as elective officers and board members and to vote in Congregational
10 Meetings.
11 b. **Inactive (Non-voting) Member:** a Member who, for the previous 12 months, has not met any of the
12 requirements for active membership described in Article 1, Section 1.a. An Inactive Member may request a
13 letter of transfer, but may not vote in Congregational Meetings, serve as an elective officer or board
14 member, or otherwise exercise control in the affairs of the church.
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17 Section 2. Reception of New Members

18 New members shall be received at a worship service, at which time they shall be presented to the congregation
19 by the Senior Pastor(s) and the Board of Deacons, and shall enter into covenant with other members of the
20 church.
21

22
23 Section 3. Termination or Reclassification of Membership

- 24 a. A member may be granted a Letter of Transfer to a church which he or she wishes to join, upon his or her
25 request or upon the request of that church. The Letter of Transfer must include the name of the receiving
26 church.
27 b. A member may ask to be released from membership. The membership shall then terminate and the
28 member's name shall be removed from the register of the church.
29 c. An inactive member may seek reclassification as an active member under the process described in Article 1,
30 Section 4.
31

32
33 Section 4. Process for Maintaining a Census of Active Members

34 By December 31 of each calendar year, the Deacons shall complete a census of the membership of the church in
35 which they identify members who, for the previous 12 months, have not participated in the life and work of the
36 church (whether through regular attendance of worship services, contribution to the budgets of the church, or
37 participation in other educational, service, or other programs of the church) and therefore may be moved to
38 inactive member status. The Deacons shall send (or direct the appropriate church staff member to send) a
39 physical or electronic letter to the inactive members notifying them of their inactive status and describing how to
40 request active status.
41

42 By January 1 of each calendar year, the Deacons shall deliver this census of active members to Church Council
43 and church office staff. This census shall serve as the certified list of Active Members who are eligible to vote
44 and to serve as elective officers and board members and shall be updated throughout the year. If the Deacons are
45 unable to deliver a new certified list by December 31, then the most recently certified census will be effective
46 until the new list is delivered to Church Council. Church Council may request an updated certified census that
47 reflects joining of new members or the letter of transfer or death of previous members prior to any
48 Congregational Meeting or nominations process.
49

50 Inactive Members may request renewal of their active member status by sending a written (physical or
51 electronic) request to the Deacons, who shall decide whether to grant active status at their sole discretion within
52 45 days of receiving the request and shall notify the requestor of the result of the request within 7 days of the
53 decision. Deacons shall refer to the requirements of Active Members (described in Article I, Section 1.a. above)
54 in deciding these cases.

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ARTICLE II
Officers

Section 1. Moderator

The Moderator shall chair all Congregational Meetings and shall chair the Church Council. The Moderator may appoint committees and shall be responsible for dismissing such committees at the termination of their assignments. To be eligible to be nominated and to serve as Moderator, a person shall have been an active member of the Church for at least the two years immediately preceding the starting date of the term for which the election is to be held. The Moderator's term of office shall be two years, and a Moderator may not serve successive terms. However, a Moderator may serve any number of non-successive terms.

Section 2. Assistant Moderator

The Assistant Moderator shall perform the duties of the Moderator when the Moderator is absent or otherwise unable to discharge those duties. The Assistant Moderator shall have the same term of office as the Moderator. The Assistant Moderator shall chair the Pastoral Relations Committee and/or Personnel Committee.

Section 3. Treasurer

- a. The Treasurer shall be elected for a term of one year and may hold any number of successive terms.
- b. The Treasurer shall be a voting member of the Board of Trustees.
- c. The Treasurer shall be responsible to:
 - (1) Pay all bills of the church on standing or special instructions from the Board of Trustees.
 - (2) Report the financial operations and conditions of the church at least once per year and whenever requested by the Board of Trustees.
 - (3) Serve as custodian of all securities and other valuable papers and records relating to properties of the church.
- d. One or more Assistant Treasurer(s) may be appointed by the Church Council to assist the Treasurer and act in the Treasurer's stead when the Treasurer is absent or otherwise unable to perform the duties of the Treasurer. The Assistant Treasurer(s) shall be responsible to do or oversee:
 - (1) The recording of all church funds and deposits in such manner as the Board of Trustees shall direct.
 - (2) Notification to contributors as to the status of their pledge payments at regular intervals.
- e. The Treasurer and Assistant Treasurer(s) shall be bonded.
- f. The Trustees shall make provision for an annual review or audit of the congregation's accounts and investments.

Section 4. Clerk

- a. The Clerk shall be elected for a term of one year, and may serve any number of successive terms.
- b. The Clerk shall keep an accurate record of all the proceedings of the Congregational Meetings of the church, keep the minutes of the meetings of the Church Council, and submit these records to the appropriate staff member. The Clerk shall certify official votes of the Congregational Meetings.
- c. The Clerk shall, with the assistance of the Senior Pastor(s), ensure that the Board of Deacons and office staff maintain a register of all members of the church and issue on request letters of transfer of membership.

ARTICLE III
Church Council

Section 1. General Attributes

- a. The Church Council shall, in consultation with the appropriate Boards, be responsible for the entire program and functioning of the church and shall coordinate its activities and calendar. All matters of major

1 policy shall be subject to its approval, but the actions of the Church Council shall be subject to the approval
2 of the church membership, which has the final authority.

- 3 b. The Church Council shall be composed of all the church officers, Chairs of the Boards or a designated
4 representative (one voice, one vote per board), four members-at-large, and the Senior Pastor(s) (ex-officio
5 with vote).
- 6 c. The members-at-large shall consist of four members, two members to be elected each year. Members shall
7 be elected for a term of two years and shall not be eligible to succeed themselves.
- 8 d. The Moderator shall serve as Chair of the Church Council.
- 9 e. A member-at-large of the Church Council who is unable to attend its meetings regularly should resign so
10 that a replacement may be appointed. In order to assist in securing full attendance and participation,
11 absence without cause from three consecutive meetings shall result in automatic termination of Church
12 Council membership.
- 13 f. The Church Council shall meet at least nine times a year. Special meetings may be called by the Senior
14 Pastor(s) or the Moderator or by any five members of the Church Council.

17 Section 2. General Provisions

- 18 a. The fiscal year shall run from January 1 to December 31. The annual financial report of the preceding fiscal
19 year shall be available to members of the congregation on request.
- 20 b. The program year for all boards, committees and organizations shall run from July 1 to June 30.
- 21 c. Congregational Meetings
 - 22 (1) The Annual Meeting shall be held in May or June of each year at a time to be designated by the Church
23 Council. The purpose of this meeting shall be (1) to receive reports of the previous year's operations
24 from officers, boards and organizations of the church; (2) to act upon the report of the Nominating
25 Committee, and elect officers and Church Council and Board members; and (3) to consider such other
26 matters that may come before the meeting by recommendation of the Church Council.
 - 27 (2) The Budget Meeting shall be held not later than the second Sunday in November, at a time designated
28 by the Church Council.
 - 29 (3) Special Congregational Meetings may be called by the Senior Pastor(s), the Moderator, Church Council,
30 or by the Clerk upon the written request of any eleven active members of the church specifying the
31 reasons for which the meeting is to be called. Such meetings must be preceded by a notice published in
32 the bulletin, a notice mailed or electronically communicated to each active member, and announced
33 from the pulpit on each of the three Sundays prior to the meeting.
 - 34 (4) Active members of the congregation may request that an issue be included on the agenda of a
35 Congregational Meeting by submitting to the Moderator a written (physical or electronic) request at
36 least one (1) month prior to the announced date of the Congregational Meeting. The Moderator shall
37 bring the issue before the Church Council to determine via majority vote (in person or electronically)
38 whether to include the issue on the published agenda for the Congregational Meeting.

41 Section 3. General Responsibilities

- 42 a. Not later than March 15, the Church Council shall serve as, or form, the Nominating Committee which
43 shall:
 - 44 (1) canvass those officers and Board members whose terms do not expire and who have been absent
45 from one-third or more of the meetings to ensure that they are willing and able to continue to serve;
 - 46 (2) make the Congregation aware of the nomination process and opportunities to participate; and
 - 47 (3) publish the report of the Committee one week before the Annual Meeting.
- 48 b. The Church Council shall fill any vacancies that may occur among Board members or officers of the church.
49 The person appointed shall serve out the unexpired term; if this is more than half the term, it shall, for
50 purposes of eligibility for re-election, be considered a full term.
- 51 c. The Church Council shall, as the need arises, appoint delegates or representatives to those boards and
52 organizations to which the church has a responsibility, including: official delegates, and alternates when
53 necessary, to the Annual Meeting of the Southern Conference of the United Church of Christ and to the
54 Eastern North Carolina Association of the Southern Conference.

- 1 d. The Church Council shall be responsible for:
2 (1) Calling the Budget Meeting of the congregation and the Annual Meeting of the congregation.
3 (2) Appointing a Pastoral Search Committee when a vacancy occurs in the position of Senior Pastor(s).
4 (3) Making recommendations annually on the compensation packages of the Senior Pastor(s) and
5 periodically reviewing their Letters of Agreement.
6 (4) Securing pulpit supply when necessary.
7 (5) Hiring church staff and developing job descriptions for these positions and overseeing personnel
8 management. The Church Council shall serve as, or form, a Pastoral Relations Committee and/or a
9 Personnel Committee.
10 (6) Approving all special offerings and special requests for support and coordinating such requests with
11 the Trustees and other Boards.
12 (7) Establishing a policy governing use of memorial gifts.
13 (8) Publicizing the church's activities.
14 (9) Performing any other functions deemed advisable by the Church Council and not otherwise
15 delegated by these By-Laws.
- 16 e. The Church Council shall recommend budgetary provision for all the areas of its responsibility, and shall
17 forward its recommendations to the Board of Trustees not later than the third week of September of each
18 year. The Church Council shall receive back from the Board of Trustees the entire proposed budget not later
19 than mid-October of each year for final deliberation and subsequent presentation by the Church Council at
20 the Budget Meeting of the Congregation in October or November of each year.

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23 ARTICLE IV
24 Church Boards

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27 Section 1. General Attributes

- 28 a. The Boards of the church are:
29 (1) Justice, Outreach and Service
30 (2) Deacons
31 (3) Fellowship
32 (4) Children's Ministries
33 (5) Youth and Young Adult Ministries
34 (6) Adult Education
35 (7) Trustees
36 (8) Member Engagement and Stewardship
- 37 b. Each board shall consist of nine members unless otherwise noted. Board members shall be elected at the
38 Annual Congregational Meeting or appointed by the Church Council to serve out unexpired terms.
- 39 c. Board members shall be elected for terms of three years with 1/3 of the members elected each year.
- 40 d. When a new board is formed, one-third of its members shall be elected for one-year terms, one-third for
41 two- year terms, and one-third for three-year terms.
- 42 e. No Board member may serve on two Boards at the same time except as an ex-officio member, and no
43 person may be elected to another full term on the same Board until a year has elapsed.
- 44 f. Each board shall elect a chair or co-chair(s) from its membership at the first meeting of the year. The chair
45 or co-chair may be re-elected. The chair, a co-chair, or a designated representative shall serve on the Church
46 Council.
- 47 g. Board members may resign by submitting written notice to the Chair of that Board or to the Moderator. In
48 order to assist in securing full attendance and participation, absence without cause from three consecutive
49 meetings shall result in automatic termination of Board membership.
- 50 h. The Church Council shall fill any vacancies that may occur among Board members or officers of the church.
51 The person appointed shall serve out the unexpired term; if this is more than half the term, it shall, for
52 purposes of eligibility for re-election, be considered a full term.
- 53 i. Boards shall meet at least nine times a year. Additional meetings may be requested by the chair. A quorum
54 for a Board meeting shall be a majority of Board membership. Actions taken at their meetings should be
55 documented and communicated to the Church Council and church office. All Board meetings shall be open
56

- 1 to the congregation except for discussion of personnel matters.
- 2
- 3 j. Boards will make yearly budget recommendations to the Board of Trustees for their areas of responsibilities
- 4 no later than the date established by the Board of Trustees.
- 5
- 6 k. Boards will develop plans and implement programs in conjunction with the pastor(s) or staff relevant to
- 7 their areas of responsibility.
- 8 l. Boards are responsible for providing feedback to the Senior Pastor or other supervising staff member during
- 9 the annual evaluation process for staff (Associate/Assistant Pastors for a Program Area, Program Staff or
- 10 Support Staff) who serve in their area of the church's life and ministry.
- 11 m. Boards may develop Operating Responsibilities to guide them in their day-to-day operations. Except as they
- 12 conflict with the Constitution or Bylaws, operating responsibility statements may be revised by the Boards
- 13 yearly. Revisions shall be reviewed and approved by the Church Council prior to their implementation.
- 14 Annual Reports prepared for the annual meeting shall contain any changes in operating responsibilities
- 15 approved for the upcoming year.
- 16
- 17

18 Section 2. General Responsibilities

19 a. Board of Justice, Outreach and Service

20 Shall initiate, coordinate, and/or support programs to increase the congregation's awareness of social
21 concerns, to strengthen the Christian pursuit of justice and service, and to deepen the understanding of
22 Christian discipleship in the world.

23 b. Board of Deacons

24 Shall be responsible for all matters pertaining to the spiritual welfare of the congregation and oversee
25 the committees for Visual Arts, Health, Iglesia Unida, Music, Pastoral Care and Ushering.

26 c. Board of Fellowship

27 Shall be responsible for creating community within United Church of Chapel Hill. It shall conceive,
28 coordinate and implement fellowship events and ensure that functions are well publicized and inclusive.

29 d. Board of Children's Ministries

30 Shall coordinate with Associate/Assistant Pastor and/or Director of Children's Ministries the
31 educational ministry of the church to nurture and develop the Christian faith of children. In addition, the
32 Board shall oversee the United Church Preschool (UCP). The Director of the UCP (or the most senior
33 staff person of the UCP) shall report directly to the Associate/Assistant Pastor or Director of Children's
34 Ministries, who shall also serve on the governing board of the UCP. In the event of a conflict between
35 the governing documents of the UCP and the Constitution, Bylaws, and other policies of United Church,
36 then the Constitution, Bylaws, and other policies of United Church shall prevail.

37 e. Board of Youth and Young Adult Ministries

38 Shall, in conjunction with the Associate/Assistant Pastor for Youth and Young Adults or other
39 designated staff person, be responsible for the fellowship, education and spiritual growth of our middle
40 school, high school, college-aged youth, and young adults of the church.

41 f. Board of Adult Education

42 Shall envision, plan, and publicize programs for adult education that will enable adults to explore the
43 breadth and depth of our Christian experience and shall oversee the Library Committee.

44 g. Board of Trustees

45 Shall have responsibility for the church's finances and physical property, including the church's
46 historical records. The Trustees shall have general supervision of all financial business of the church
47 and, in consultation with the Church Council, the final approval of all contracts and agreements
48 obligating the church financially. The Board of Trustees shall arrange for the general upkeep and
49 maintenance of all church buildings and grounds.

50 h. Board of Member Engagement and Stewardship

51 Shall develop, plan, organize, and implement strategies to strengthen our congregation's ministries by
52 recruiting new members, nurturing our members' UCC identity, and communicating opportunities that
53 will engage their time, talents and financial resources for Christian mission.

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57 ARTICLE V

1 Staff

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3 Section 1. Senior Pastor(s)

4 The procedure for calling a new Senior Pastor shall be as follows:

5 a. Search

6 The Moderator will call a congregational meeting to determine the process for selection of new Senior
7 Pastor(s) consistent with the recommended procedure of the United Church of Christ. {amended 10/25/15}

8 b. Call.

9 The quorum for this meeting shall be one-third of the total number of active members. At its sole discretion,
10 the Church Council may provide a system for active members to participate in this meeting and be deemed
11 “present” via live electronic (audio, video, and/or Internet) conferencing. A two-thirds vote of the members
12 present at this meeting shall be required to call a candidate(s). The call shall be for an indefinite period. The
13 newly elected Senior Pastor(s) shall be installed in accordance with the recommended procedure of the
14 United Church of Christ. The newly elected Senior Pastor(s) shall then be received into membership of this
15 church.

16 c. Dissolution

17 A special Congregational Meeting may be called for the purpose of requesting resignation of the Senior
18 Pastor(s). The quorum for this meeting shall be one-third of the total number of active members. At its sole
19 discretion, the Church Council may provide a system for active members to participate in this meeting and
20 be deemed “present” via live electronic (audio, video, and/Internet) conferencing. If a two-thirds majority of
21 this meeting requests the Senior Pastor's (or Senior Pastors') resignation(s), and the resignation is not
22 presented within 60 days, the Church Council shall terminate the Senior Pastor's (or Senior Pastors') tenure.
23 Should the Senior Pastor(s) decide(s) to resign, the Senior Pastor(s) shall present the resignation(s) to the
24 Church Council 60 days prior to the date it is to become effective. The Church Council shall, in consultation
25 with the Senior Pastor(s), determine when the resignation shall become effective and shall promptly notify
26 the congregation that the Senior Pastor(s) has/have resigned.

27 d. Responsibilities

28 The duties of the Senior Pastor(s) of this church shall be to preach, to teach, to lead in the services of
29 worship including the sacraments of baptism and communion, to oversee the church's work, and to give
30 pastoral care to all members of the church as well as any others who may seek a Senior Pastor's counsel.
31 The Senior Pastor(s) shall coordinate administrative activities of the church, serve as head(s) of staff, and be
32 responsible to the Church Council. The Senior Pastor(s) shall be a member(s) (ex-officio with vote) of the
33 Church Council and an advisory, non-voting member(s) of the Boards.

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36 Section 2. Associate or Assistant Pastor(s)

37 An Associate or Assistant Pastor shall be any ordained minister not subject to call by the congregation and
38 employed either full or part-time for specific responsibilities outlined in the Letters of Agreement. Employment
39 of an Associate or Assistant Pastor shall follow the procedures stipulated in Article III, Section 3, d, (5) of these
40 Bylaws. Dissolution of relations for an Associate or Assistant Pastor shall be governed by the agreements
41 entered into by the Associate or Assistant Pastor and the Church at the time of employment.

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44 Section 3. Other Staff

45 Other staff members who may be employed by the Church shall have those responsibilities contained in the
46 terms of employment agreed upon by the staff member and the Church. Procedures for employment are
47 stipulated in Article III, Section 3, d, (5) of these Bylaws. Dissolution of relations shall be governed by the
48 agreements entered into by the staff and the Church at the time of employment.

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51 Section 4. Staff of Related Entities

52 Persons employed by entities related to United Church (unless the entity is a separate 501(c)(3) organization)
53 shall be considered employees of United Church and governed by United Church personnel policies. If not in
54 conflict with these policies, either entity may choose to provide benefits limited to its employees.

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ARTICLE VI
Amendments

These Bylaws may be amended by a two-thirds vote of active members present at any business meeting called for that purpose, provided that the exact text of the amendment is made available and notice of the meeting shall have been mailed and/or electronically communicated to active members of the church at least three weeks prior to the meeting.

Adopted September 29, 2002
Replaces completely the 1985 version and its amendments.
Amended by Congregation, June 6, 2010

Supporting documents for reference are not part of the Constitution or Bylaws and instead are simply helpful learning tools for the staff, leadership and the congregation. Supporting Documents as of 10/25/2015 include: Glossary for UCCH Constitution and Bylaws, Operating Responsibilities for each board, the Personnel Policy, the Safe Conduct Policy.