

Potomac District Council

BYLAWS

DISTRICT BYLAWS

ARTICLE I. NOMINATION AND ELECTION OF OFFICERS

Section 1. Qualifications

(a) Candidacy Requirements

The candidates for office shall be chosen from the ordained membership of the District Council, except when otherwise authorized by the Bylaws for the District or Departments, and shall be persons of mature experience and ability, whose life and ministry are above question and who conform to all District requirements. A minister must have held credentials and have been a resident in the District one year before becoming eligible for any office. Candidates for the position of Honorary Presbyter must have served on the Potomac District Board of Presbyters for a total of at least 15 terms.

(b) Residency

District officers must live within the District boundaries.

(c) Ministry

Candidates for District offices, with the exception of the office of Honorary Presbyter, must be actively engaged in ministry in the District.

Section 2. Nominations and Elections

(a) General Voting Procedures

Nominations and elections of the Executive Committee and Sectional Presbyters shall be by secret ballot. A two-thirds majority of total ballots cast shall be required for election. In the case of full time Executive Offices, only those candidates receiving fifteen or more votes on the nominating ballot shall be presented to the Council for election, and the number of votes each qualifying candidate receives on the nominating ballot shall be posted on the report of that ballot. If there be no election declared after the second elective ballot, the two candidates receiving the largest number of votes on the second ballot shall be voted for on the third and succeeding ballots. In no case is an office to be filled by acclamation.

(b) Administrative Officers

The District Superintendent, the Assistant Superintendent, and the Secretary-Treasurer shall be nominated and elected to office at the regular or special session of the District Council. The District Superintendent and the Secretary-Treasurer shall be elected for the term of four years and shall assume office 90 days after the election or earlier should the Board of Presbyters so decide. The

Assistant Superintendent shall be elected for the term of two years and shall assume office immediately upon election.

(c) Executive Presbyters

The four Executive Presbyters shall be elected at the regular or special session of the District Council for a term of two years. They shall be nominated as follows: Two nominees shall be chosen by secret ballot in each sectional business meeting prior to the District Council meeting, their names to constitute the nominating ballot for the election of the Executive Presbyters at the District Council meeting. The Executive Presbyters will be eligible for nomination from the area in which they reside only.

(d) Sectional Presbyters

(i) Method of Elections

Each section of the District shall elect a Presbyter to the District board by a two-thirds majority vote of ballots cast in the sectional meeting prior to the District Council meeting. The newly elected officers shall be ratified by the District Council. Their term of office shall be for two years.

(ii) Alternate

In addition, an alternate for the office of Presbyter shall be elected by a two-thirds majority in the sectional meeting each year. He shall assume office in the event the Sectional Presbyter is elected a District officer in another capacity or for any other reason fails to be ratified by the District Council. The position of alternate presbyter shall expire upon ratification of the presbyter.

(iii) Ratification

The District Council shall ratify the Sectional Presbyter by secret ballot, indicating its acceptance by the word "yes" or its rejection of the same by the word "no." In the event the Council should reject a section' Presbyter, it shall have the right to ratify the alternate candidate from that particular section forthwith. Such ratification shall be an election.

(iv) Voting Constituency

The voting constituency at the sectional fellowship meeting shall be on the same basis as that of the District Council. If in the process of voting on the office of the Sectional Presbyter there is no election after the sixth electoral ballot, a motion shall be in order that the two names being voted upon shall be presented to the District Council for election. This motion shall require only a majority vote.

(e) Honorary Presbyters

Honorary Presbyters shall be elected by secret ballot at a District Council meeting, having been nominated by the majority vote of the Board of Presbyters in a prior session. A two-thirds majority of total ballots cast shall be required for election. The term of office shall be the balance of the lifetime of those elected, provided they maintain their ministerial credentials with the Assemblies of God.

(f) Department Directors

Nominations for the office of Department Director may be submitted in writing by any credential holder to the District Executive Committee, who shall select one or more nominees for ratification by the Board of Presbyters by a two-thirds majority and election by the District Council in session by a two-thirds majority. In the event that only one nominee is presented and is not approved by the District Council in session, nominations will be taken from the floor and a two-thirds majority vote received for an election.

The term of office shall be for two years. Each Director shall assume office within 90 days following approval by the Council unless a shorter interval is agreed upon by the Board of Presbyters.

Incumbent Directors shall be subject to an annual performance review by the District Superintendent and upon serving a given term as Director, may be returned to office by being nominated by the Board of Presbyters and approved by the District Council in session.

(g) Nominees for Nonresident Executive Presbyter (General Council)

Two ordained ministers from the Potomac District, one of whom is not an elected full-time district officer, shall be chosen at the District Council prior to the General Council to be presented as nominees for the office of nonresident executive presbyter. Only those candidates with fifteen or more votes on the nominating ballot shall be presented to the Council for election. A two-thirds vote shall be required.

Section 3. Vacancies

(a) In the event the office of the District Superintendent or the Secretary-Treasurer shall become vacant through death or any other cause, the Assistant Superintendent shall fill this office. In the event the Assistant Superintendent cannot fill the vacancy, the Board of Presbyters shall call a special meeting of the Potomac District Council to vote a successor for the office, provided the said vacancy occurs before November 1st; otherwise, the Board of Presbyters shall fill the office by appointment until the next Council meeting.

(b) In the event the office of Assistant Superintendent or Executive Presbyter shall become vacant through death or other cause, the Board of Presbyters shall fill this office by appointment until the next Council meeting.

(c) In the event a Sectional Presbyter shall move to another section, or shall vacate his office for other causes, the Board of Presbyters shall fill his office by appointment until the next Council meeting.

(d) In the event a Department Director is not able to complete his/her term of office for any cause, the Board of Presbyters shall fill the office by appointment until the next Council meeting.

ARTICLE II. DUTIES OF OFFICERS

Section 1. District Superintendent

(a) The District Superintendent shall preside at the Camp Meeting and at all meetings of the District Council, and shall perform any other functions usual and customary to the presiding officer.

(b) He shall be chairman of the Executive Committee and of the Board of Presbyters, and ex-officio member of all committees. He shall act as President of the Corporation in all legal matters.

(c) He shall be authorized to give advice and assistance to the ministers and Assemblies of the District when needed.

(d) He shall oversee all the ministries of the District and shall encourage both ministers and churches in their spiritual development.

(e) He, with the other members of the Executive Committee working in cooperation with the Board of Presbyters, shall be authorized to render decisions and to administer discipline to the ministers and Assemblies of the District when needed.

Section 2. Duties of the Assistant Superintendent

(a) To assist the District Superintendent.

(b) To preside at meetings in the absence of the District Superintendent.

(c) To be a member of the District Presbytery.

(d) To assist the District Superintendent in the supervision of the work on the field, and to perform any other functions under the supervision of the District Superintendent, or such as he may be directed by the District Presbytery or District Council. To act as Vice-President of the Corporate body and be ex-officio member of all committees.

Section 3. Secretary-Treasurer

- (a) The Secretary-Treasurer shall keep a true record of the proceedings of the District Council meetings and meetings of the Board of Presbyters and Executive Committee.
- (b) He shall be custodian of the official District seal, shall issue credentials under direction of the Credentials Committee, and shall keep a record of all ministers (ordained, licensed to preach, specialized license, and certified ministers), and Assemblies in the District.
- (c) He shall be authorized to sign all official and legal documents and to perform such other functions as are customary or as may be directed by the District Council, the Board of Presbyters, or the Executive Committee.
- (d) He shall be an ex-officio member of all committees.
- (e) The Secretary-Treasurer shall be custodian of all District funds, and shall make disbursements as authorized by the Presbyters or Executive Committee.
- (f) He shall keep an accurate record of all receipts and disbursements.
- (g) He shall render a report at each regular session of the District Council.
- (h) He shall solicit funds from the District fellowship to make up any deficit that might exist in the District budget as authorized by the Executive Committee or the Board of Presbyters.
- (i) The Secretary-Treasurer shall be bonded in the amount of \$100,000, the cost of which shall be paid by the District.
- (j) He shall record and publish for the District's records the minutes of the Annual District Council.

Section 4. Executive Committee

The Executive Committee shall be empowered to supervise and have general oversight over all departments, committees, and finances of the District during the interval between Council sessions. In the event of blatant incompetency or improper conduct on the part of a sectional officer, the sectional presbyter or departmental director shall present the complaint to the Executive Committee, which shall be empowered to declare the office vacant; whereupon the sectional presbyter and the departmental director shall nominate a replacement for the office, which shall be filled by the Executive Committee. It shall be authorized to act for the fellowship in all matters that pertain to the District, and its decisions shall be final except when an appeal is made in writing within ten days to the Board of Presbyters for a reconsideration of the matter. The Secretary shall present in writing the minutes of the Executive Committee to the Board of Presbyters at the regular meetings. When necessary, the Executive Committee may solicit by mail the advice or vote of the Board of Presbyters. It

shall, however, have the right to refer matters back to the Presbytery upon the unanimous consent of the Committee. It shall have no power to annul or change any action or rules as passed by the Board of Presbyters or by the Council in its Constitution and Bylaws.

The Executive Committee shall consist of the Superintendent, Assistant Superintendent, Secretary-Treasurer, and the four Executive Presbyters.

Each Executive Presbyter will serve to represent the Superintendent in his area at the request of the Superintendent.

Section 5. Board of Presbyters

(a) The Board of Presbyters shall meet to consider recommendations and make decisions in all matters pertaining to the District organization. They shall constitute the Board to which appeals may be made and their decisions shall be considered final. They shall be empowered to formulate the general policy of the District as it relates to the whole constituency, and they shall be the interpreters of the Constitution and Bylaws as adopted by the Council and shall be governed by the same. Time and place for meetings of the Board of Presbyters shall be arranged by the Superintendent according to the needs of the work.

(b) The Sectional Presbyter shall cooperate with the pastors and Assembly boards in supervising the work in their respective sections. The Sectional Presbyters will first deal with the problems and, when advisable, shall refer the matter to the District Superintendent and Executive Committee. Should the problem concern the Sectional Presbyter's own church, the District Superintendent shall be called to preside. Pastors and churches shall first consult with their Sectional Presbyter in matters in which they need help or advice.

(c) Honorary Presbyters, as residents within the District boundaries, shall be available for counsel and advice to officers of the District on occasions initiated by the officers. Although not participating in meetings of the Board of Presbyters, they shall be granted the privilege of being seated with the Board at District Council meetings and at other official District functions. Their names and title shall be included in official lists of District officers. The District shall provide them with stationery bearing their names and the title "Honorary Presbyter."

ARTICLE III. DEPARTMENTS

Section 1. Youth Ministries

There shall be a Youth Department which shall be responsible for the youth ministry of our District and shall function as an integral part thereof. It shall be amenable to the District Council and governed by those rules set forth in its constitution.

Section 2. Christian Education

There shall be a Christian Education Department which shall be responsible for the Christian Education ministry of our District and shall function as an integral part thereof. It shall be amenable to the District Council and governed by those rules set forth in its constitution.

Section 3. Women’s Ministries

There shall be a Women’s Ministries Department which shall be responsible for the women’s ministry of our District and shall function as an integral part thereof. It shall be amenable to the District Council and governed by those rules set forth in its constitution.

Section 4. Home Missions

There shall be a Home Missions Department which shall be responsible for the home missions ministry of our District and shall function as an integral part thereof. It shall be amenable to the District Council and governed by those rules set forth in its constitution.

Section 5. Foreign Missions

There shall be a Foreign Missions Department which shall be responsible for the foreign missions ministry of our District and shall function as an integral part thereof. It shall be amenable to the District Council and governed by those rules set forth in its constitution.

Section 6. Men’s Ministries

There shall be a Men’s Ministries Department which shall be responsible for the men’s ministry of our District and shall function as an integral part thereof. It shall be amenable to the District Council and governed by those rules as set forth in its constitution.

Section 7. Music Department

There shall be a music department which shall be responsible for the ministry of music of our District and shall function as an integral part thereof. It shall be amenable to the District Council and governed by those rules set forth in its constitution.

ARTICLE IV. COMMITTEES

Section 1. Credentials Committee

The Board of Presbyters shall also constitute the Credentials Committee. The District Superintendent shall have the authority to appoint any ordained minis-

ter in good standing to act on this committee in the place of any member who may be absent.

They shall examine all prospective candidates for credentials. They shall be empowered to approve all those candidates who, in their judgment, are qualified for certified minister, license, or Ordination credentials and to arrange for the proper credentials to be issued to them. A majority present shall constitute a quorum.

Section 2. Resolutions Committee

There shall be a committee of three or more ministers appointed annually by the District Superintendent to serve as the District Council Resolutions Committee.

Section 3. Roster Committee

A committee of three or more shall be appointed by the District Superintendent. It shall meet and open the roster not less than one hour prior to the first business meeting. It shall be authorized to pass upon the eligibility of all the ministers and delegates and to prepare a roll of names of all those approved.

All the ministers whose names are on the roster of the Potomac District, or whose names shall be properly placed thereon, shall be considered as active members of this district to vote in all business matters pertaining to the Potomac District regardless of geographical location, until a transfer has been issued to some other District, at which time their eligibility to vote in the Potomac District is canceled.

Section 4. Parliamentary Committee

There shall be a committee of two or more appointed by the District Superintendent who shall act as parliamentarians for the Council sessions.

Section 5. Nominating Committee

There shall be a District Council Nominating Committee consisting of the District Superintendent, Chairman; an Executive Presbyter serving on a rotating basis; and three District credential holders chosen at large by the District Presbytery each year.

Section 6. Standing Committees

Standing Committees shall be provided for as indicated in the Constitution.

ARTICLE V. TRUSTEES

Section 1. District Council

The Trustees of the Potomac District shall be the Superintendent, the Assistant Superintendent, and the Secretary-Treasurer, who shall serve in this capacity by virtue of their offices. They shall be authorized to act in behalf of the Potomac District in the signing of legal documents pertaining to the acquiring or disposing of District property.

Section 2. District Council Corporation

The Trustees of the Potomac District Council of the Assemblies of God, Inc., a Maryland Corporation, shall consist of the Superintendent, the Assistant Superintendent, the Secretary-Treasurer, and the four Executive Presbyters, who shall serve in this capacity by virtue of their offices. Their duties shall be those indicated in Section 1 of this Article.

ARTICLE VI. MINISTRY

Section 1. Ministry Defined

(a) Ordained ministers shall be persons of mature experience and qualification, able to undertake the responsibility of full gospel ministry.

(b) Licensed Ministers

(i) License to Preach: Those who give evidence of being called of God and of attaining to the ordained ministry.

(ii) Specialized Ministries License: Those whose calling is to a specialized ministry such as Christian Education, music, or other full-time ministries.

(c) Certified ministers shall be persons who are beginners and who show sufficient usefulness in divine service.

(d) Students in Bible schools and colleges who give evidence of a divine call and are preparing for full-time ministry in our churches may be granted certified minister credentials at the discretion of the Credentials Committee.

(e) Only Assemblies of God ministers in good standing with their respective district councils shall be eligible to be pastors of Assemblies of God churches in the Potomac District.

Section 2. Qualifications

(a) Qualifications for Ordained Ministers

(i) Qualifications for ordination credentials must be in accord with the New Testament scriptures which provide the necessary guidance in the matter of recognition. (1 Timothy 3:1-7; Titus 1:7-9).

(ii) No minister shall be ordained to the ministry until he shall have held license to preach and been engaged in the active work of the ministry as a pastor, evangelist, or some other recognized and proven full-time preaching ministry at least two full consecutive years. The General Council requires the candidate to be 23 years of age or older.

(iii) The ordination of women shall be as stated in the General Council minutes.

(b) Qualifications for Licensed Ministers

(i) License to preach shall be granted to those who show clear evidence of a divine call, have had practical experience in preaching, and demonstrate an evident purpose to devote their time to preaching the gospel.

(ii) Specialized ministries license shall be granted to those whose evident purpose is to devote their lives to a specialized ministry.

(c) Qualifications for Certified Ministers

Certified minister credentials may be granted to those who show sufficient usefulness in divine service. They shall not necessarily show purpose to devote their full time to the ministry, nor to become ordained ministers (elders). They shall be members of recognized Assemblies and shall work in cooperation with their pastors. Certified ministers, in order to be granted credentials, must have the endorsement of their pastors.

(d) All applicants for credentials shall conform to such requirements as may be made of them by the District Council. They shall be expected to support the District loyally.

Section 3. Ordinations

One service of the annual Council meeting shall be set apart for the purpose of ordination, and all accepted candidates for ordination shall be ordained at that time, with the exception of some inconvenient cases which may be considered and dealt with by the Board of Presbyters.

Section 4. Exceptions

(a) Before applying for ordination, a licensed minister transferring from another district into this District shall reside in this District at least one year. He shall meet the requirements of this District and shall receive the endorsement of the officary of the District which previously granted him license. (See General Council Bylaws, Article VII, Section 3.)

(b) All ordained ministers of other denominations applying to the Potomac District for exchange of credentials shall place their applications before the Credentials Committee three months before the exchange is desired to become

effective. In the meantime license credentials may be issued upon proper approval.

(c) Should their ministry not qualify them for ordination credentials, other credentials may be given them upon proper approval.

Section 5. Credentials

(a) Ministerial credentials are granted by the District Credentials Committee subject to the approval of the General Council Credentials Committee.

(b) All applicants for credentials shall fill out a questionnaire which can be obtained from the District Secretary. The application and answers to special questions shall be completed properly and forwarded to the office of the District Secretary at least two months prior to the meeting of the Credentials Committee.

(c) All ministerial credentials shall expire on the 31st day of December each year, and all who shall have failed to renew their credentials on or before January 15th of the following year shall be considered delinquent and shall be recorded as lapsed as of the expiration date of December 31.

(d) Applicants for ministerial credentials shall be required to study the General Council and Potomac District Council Constitution and Bylaws before coming to the Credentials Committee for examination.

(e) All applicants for credentials shall have graduated from a recognized Bible school or shall have finished that portion of the Berean College course for their respective grade of ministry prior to appearing before the Credentials Committee.

(i) Certified ministers and licensed ministers transferring into the District shall be expected to complete the courses pertaining to their respective grade of ministry.

(ii) When applying for advancement to ordination, the candidate shall produce certificates or evidence showing he has completed the Berean College course or its equivalent.

(iii) It is understood that the successful passing of this Bible course does not constitute sufficient reason for the candidate to receive desired credentials.

(f) All applicants for credentials shall preach a minimum number of times.

(i) It is required that those who hold certified minister's credentials shall preach a minimum of 12 times each year, and those who are licensed or ordained shall preach a minimum of 15 times each year or be actively engaged in some other aspect of ministry, unless sickness or extenuating circumstances are involved. The Credentials Committee shall withhold renewal of credentials

until applicant is active to the minimum requirement of his classification. The minimum rule shall not apply to the retired minister.

(ii) No applicant shall receive credentials who in the year prior to application has not preached the minimum number of times required for the desired grade of credentials.

(g) It is District policy that credential holders may not serve on the boards of local churches. Should a local pastor with the concurrence of the credential holder appeal to the Board of Presbyters for an exception, the Board of Presbyters shall be authorized to suspend the person's credentials until the period of service has been terminated, at which time the person may request his credentials to be restored without the filing of a reinstatement application.

Section 6. Ministerial Relations

(a) All pastors and leaders of Assemblies shall make proper investigation regarding workers not known to them and ministry shall be denied strangers until proper recommendations are forthcoming. The advice and counsel of the District Presbytery should be sought in such cases.

(b) There are many matters which affect the fellowship and activities of our Council which are covered by General Council rulings. These include transfer from one district to another, attitude toward those removed from Council fellowship, reinstatement of ministers, affiliation with other organizations, involvement with secret societies and heresies, and ministry in non-Assemblies of God churches. Full information is available on these matters in the Bylaws of the General Council of the Assemblies of God.

ARTICLE VII. FINANCES

Section 1. Obligations

The District Council shall be responsible for the financial support of the District Superintendent, the Secretary-Treasurer, and other officers and personnel who assist in carrying on its work and shall provide for travel and office expenses that relate to its work.

Section 2. Agreements

(a) Each minister shall contribute not less than 75% of his tithes into the District Operational Fund each month. Exception shall be made in the case of evangelists, who when ministering outside the District may divide equally the portion of the tithe normally required for support of the Potomac District, remitting one-half of the amount to the headquarters of the District where the ministry took place and the remaining one-half to the Potomac District office. Due acknowledgement of ministerial offerings will be given in the District financial report. The fulfillment of the agreement to contribute to District sup-

port as stipulated herein shall be considered as being an essential requirement for the renewal of ministerial credentials each year. The renewal application shall be validated by a statement indicating the total amount contributed for the year and stating that this amount equals the required percentage of the tithe.

(b) Each Assembly is encouraged to send a monthly offering for the District's administration expenses.

(c) Each Assembly that has received Home Missions support shall be asked to contribute an additional offering each month to the District Home Missions Department.

(d) When a District officer or department head shall visit an assembly to preach, to discuss the work of the District, or to assist with the business of the Assembly, he/she shall be given an adequate honorarium by the Assembly. In addition, the Assembly is encouraged to share with the District in paying the travel expenses for the officer.

Section 3. Budget

The Board of Presbyters at their fall meeting shall annually review and authorize a budget for the Potomac District Council. The budget shall be administered in accordance with the financial policy approved by the Board of Presbyters.

Section 4. Authorizations

(a) The District Superintendent shall receive a reasonable amount of support for his services to the District. The amount shall be determined by the Board of Presbyters.

(b) The expenses of officers traveling in behalf of District work shall be paid from the District Operational Fund. Traveling expenses for Home Missions work in the sections shall be paid from the District Home Missions funds. The amount of reimbursement shall be determined by the Board of Presbyters.

(c) The money received from applicants for credentials shall go into the District Operational Fund.

(d) All monies received by the District from the General Council for Home Missions shall be placed in a District General Home Missions Fund, to be disbursed as authorized by the District Presbytery.

(e) There shall be one offering taken at all the sectional fellowship meetings which shall be applied to that particular section's credit.

(f) It is recommended that each church contribute \$5.00 per month toward the retirement of the camp debt or its operation.

Section 5. Church Loan Fund

- (a) There shall be a District Revolving Fund maintained to assist District churches in financing the purchase of property and building programs. The fund shall be administered at the discretion of the District Presbytery to churches as requested. The Presbytery shall determine the rate of interest. All loans shall be properly secured.
- (b) Investments in the Revolving Fund shall be received from churches and individuals and shall be secured by certificates of participation.

Section 6. Special Assistance Fund

- (a) There shall be a Special Assistance Fund maintained, to be administered at the discretion of the District Officiary to meet District-related special needs as they may occur.
- (b) 5% of the net receipts of the District Operational Fund shall be transferred monthly to the Special Assistance Fund.

Section 7. Valley Forge Christian College (Regional School)

There shall be 5% of the net receipts of the District Operational Fund sent monthly to the support of Valley Forge Christian College.

ARTICLE VIII. DISTRICT

Section 1. Local Church

- (a) It is recommended that all affiliated churches first consult with the District Superintendent and Sectional Presbyter before calling a pastor or before calling ministers as pastoral candidates. After such consultation, the church shall endeavor to agree on a selection which shall be satisfactory to both the District and the congregation. It is recommended that the election shall be for an indefinite period of time.
- (b) Should it be deemed necessary to remove a pastor, those who shall represent the church shall consult with the District Superintendent and Sectional Presbyter to determine what action should be taken.
- (c) The local church shall adopt a constitution and bylaws in keeping with the recommendations, policies and practices of the Assemblies of God, thus adequately protecting its people, property, and pastor. A copy of this constitution shall be furnished to the District office for their permanent records.
- (d) It is recommended that each local church shall invite the District Superintendent to be the guest minister from time to time.

Section 2. Local Church Members

It is recommended that the pastors of the Potomac District do not accept members from other churches until they bring letters of transfer from their former churches.

Section 3. Meetings

(a) District

(i) All persons attending the District Council session shall register, as voters or visitors.

(ii) A District Ministers' Institute shall be held once a year in a central location; the time and place and special speakers to be decided by the Presbytery.

(iii) There shall be an Annual Camp Meeting conducted on the Potomac Park Camp Grounds, the dates and speakers to be determined by the Board of Directors of the Potomac Park Camp.

(b) Sectional

(i) It is recommended that sectional fellowship and youth meetings shall be held regularly.

(ii) There shall be an election of all departmental sectional officers at the annual business meeting for the section, which shall be held prior to the District Council.

Section 4. District Publication

(a) There shall be a District paper edited by the office of the secretary and serving the various departments of the District. This publication shall be sent gratis to the ministers and Assemblies of the District.

(b) The Treasurer's office shall provide each minister and church with a monthly statement of their own individual offerings toward District support.

ARTICLE IX. PROPERTY

Section 1. District Property

The District Council shall, through its corporate name or its appointed trustees, acquire, hold, convey, transfer or sell, or otherwise dispose of its property in accordance with the express wishes of the Potomac District Council or through its duly elected officers.

ARTICLE X. POTOMAC PARK CAMPGROUNDS, INC.

Section 1. Ownership

The Potomac Park Campgrounds, Inc., a West Virginia corporation, and situated on United States Highway Route 11, east of Marlowe, in Berkeley County, West Virginia, shall be owned and operated by the Potomac District Council of the Assemblies of God.

Section 2. Purpose

- (a) The Potomac Park Camp shall be maintained for the spiritual benefit of the constituency of the Assemblies of God in strict compliance to Article V, entitled, "Prerogatives" of the Potomac District Council constitution.
- (b) It shall also promote the missionary program as instituted by the Division of Foreign Missions of the General Council of the Assemblies of God and shall conduct an annual Missionary rally.
- (c) It shall be maintained and operated exclusively on those principles set forth for nonprofit religious organizations.

Section 3. Government

The Potomac Park Campgrounds, Inc., shall be governed by the constitution and bylaws of the Potomac District Council of the Assemblies of God.

Its annual business meeting shall be the same as for the Potomac District Council.

Section 4. Property

All property of the corporation shall be acquired and/or disposed of in the same manner as stipulated for the Potomac District Council.

Section 5. Officers and Vacancies

- (a) The Superintendent of the District shall be the President of the Corporation.
- (b) The District Assistant Superintendent shall be the Vice-President of the Corporation.
- (c) The District Secretary-Treasurer shall be the Secretary-Treasurer of the Corporation.
- (d) The Camp Director shall be appointed by the Board of Presbyters. His term shall be indefinite. He shall have an annual review conducted by the District Officiary.
- (e) The Executive Committee shall consist of the President, the Vice-President, the Secretary-Treasurer, the four District Executive Presbyters, and the Camp Director.

(f) The Board of Directors shall be the same as the Board of Presbyters for the Potomac District Council.

(g) Vacancies in either the Executive Committee, Board of Directors, or Board of Trustees, which occur between the annual business sessions, shall be filled by the Board of Directors.

Section 6. Trustees

The Executive Committee members shall constitute the Board of Trustees for the Corporation.

Section 7. Duties of Officers

(a) The President

He shall be the chairman of the Board of Directors, the Executive Committee, and the Board of Trustees and shall supervise the administration of the corporation.

(b) The Vice-President

He shall fill such duties in relation to the camp as are set forth in the constitution and bylaws for the office of assistant superintendent.

(c) Secretary-Treasurer

(i) He shall keep records of all meetings of the Board of Directors, the Executive Committee, and the Board of Trustees and shall be responsible to retain all the records of the camp, sign all legal documents, and be the custodian of the corporation seal.

(ii) He shall receive and record all of the corporation's funds and shall report and disburse the same as directed by the Executive Committee or the Board of Directors.

(d) Camp Director

His duties shall include the following:

(i) To promote Potomac Park Camp throughout the District.

(ii) To serve as the coordinator and advisor to each camping program under the direction of the Superintendent and Board of Directors.

(iii) To present a proposed budget to the Board of Directors each year, also projecting improvements and changes.

(iv) To travel throughout the District to as many churches and fellowship meetings as possible to promote the Camp.

Section 8. Potomac Park Camp Lay Council

- (a) There shall be a Potomac Park Camp Lay Council, which shall be formed to assist in the promoting and financing of the camp.
- (b) Membership shall consist of all lay persons delegated by the churches of the Potomac District, and also those others who may be interested in the promotion of the camp.
- (c) Each pastor within the District shall be called upon to promote the Lay Council in his church.
- (d) The Executive Committee of this organization shall consist of the President, Vice-President, Secretary, and Camp Director. These officers (other than Camp Director) shall be elected at the annual meeting of the Lay Council held during the Family Camp.

Section 9. Potomac Park Camp Lessee Association

- (a) There shall be a Potomac Park Lessee Association, which shall consist of all people leasing property on the grounds of the Potomac Park Camp.
- (b) The Executive Committee of this Association shall consist of the President, Vice-President, Secretary, and Camp Director. These officers (other than the Camp Director) shall be elected at a regular meeting of the Lessee Association.
- (c) The purpose of this Association shall be to promote Potomac Park Camp.

Section 10. Dissolution

The provisions stipulated in Article XII, Section 1 of the Constitution in regard to the District Council shall also be applicable to the Potomac Park Camp-grounds, Inc.

ARTICLE XI. ORDER OF BUSINESS

Each business session of the District Council shall be opened with spiritual devotions. The minutes of each session shall be recorded to be published and distributed to the District constituency. The regular order of business for the District Council shall be:

- Appointment of Committees
- Report of the Superintendent
- Report of the Assistant Superintendent
- Report of the Secretary
- Report of the Treasurer
- Committee Reports

Unfinished Business

Election of Officers:

1. Superintendent
2. Assistant Superintendent
3. Secretary-Treasurer
4. Executive Presbyters
5. Sectional Presbyters
6. Regional Executive Presbytery Nominees (biennially)
7. Department Heads

New Business

Adjournment

ARTICLE XII. QUORUM

All ministers and delegates who respond to the announcement by the Board of Presbyters for the annual or special District meeting shall constitute a quorum.

ARTICLE XIII. PARLIAMENTARY ORDER

The business sessions of the Potomac District Council shall be governed by parliamentary procedure as set forth in the current edition of Robert's Rules of Order Newly Revised, in keeping with the spirit of Christian love and fellowship.

ARTICLE XIV. AMENDMENTS

Amendments to the Bylaws may be made at any regular session of the District Council by a majority vote.