

AMENDED BYLAWS OF  
EASTERN PENNSYLVANIA CHRISTIAN SERVICE ASSEMBLY  
(The "Corporation")

ARTICLE 1 THE ASSEMBLY

A. Membership

1. The members of the Corporation shall be the representatives selected from the participating Church (s) of Christ or Christian Churches, in keeping with the principles of the Restoration Movement, as provided in Article Five of the Amended and Restated Articles of Incorporation, adopted January 2, 2014.
2. Each participating Church is permitted a minister and four representatives to the Assembly. Unless there is no interest in filling the leadership positions then the Assembly may except the positions being filled with where the interest comes from.
3. Each participating Church shall notify the secretary of the Assembly, at or before the meetings, as to the identities of its representatives to the Assembly.
4. In case a representative is not able to be present, his or her participating Church may select an alternate and shall notify the secretary of the Assembly of such change at or before the meeting.

B. Meetings

1. The Assembly shall hold its annual meeting within sixty days following the close of the camping season. At least one other meeting shall be held during the year, normally during the winter (the "winter meeting"). Each meeting shall be convened at the call of the Assembly Chairman.
2. Special meetings may be called as necessary by the Assembly Chairman or on the petition of one-fourth of the Assembly representatives.

C. Officers

1. The Assembly Chairman shall preside over the Assembly in session.

2. The Assembly Vice-chairman shall assume the duties of the Assembly Chairman in his absence.
3. The Assembly Secretary shall record the minutes of the Assembly meeting and perform such other secretarial duties as the Assembly or the Assembly Chairman may direct.
4. These officers shall be elected at the winter meeting of the Assembly and shall take office at the following annual meeting. The term of their office shall extend until the annual meeting, unless sooner terminated. Assembly officers may be elected for successive terms.

D. Duties

1. The general responsibility of the Assembly is to see that the purposes of the Corporation, as stated in the Amended and Restated Articles of Incorporation, are fulfilled.
2. In addition to electing its own officers, the Assembly shall elect the directors and trustees. The number of directors of the Corporation shall be fourteen, five of whom shall also be trustees.
3. The Assembly shall hear reports, develop policies and implement plans to aid the growth and effectiveness of the camp.

ARTICLE 2 – THE BOARD OF DIRECTORS

A. Membership

1. The Board of Directors (the "Board") shall consist of nine elected Directors and five elected Trustees.

B. Duties

1. The Board shall meet at least two times a year at the call of either the chairman of the Trustees or the chairman of the nine Directors. The chairman who calls the meeting will preside over the meeting.
2. The Board will approve the camp schedule and ensure the camp planning process is progressing at the desired pace.

3. The Board will meet to resolve issues that affect the camp or that are outside the scope of normal Trustee or non-Trustee Directors duties.

## ARTICLE 3 - The nine non-Trustee Directors

### A. Membership

1. The non-Trustee directors shall be elected by the Assembly from its membership at its winter meeting, taking office at the annual meeting.
2. Three non-Trustee directors shall be elected each year to serve three year terms. They shall not succeed themselves. In the event of less than three directors and at the approval of the Assembly, a director may succeed themselves if they choose to do so and there is no other interest in the directors position.
3. When a vacancy occurs among the nine non-Trustee directors, a replacement shall be elected by the Assembly at its next meeting to fill out the unexpired term.
4. Directors shall perform their duties as Directors without compensation.

### B. Duties of the non-Trustee Directors

1. They shall determine the frequency, time and place of their own meetings.
2. They shall elect their own officers.
3. They shall make a report to the Assembly at its annual meeting, in which the report shall outline the work carried on during the previous year and the activities proposed for the coming year.
4. They shall have direct responsibilities over the program, the general dean, the dean and his staff and the curriculum of the camp. They shall carry out all functions delegated to them by the Assembly, all in accordance with the purposes of the Corporation as set forth in the Amended and Restated Articles of Incorporation.
5. Special meetings may be called by the chairman of the non-Trustee Directors or at the petition of five non-Trustee Directors members.
6. A majority of members of the non-Trustee Directors shall constitute a quorum.

## ARTICLE 4 - THE TRUSTEES

### A. Membership

1. The Trustees shall consist of five members elected by the Assembly. The Trustees shall also be members of the Board of Directors, but shall also act independently as the Trustees with respect to the exercise of their responsibilities under these Bylaws.
2. The Assembly shall elect one Trustee from its membership to a term of five years at each winter meeting, taking office at the annual meeting. The Trustees shall not succeed themselves. In the event of less than five Trustees and at the approval of the Assembly, a Trustee may succeed themselves if they choose to do so and there is no other interest in the Trustee position.
3. Three Trustees must be residents of the Commonwealth of Pennsylvania.
4. When a Trustee vacancy occurs, a replacement shall be elected by the Assembly at its next meeting to fill out the unexpired term.
5. Trustees shall perform their duties as Trustees without compensation.

### B. Duties

1. The Trustees shall control all property of the Corporation.
2. The Trustees may hire, engage or contract for paid workers who are necessary to the annual work of the Corporation. The Trustees shall determine the duties and responsibilities of paid workers and the level of compensation. The Trustees may terminate the service of any paid worker, so long as such termination is not in violation of any applicable law.
3. The Trustees shall determine a chairman, vice-chairman, secretary and chaplain by seniority, i.e. the most senior member shall be the chairman; the next senior member, the vice-chair; and, so forth.
4. The Trustees shall select or appoint the treasurer of the Corporation.

5. The concurrence of an actual majority of the Trustees shall be required for the conduct of any business in the name of the Corporation, excepting those responsibilities delegated to the Board of Directors.
6. The Chairman will maintain an annual log of trustee activity and submit a report at the annual Assembly meeting.

C. The Treasurer

1. The Treasurer shall be selected or appointed by the Trustees.
2. The Treasurer shall have charge of the finances of the Corporation and shall keep accurate and appropriate records, showing all monies and properties of the Corporation and all monies disbursed and all monies received and the source whence such monies and properties had accrued and the object and the purpose for which disbursements have been made.
3. The Treasurer shall make a financial report to the Assembly's annual meeting.
4. The Treasurer's books and records shall be open to the Trustees at all times.
5. Any member of the Corporation may examine the records at any time with the approval of the Trustees.
6. The Corporation books, and all records, receipts, bills, canceled checks, deposits accounts held or controlled by the Treasurer are property of the Corporation.
7. If the Trustees deem it advisable, the Treasurer may be bonded by an approved bonding company.
8. A complete review of the books shall be made each year by an auditor or accountant selected by the Trustees.

D. The Manager

1. The Manager shall be an employee of the Corporation in accordance with these Bylaws, Article 4.B.
2. The Manager can also be an officer or hold other uncompensated positions such as Director or Dean but may not be a Trustee or Treasurer of the Corporation. Compensation of the Manager must be reasonable in relation to the services rendered.
3. If the Manager serves as a dean, he must find a substitute Manager for that week of camp.

4. The Manager shall be in charge of the camp in accordance with the manager's job description as stated in the Camp Leaders Handbook, as the same may be amended from time to time by the Board of Directors.
5. The Manager will report to the Trustees.
6. The Manager shall submit a state of the camp report at the annual Assembly meeting.

## ARTICLE 5 - THE PROPERTY

### A. Ownership

1. All buildings, materials for buildings, real estate and personal property given to the Corporation by any church, society, group, organization or individual shall become the property of the Corporation.
2. All properties owned by the Corporation shall be held subject to the control and disposition of the Trustees, such control and disposition to be exercised only in compliance with the Amended and Restated Articles of Incorporation.
3. All buildings erected on the Corporation grounds by churches, societies, organizations groups or individuals, shall be under the full control of the Trustees and may not be removed without permission of the Trustees.
4. The Trustees and the Manager control the keys to the Corporation buildings and property. None of the keys for property belonging to the Corporation shall be given to others to have or to hold without the approval of the Trustees.

### B. Use

1. It is specifically provided that the use, storage or possession of intoxicating substances, including tobacco, on any part of the camp property is forbidden.
2. The participation in or carrying on of gambling and/or games of chance on or in camp property is forbidden
3. The use of buildings or property owned by the Corporation or the lodging in them of persons not directly associated with the work of the Corporation

is specifically and separately provided for by the Policy for Camp Use, the Hold Harmless Agreement and approved by the Manager.

#### ARTICLE 6 - AMENDMENTS

- These By-Laws may be amended by a three-fourths majority vote of the Assembly in session, provided that such amendments have been presented in writing at least one month previously to all representatives of the Assembly through the Secretary of the Assembly.
- These By-Laws were written in 1945, amended in 1957, revised in 1968 and further amended in 1972, 1985, 1987, 2013, 2014 and in 2018.