

## **XII. Commissions and Committees**

- A. Administrative Oversight Committee
- B. Christian Education Commission
  - 1. Christian Education
  - 2. Young Friends Activities
  - 3. Young Adult
- C. Missions Committee
  - 1. Jamaica
  - 2. Mexico
  - 3. The Friends Center, Alabama
- D. Outreach Commission
  - 1. Church Extension
  - 2. Christian Vocations
  - 3. Evangelism

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**XII.A.**

**XII.A. Administrative Oversight Committee**



3. Define and recommend for adoption by Representative Body the job responsibilities of Yearly Meeting employed personnel. (When applicable in cooperation with specific committee or board concerned.)
4. Share jointly with Finance Committee the preparation of an annual budget and the determination of the Monthly Meeting financial obligations for presentation to the Representative Body.
5. Maintain an updated Yearly Meeting Administrative Handbook.
6. Appoint the chairperson of the committee or some other member to serve as an ex officio member of the Finance Committee.
7. Appoint Personnel Committee
  - A. Recommend personnel to fill staff positions.
  - B. Review annually the work of all employed personnel whose appointments came as a result of the committee's recommendations
8. Consider requests for special fund-raising activities and approved as determined appropriate.
9. Fulfill other administrative functions as they may emerge in the normal course of events.

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XII.B

XII.B. Christian Education Commission

1. Christian Education
2. Young Friends
3. Young Adults

Name of Commission Christian Education Commission

Given Oversight by Representative Body

Membership

Appointed Members	8
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years

Member Task Groups

Christian Education  
 Young Friends Activities  
 Young Adult

Commission Clerk

Appointed by	Representative Body on recommendation of the Nominating Committee
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Term of Appointment	1 year
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Duties of Chairperson

1. Plan, call and preside at meetings
2. Make budget request
3. Represent committee as directed by committee action
4. Follow up on committee actions to insure implementation of decisions
5. Report to the Representative Body as requested.
6. Coordinate and assist in work of sub-committees.

Purpose of Commission

Plan, set goals, develop budget, prepare reports as requested and give general oversight to the work of Christian Education, Young Friends, and Young Adults of the Yearly Meeting.

Specific Committee Duties

1. Administer committee funds.
2. Sponsor seminars, retreats and conferences to create opportunities for training of Young Friends leaders.
3. Plan programs for Young Friends on the Yearly Meeting level.
4. Be service to local and Quarterly Meeting Youth Groups.
5. Cooperate with other Yearly Meetings in Youth activities.
6. Evaluate all youth programs, taking action or making appropriate recommendations as needed.
7. Prepare report of expenditure of funds and activities offered for Yearly Meeting as directed.

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**XII.C.**

**XII.C. Missions**

1. Jamaica
2. Mexico
3. The Friends Center, Inc. Alabama

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XII.C.

Name of Committee	Missions Committee
Given Oversight by	Representative Body
Membership	
Appointed Members	9
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Ex officio Members	Coordinator of Outreach Commission USFW President or representative
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
	<ol style="list-style-type: none"><li>1. Plan, call and preside at meetings.</li><li>2. Lead the committee in developing a budget in support of FCNC priorities.</li><li>3. Represent committee as directed by committee action.</li><li>4. Follow up on committee actions to insure implementation of decisions.</li><li>5. Report to Representative Body as requested.</li></ol>

Purpose: Utilize endowment funds, gifts, funds raised to promote the spiritual value of involvement in mission work as part of Christ’s Commission to “go into all the world and preach the gospel”.

Specific Committee Duties

1. Support the work in Jamaica of leadership development, VBS and Quaker Life Camp, infrastructure, etc.. (See below for details regarding the work in Jamaica.)
2. Administer the Friends Mexico Mission work by regular support of a pastor in the Friends’ Meeting, work projects as identified and general support and visitation. (See below for details regarding the work in Mexico.)
3. Support the continued work of The Friend’s Center, Inc. in Alabama, previously the MOWA Choctaw Friends Center, as local Churches strive to continue God’s work in this community. (See below for details regarding the work at The Friends Center.)
4. Support as funds allow and priority calls for Friends United Meeting Mission Work around the world.



# Jamaica

## VBS and Quaker Life Camp

Workers from FCNC began going to Jamaica in 1982 to provide a week of Vacation Bible School (VBS). Over the years, teachers from FCNC would lead workshops in the spring to prepare the Jamaican workers to gradually learn to do their own VBS. The curriculum is still provided to the monthly meetings and workers are provided by FCNC to a few monthly meetings. Some craft materials, art supplies, and music are provided by FCNC in addition to refreshments.

Quaker Life Camp, patterned after Quaker Lake Camp, began in 2018. The Camp is held at the Swift-Purscell Boys Home in Highgate. Jamaican Young Friends are trained as counselors. The cooks, camp pastor and security are provided by the Jamaicans. FCNC provides nurses, instructors, and camp management. Camp begins each day with early morning exercises, devotions and VBS for three different age groups. Educational programs and games begin after lunch. Movies, music, skits, vespers and bonfires are held in the evenings.

## Leadership and Pastor Development

Numerous pastors and other leaders from FCNC went to Jamaica from 2010 to 2014 to give lectures, seminars and conduct workshops for Jamaican pastors and other leaders. In 2014, eleven pastors had their spiritual gifts recorded as Ministers of the Gospel. The project is continuing with training sessions provided by FCNC and upon request by the Jamaica Yearly Meeting for specific needs.

## Pastor/Monthly Meeting Support Project

Eleven FCNC Monthly Meetings volunteered to be paired with a Jamaica Monthly Meeting for the past 2 years. Meetings communicate with each other on a regular basis to inform each other of special events as well as prayer needs, praying regularly for each other. They exchange photos of activities and families. The FCNC Monthly Meetings provide \$50 per month to help with utility bills and transportation expenses of the pastor. This project is being re-evaluated. The Jamaicans are discussing with Kenya Yearly Meeting the hiring of a Kenyan couple who would offer discipleship training as well as serving as pastoral leadership.

## Infrastructure Improvements

Improvements to Jamaica infrastructure began in 2014. One new meetinghouse has been constructed at Friendstown and other improvements have been made at Amity Hall, Dover, Highgate, Cascade and Belfield Friends. Remaining work is needed at Snow Hill, Belfield, Dover and Top Moro Friends. Work trips are scheduled in the fall and winter.

## Mexico

### A brief history:

Friends from the Five Years Meeting (now FUM) started a ministry in Matamoros, Tamaulipas, Mexico in 1871 — to be 150 years in 2021. Mexican teachers and pastors kept up Meetings in other areas after American churches were kicked out in 1917, but the school in Matamoros closed. North Carolina Yearly Meeting restarted ministry in Tamaulipas (ta-mow-LEE-pahs), including Matamoros, in the late 1970s. About the same time, independent Friends Meetings started in the adjacent state, Coahuila (kwa-WEE-la). Fear of travel to Mexico and divisions within the local meeting led to a severe decline in 2010-2012, and NCYM turned the Matamoros ministries over to the thriving Mexico Yearly Meeting (Junta Anual de México — the meetings in Coahuila). The Missions Committee of NCYM, and later FCNC, gave designated annual funds to MYM and began a ministry of visitation, encouraging them to restart Friends in Esperanza y Reforma, the community in Matamoros where much of our efforts had focused. They hired a pastor in 2017 to reboot that ministry.

### Currently:

Hilda Martinez de Vasquez is a bi-vocational pastor in charge of the Friends Meeting in Esperanza y Reforma. With her husband and other volunteers, she hosts weekly kids' club, women's Bible study, Sunday school and worship, and annual outreach events such as VBS and Samaritan's Purse shoebox distribution. Of their own accord, this small Meeting in a poor community has taken on its own mission, taking donated clothing and toys to a fishing community on an island about an hour's drive from the city.

### FCNC Missions:

The Missions Committee continues to support this Matamoros Meeting, mostly through funding and visitation. We give a monthly stipend (via MYM) to the pastor (which she uses for all church expenses) and a travel allowance to MYM for leadership development and support, as those Meetings are about six hours' drive away. Our visitation ministry transformed into work trips for the past few years. The meetinghouse roof became dangerously degraded from termites and we (with MYM mission groups) replaced the wood with metal, as well as working on other infrastructure improvements.

## The Friends Center, Inc. of Alabama (formerly MOWA Choctaw Friends Center)

The Board of Directors of The Friends Center, Inc. meets on the last Thursday of each month. Meetings are usually held at the Sims Chapel Holiness Church, because that location is most convenient for board members driving from their various homes. The Board is independent and autonomous (responsible directly to the Lord, not governed by any other outside entity – except that we comply with all applicable regulations to meet the 501(c)-3 regulations). Phil and Lee Herr, Friends' Directors of the MOWA Choctaw Friends Center in the 1980s, were instrumental in getting the 501(c) – 3 in place and are active in reinventing this ministry.

The resident director opens the Library one day per week. This gives the community access to books and computers with internet capabilities. The playground and outdoor areas are utilized daily by community children. There is work going on with a residential ministry for troubled women as a result of many different causes. Special classes are taught in such areas as biblical discipleship, job skills, personal financial management, physical fitness, self-defense, and household arts. While these classes are specifically oriented toward residents and have certain restrictions, they are open to nonresidents and community participation.

There has been awareness in North Carolina for several years that the infrastructure at the Center was in dire need of attention. The new Board of Directors is assessing the entire campus and setting forth a plan to gradually bring it to standard. Every building on the premises needs repairs, and the fence needs to be completely replaced. All buildings have plumbing and electrical issues. The mobile home has significant weather damage and a cover over the entire building to minimize further damage is priority. The Lodge has age and use deterioration and is a priority. The perimeter fence has been damaged by natural disaster, vehicles, and general deterioration and is a third priority. Grants will be applied for to assist with these expenses, but needed assistance will include both financial aid and volunteer labor from the community and F(f)riends.

There is great interest in and willingness to work with responsible parties in VBS and / or Sports Camp. Since assuming responsibility for the center, we have not received any direct communications from FCNC regarding such projects.

When the thrift store was begun, it was crucial to the well-being of community members. The employment situation of the Sanktown community is much improved, allowing now to distribute to people who have genuine needs, such as homeless, burnouts, other special needs. The method of distribution has changed but all items previously donated are needed.

Under the new 501( c) – 3 there was a requirement to re-apply for Food Bank membership. The facilities have been inspected, the application has been approved, and volunteers attended mandatory special training. Availability to the food bank resources will be a part of the services to the community again.

Other programs and services are being assessed for the community through The Friends Center, Inc. Board so things will be changing in the days and weeks to come. The Lord is working in and through the new group and the work of Friends in past decades will not be forgotten.

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**XII.D.**

**XII.D. OUTREACH COMMISSION**

1. Church Extension
2. Christian Vocations
3. Evangelism

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**XII.D..**

Name of Commission	Outreach Commission
Given Oversight by	Representative Body
Membership	
Appointed members	8
Appointed by	Recommended by Nominating Committee with approval by Representative Body.
Terms of Appointment	3 years
Work Groups	Christian Vocations Church Extension Evangelism

**Commission Coordinator**

Appointed or selected	Members of the commission or Representative Body on recommendation of the Nominating Committee.
Term of Appointment	1 year
Duties of Coordinator	Plan, call and preside at meetings Make budget requests Represent commission as directed by committee action. Report to Representative Body.

**Purpose of Commission**

1. Assist in the organization, spiritual life, and financial needs of new Meetings and struggling Meetings.
2. Encourage and promote the recruitment of persons who are gifted and have a leading toward full-time Christian ministry.

**Specific Commission Responsibilities**

1. Give support with loans and grants for physical facilities, salary for minister or other leaders, and program needs until Meetings become self-supporting.
2. Administer Church Extension endowment fund per "Policy Manual of Church Extension Committee".
3. Administer the General Christian Vocation funds and the Barker Funds as required.
4. Distribute Evangelism Trust Funds as directed. (See V.E.3.d. for procedure.)
5. Prepare an Annual Report for FCNC to approve and send to NCYM, Inc Annual Session.

**XIII. ADMINISTRATIVE BOARDS AND COMMITTEES**

- A. Friends Campus Ministries

Name of Board	Friends Campus Ministries Board
Given Oversight by	Representative Body
Membership	<p>The Friends Campus Ministry Board is made up of the following:</p> <ul style="list-style-type: none"> <li>A member of the Outreach Commission</li> <li>A member of the Christian Education Commission</li> <li>A member of the Ministry and Counsel Executive Committee</li> <li>A member of or appointed by Administrative Oversight Committee</li> <li>A member of USFW</li> <li>A member of Quaker Men</li> </ul>

Chairperson This person is selected by the members of the Board.

Term of appointment One year

#### Duties

1. Plan, call and preside at meetings
2. Coordinate budget requests
3. Represent Board as directed by their action
4. Report as requested by Representative Body
5. Prepare an annual report of funds spent for approval by the Board

#### Purpose

Develop in colleges and universities across North Carolina ministries that keep young adults connected to their Quaker roots while away from home as well as help them in their spiritual life and develop as potential leaders.

#### Board responsibilities:

1. Select two college interns who are paid to serve as leaders/coordinators for Bible studies and administrative duties. Internships are awarded to applicants based on leadership capabilities and career aspirations in Christian ministry. The length of an internship is individually-based, depending on a student's tenure.
2. Acquire Funding
3. Supervise the work of the FCM Coordinator.
4. Overall supervision and planning for expansion.
5. Report to the Yearly Meeting annually and more often if requested regarding the program.
6. Prepare a report for Rep Body approval and to be submitted to NCYM, Inc.

General Information following:

## FRIENDS CAMPUS MINISTRIES

Friends Campus Ministries (FCM) consists of a group of college students who meet regularly to build F/friendships that are based on Christian and Quaker principles. Together, we learn how to incorporate Quaker values like peace, integrity, equality, and service into everyday college life. Whether students are Quaker or non-Quaker, we provide them with the tools needed for a life of deeper meaning, purpose, and belonging, as well as skills to tell others about the Gospel and Quakerism.

### Activities of a Campus Ministry

#### Bible Study

We meet each week during Fall and Spring semesters and invite students to join us anytime. Most of the Bible studies are student-led and each member of the group is given an opportunity to lead one week. This way, students who wish to build leadership skills can do so in a safe, loving, and trusting environment. Each Campus group have two college interns who lead and coordinate the group. See below for selection.

#### Community Service

Community service can be an important part of the Campus Ministry. Each group may identify a local project that they would like to spend time and energy on to enrich the community as well as themselves. They may join with another Friends Campus Ministry in another location to make a larger impact.

### Participation in a Campus Program

Identification of college students that may be interested in participation in a college ministry program depend on the individual Monthly Meetings of FCNC to send that information to the FCM Coordinator. Also, students who are not part of a Quaker meeting or are new to Quakers, can be referred. Individual identification by a person of their interest in the program is also an important avenue.

### Existing Programs

We currently have a program for any students who attend college classes in the Raleigh area and are pursuing opportunities with Appalachian State University (stay tuned). We are in the process of building additional college networks based on where the need is.



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**XIV.**

**XIV. COMMITTEES FOR MEETING SERVICES**

- A. Program Committee**
  - 1. Yearly Meeting Message**
  - 2. Memorial Service**
  - 3. Summary of Epistles**
- B. Literature Committee**
- C. Finance Committee**
- D. Trustees of Real Property**
- E. Trustees of Trust Funds**
- F. Nominating Committee**
- G. Committee on Clerks**
- H. Communications/Technology Committee**

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XIV. A.

Name of Committee	Program Committee
Given Oversight by	Representative Body
Membership	
Appointed Members	6
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years (two rotate off each year)
Ex officio	Presiding Clerk of Yearly Meeting Assistant Clerk of Yearly Meeting Young Friends Representative

Chairperson

Appointed or selected by	Members of the Committee
Term of Appointment	1 year

Duties of Chairperson

1. Call regular meetings of the committee, plan, schedule and preside
2. Appoint recording clerk for the committee
3. Serve as liaison for the committee in completing duties
4. Request budget funds
5. Facilitate planning the program relative to schedule, physical arrangements and leadership
6. Represent committee as directed by committee action

**Committee Purpose and Concern**

Plan and implement the programs for Mid-Year Gathering and Annual Sessions of the Yearly Meeting to accomplish the goals of these sessions as defined in *FAITH AND PRACTICE*.

**Specific Committee Duties**

1. Event planning for **Mid-Year Gathering** to include:
  - a. Set date in cooperation with AOC
  - b. Procure Monthly Meeting to host; responsibilities of host Meeting includes:
    - i. Sound system, opening devotions, refreshments, lunch, space for committee meetings
    - ii. Contact for meal reservations
  - c. Determine Theme/Scripture
  - d. Speaker
  - e. Music
  - f. Infant nursery
  - g. Provide concurrent sessions for children 4-11yo
  - h. Oversee and support efforts of YFAC for Young Friends' concurrent sessions/activity
  - i. Offering designation (AOC)
  - j. Publicity/mailings (6 weeks prior to event)
  - k. Save-the-date flier for annual sessions for distribution at Mid-Year Gathering
  - l. Procure host for next mid-year gathering

2. Event Planning for **Annual Sessions** to include:

- a. Date will be the first week-end at the conclusion of camping season; AOC will reserve
- b. Theme/Scripture
- c. Financial
  - i. Request budget from AOC
  - ii. Administer funds, maintaining precise financial records
  - iii. Submit bills/receipts to FCNC Financial Manager
- d. Speakers (Friday evening worship, Saturday morning devotions, Saturday intergenerational worship, Sunday morning devotions, Bible study leader, Sunday morning worship leader)
- e. Travel, food and lodging as needed
- f. Agenda set by FCNC Clerk
- g. Activities (provide staff as needed)
- h. Music
- i. Provide display space for affiliated organizations
- j. Coordinate with Recording Committee for Recording/Retiring Ceremony
- k. Contact Quarter responsible for Memorials (alphabetical rotation); alert them to prepare bulletin
- l. Contact Quarter responsible for YM Message (alphabetical rotation); alert them to prepare copies
- m. Plan for infant nursery
- n. Support efforts of Christian Education Committee for Junior Yearly Meeting (Junior YM report)
- o. Oversee and support efforts of YFAC for Young Friends concurrent sessions (YF report)
- p. Offering designation (EOC)
- q. Provide offering plates/ushers
- r. Prepare registration forms/set fees (ready for distribution in June)
- s. Publicity for the event
- t. Utilize NCYM, Inc. office for printing of materials. 3-4 day notice required/fees applied
- u. Committee to assemble information materials for gathering
- v. Appoint registrar(s)
- w. Provide nametags
- x. Evaluation forms
- y. Schedule meeting in October to review evaluations and begin planning next mid-year gathering

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XIV.A.1.

Name of Committee	Yearly Meeting Message
Given Oversight by	Program Committee with supervision by Administrative Oversight Committee
Membership	Quarterly Meeting, rotated alphabetically
Appointed Members	Responsibility of the Quarterly Meeting as needed
Term of Appointment	1 year

Specific Committee Duties

1. Interpret chief concerns and actions of the Yearly Meeting Annual Sessions in a message to other Yearly Meetings around the world.
2. Read in Yearly Meeting session and have approval before distribution.

XIV.A.2

Name of Committee	Memorial Service
Given Oversight by	Program Committee with supervision by Administrative Oversight Committee
Membership	Quarterly Meeting, rotated alphabetically
Appointed Members	Responsibility of the Quarterly Meeting as needed
Term of Appointment	1 year

Specific Committee Duties

1. Request from all Monthly Meeting names of deceased members from July to June.
2. Prepare a list of names by Monthly Meeting, by Quarters and include in a Memorial Service Bulletin.
3. Plan an appropriate program to give recognition to those Friends who have died during the past year.
4. Cooperate with the Program Committee in selecting a time during the Annual Assembly for this presentation.

XIV.A.3

Name of Committee	Summary of Epistles
Given Oversight by	Program Committee with supervision by Administrative Oversight Committee
Membership	Quarterly Meeting, rotated alphabetically
Appointed Members	Responsibility of the Quarterly Meeting as needed
Term of Appointment	1 year

Specific Committee Duties

1. Review Epistles available from other Yearly Meetings worldwide.
2. Prepare and present summary of Epistles to Representative Body October session.

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XIV.B.

Name of Committee	Literature Committee
Given Oversight by	Administrative Oversight Committee Representative Body
Membership	
Appointed Members	4
Appointed by	Representative Body on recommendation of the Nominating Committee
Term of Appointment	3 years
Ex officio Members	USFW Literature Secretary
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
<ol style="list-style-type: none"><li>1. Schedule, plan, and preside at committee sessions.</li><li>2. Report to Representative Body as requested.</li><li>3. Represent committee as directed by committee action.</li><li>4. Follow up on committee actions to insure implementation of decisions.</li></ol>	

#### Committee Purpose and Concern

Administer the Trust Funds available each year for the Publications/Literature needs of the Yearly Meeting.

#### Specific Committee Duties

1. Cooperate with the Faith and Practice Revisions Committee in printing the FCNC Faith and Practice.
2. Work with the Administrative Oversight Committee to carry out the needs/projects of the Yearly Meeting.
3. Administer all funds under care of the committee.
4. Set-up and manage a Book Room, at the annual sessions of Yearly Meeting



Committee Name Trustees of Real Property

Given Oversight by Representative Body

Membership

Appointed Members	No fewer than 3 nor more than 6
Appointed by	Representative Body on recommendation of Nominating Committee, subject to the pertinent laws of the state
Term of Appointment	6 years, one-third at 2-year intervals
Ex officio Members	None

Chairperson

Appointed by Representative Body on recommendation of Nominating Committee

Term of Appointment 2 years

Duties of Chairperson

1. Ascertain directions formulated by Representative Body.
2. Obtain agreement of all Trustees to proposed action.
3. Communicate with interested parties (Monthly Meetings and individuals).
4. Report to Representative Body as necessary.
5. Follow up on committee actions to insure implementation of decisions.
6. Represent committee as directed by committee action.

Committee Purpose and Concern

In cooperation with the Representative Body, exercise general oversight of all lands, properties, etc..

Specific Committee Duties

1. Hold title to real estate and personal property of FCNC Yearly Meeting.
2. Keep all documents properly recorded.
3. Sign deeds, mortgages and other legal documents relating to real estate.
4. Maintain legal documents in a secure place.
5. Perform all other such duties as may be delegated by the Representative Body.

Committee Name Trustees of Trust Funds

Given Oversight by Representative Body

Membership

Appointed members Seven

Appointed by Representative Body on recommendation of Nominating Committee

Term of Appointment 7 years, with one person rotating off each year

Chairperson

Appointed by Committee members

Term of Appointment One year

Duties of Chairperson

1. Ascertain directions formulated by Representative Body.
2. Obtain agreement of all Trustees to proposed action.
3. Communicate with interested parties (Monthly Meetings and individuals).
4. Report to Representative Body as necessary.
5. Follow up on committee actions to insure implementation of decisions.
6. Represent committee as directed by committee action.

Specific Committee Duties

1. Hold, manage, invest, and reinvest trust funds to realize optimum outcome consistent with the safety of the investments, utilizing due diligence in keeping with the moral and ethical standards of FCNC.
2. Observe socially responsible principles when selecting investments.
3. Observe and comply with any limitations or restrictions imposed by the donors of specific funds or by the Representative Body.



Name of Committee

Trustees of Trust Funds

The Trustees of Trust Funds may at its discretion hold ownership of investment property to benefit the fiscal position of the Yearly Meeting. These trustees' by-laws are listed below.

**BY-LAWS  
TRUSTEES OF TRUST FUNDS  
FRIENDS CHURCH OF NORTH CAROLINA YEARLY MEETING**

Article I

Purpose: The function of the Trustees of Trust Funds is to hold in trust those funds entrusted to Friends Church of North Carolina Yearly Meeting and to invest these funds in a prudent manner structured to provide the highest return consistent with safety of principal and the stated purpose of the fund.

Article II

Membership: The Trustees of Trust Funds is composed of seven members, plus emeritus members, who are appointed by Representative Body upon recommendation of the Nominating Committee. The term of appointment is seven years with one term to expire each year.

Article III

Meetings: An annual meeting of the Trustees shall be held on the last Monday in July. Additional meetings may be held periodically throughout the year as set by the Committee or at the request of the Chairman with notice of at least five (5) days prior to the date of such meeting.

Article IV

Quorum: A majority of the Trustees shall constitute a quorum for the transaction of business.

Article V

Officers: Officers shall be as follows: Chairman, Vice-Chairman, Secretary, Treasurer and Representative to Representative Body of the Yearly Meeting. The Trustees of Trust Funds shall elect their officers at the annual meeting for a term of one year or until their successors are elected. Those elected shall carry out the usual and customary duties of their respective offices and such other duties as the Trustees of Trust Funds shall assign from time to time.

Article VI

Other Attenders: Other attenders may attend and act as consultants to the committee upon invitation by the committee.

Article VII

Investment Committee: An investment subcommittee, composed of the Treasurer and two other members appointed by the Trustees of Trust Funds as a whole, shall have the day-to-day responsibility of selecting the investment instruments as cash resources become available. These transactions shall be reviewed by the Trustees of Trust Funds as a whole at the next meeting at which time such investments shall be approved or recommendations for different investments shall be made.

#### Article VIII

Investments: Investments shall be made according to the policies outlined below.

1. Efforts are made to avoid investments in companies known to be primarily involved in businesses that are inconsistent with Friend's Testimonies.
2. Bond investments shall be in bonds having a rating of BBB or above when purchased as rated by Standard and Poor (or a comparable rating by Moody) except by unanimous approval of the Trustees.
3. Investments in equities shall not exceed 75% of the total investment portfolio except by unanimous approval of the Trustees.
4. No new purchase of more than ten percent (10%) of the portfolio may be invested in any one stock.
5. The principal amount of donated stocks or bonds will be established by the average bid price for the security on the day received as indicated for that day on the exchange where it is listed. Disposition of these securities will be determined by the Investment Committee.
6. Investments in securities other than those listed and traded on the New York Exchange, The American Exchange, NASDAQ or National over-the-counter markets shall be only by direction of the Trustees of Trust Funds as a whole.
7. All securities shall be held in the name of the Trustees of Trust Funds of Friends Church of North Carolina Yearly Meeting by the Treasurer or in a brokerage account.

#### Article IX

Reports: An annual report of income, expenses and income distribution shall be made to the Yearly Meeting as soon as possible after the close of the fiscal year on each March 31.

#### Article X

Audit: An annual audit of the records of the Trust Funds shall be made by an independent auditor at the end of the fiscal year. Accounting information shall be submitted to the independent auditor by the treasurer as soon as practical after the close of the fiscal year with expectations that the audit will be completed on a timely basis. A copy of the audit shall be submitted to the Yearly Meeting.

#### Article XI

Amendments: These by-laws shall be effective upon approval by Representative Body of the Yearly Meeting and amendments hereto shall be effective only upon approval by Representative Body.



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XIV. G.

Name of Committee                      Commiittee on Clerks

Given Oversight by                      Representative Body

Membership

Appointed Members	One from each Quarterly Meeting
Appointed by	Quarterly Meetings shall notify the Yearly Meeting Clerk of the appointment
Term of Appointment	1 year

Convener                                      The Yearly Meeting Presiding Clerk shall name one person as convener to set up a meeting at an appropriate time and place not later than April 15. Once convened the committee shall appoint its clerks.

Committee Duties

1. Recommend the names of suitable persons to fill the positions of Yearly Meeting Presiding Clerk, (for no more than 5 consecutive years) Assistant Presiding Clerk, Recording Clerk(s), and Assistant Recording Clerk(s).
2. Recommend to the first session of Yearly Meeting the names of the persons considered suitable for the positions to be filled.