

**Episcopal Conference Center Committee**  
**Bylaws**  
**Revision A 10/5/2005**

1. Authority of ECC Committee (referred to as “Committee” henceforth)
  - a. Invoked by Will of Judge Harris
  - b. Authorized by mutual agreement of Bishop and Council
2. Role of Committee
  - a. Support the ECC Staff
  - b. Communicate and be in dialogue with Diocesan Counsel and Bishop to further the mission of ECC
  - c. Communicate and be in dialogue with members of the Diocese
3. Responsibilities of Committee
  - a. Coordinate Annual Fund
  - b. Be involved with other Fund Raising
  - c. Approve Program pricing by vote
  - d. Coordinate publicity for ECC (RISEN etc)
  - e. Support planning for Programming
  - f. Support planning for off-camp-season bookings
  - g. Interface with Churches and Clergy
    - i. Including creation of publicity speeches and speaking at churches
  - h. Authorize and manage subcommittees (such as Capitol Campaign etc)
  - i. Oversight of personnel as need arises and initiated by Director. Personnel issues are the Director’s responsibility; Committee members may be involved at the Director’s discretion to perform specific reviews. Any reviews will be submitted to the Director in written form.
  - j. Confidential personnel (staff) matters will not be discussed as Committee business.
  - k. Review Annual Budget Actuals in February
  - l. Review Tri-Annual Budget in September
  - m. All financial issues are the Director’s responsibility; Committee members may be involved at the Director’s discretion to perform specific reviews. Any reviews will be submitted to the Director in written form.
  - n. The Committee shall nominate Search Committee members, to be selected by the Bishop, in the event of a Directorship Vacancy
  - o. Major property expansion, improvement, or replacement will be presented to Committee for vote
4. Expectations of Committee membership
  - a. Donor of record to the Annual Fund
  - b. Serve on one Sub-Committee
  - c. Attendance at minimum of 70% of meetings or input to meetings in writing or via email (vote by email is acceptable)
5. Committee Makeup
  - a. Ex-Officio Member
    - i. Present Director(s)
    - ii. Representative of Bishop
  - b. Twelve Appointed Members
    - i. One Chair
      1. Chair Meetings
      2. Publish agenda

3. Steer Committee
    - ii. One Clerk
      1. Maintain membership roster
      2. Take minutes of meeting and distribute to membership
    - iii. Multiple Sub-Committee contact points
    - iv. Attempt must be made to have a minimum of 2 clergy, 2 current summer staff members, 2 alumni
  - c. Others by invitation to particular meetings
    - i. Property Manager
    - ii. Registrar
    - iii. Resident Manager
    - iv. Sub-Committee Members
  - d. All vote approval percentages referred to in this text apply to current membership number (membership vacancies do not count toward approval percentage)
6. Term of Members
    - a. Ex-Officio Members – no term limit during employment
    - b. Appointed Members: three year terms
    - c. Appointed Members: max two consecutive terms
    - d. Appointed Members: no maximum number of terms with breaks
    - e. Appointed Member start dates will be staggered as much as is feasible
    - f. A membership roster with all pertinent information is to be maintained and made available to all members
  7. Minimum member attendance to hold meeting of Committee
    - a. 5 Members
  8. Nomination to Committee (any time of year)
    - a. Suggestions taken from anyone at any time of year
    - b. Nomination by Committee Membership vote of 50% minimum at any time of year
    - c. Committee nominated persons will be asked if available and willing at any time of year and may begin to serve prior to following steps
    - d. Nominations submitted to Bishop in writing in September of each year when new members are needed
    - e. Bishop submits approved nominations to Council for final approval preferably just prior to or at Convention
  9. Appointment to Committee (October/November)
    - a. Written Appointment from Bishop or Council to Committee
    - b. Committee invitation to Appointed Member
  10. Nomination of Chair (any time of year)
    - a. Nomination by Committee Membership vote of 75% minimum
    - b. Nomination submitted to Bishop in writing
  11. Appointment of Chair (any time of year)
    - a. Written Appointment from Bishop to Committee
  12. Nomination of Clerk (any time of year)
    - a. Nomination and Appointment by Committee Membership vote of 50% minimum
    - b. Nomination not submitted to Bishop
  13. Communication (all formal communication must be approved by 25% committee)
    - a. To Diocese through RISEN, ECC newsletter, batch mail
    - b. To other committees involved with ECC in writing to the Chair of that organization
    - c. Alumni through Alumni Association Leadership (If available)
    - d. Supporters of ECC through Annual Fund mail list (around 3000 names)

- e. To Bishop in writing
  - f. To ECC Staff Members through ECC Director
14. Mechanism for amending these Bylaws
- a. Changes or additions raised at any Committee meeting or by email
  - b. Changes or additions voted on at next meeting or by email
  - c. Changes or additions require a 66% majority

**Basic Organizational Chart**  
(For Reference Only)

