

BYLAWS
OF THE
CHRISTIAN SCIENCE
JOINT INSTITUTIONAL COMMITTEE
OF MISSOURI

“Christian Science organizations exist to offer the pearl of great price – spiritual understanding and healing. That is their only purpose.” (see The Mother Church letter dated January 28, 1954, entitled: “Institutional Work”)

February, 2011

Article I
Name

Article I.1.
Name This committee shall be known as the “Christian Science Joint Institutional Committee of Missouri,” hereinafter to be referred to as the “JIC.”

Article II
Mission and Activity

Article II.1.
Mission The mission of the JIC is to share the healing and regenerating truths of Christian Science with inmates and/or patients in local, county, state, and federal penal, correctional, juvenile, mental health, veteran, and other institutions in the state of Missouri.

In Mark 16 (verse 15) Christ Jesus directed his followers: “Go ye into all the world, and preach the gospel to every creature.”

Article II.2
Activity The activity of the JIC may include, but not be confined to, the following:

- Providing a Christian Science ministry to those inmates and/or patients interested in its teachings
- Providing Christian Science church services and/or conferences
- Distributing authorized Christian Science literature
- Arranging for Christian Science lectures in institutions, sponsored by one or more branch churches or societies
- Cooperating with and supporting Christian Science branch churches, societies, local committees and individuals in Missouri in carrying out institutional work in their communities

Article II. 3.
Excluded Activity It is specifically beyond the purpose of the JIC and its workers to give or offer any aid or service, no matter how slight, that does not pertain directly to Christian Science, or that violates the policies and procedures of any given institution.

Article III Participation and Representation

- Article III.1. The JIC is not a separate entity but a joint committee of all the
Composition of participating branch churches and societies in Missouri.
the JIC Participating branch churches and societies are all those that shall
 vote to participate in and support the mission and activities
 described in Article II of the Bylaws, by providing metaphysical
 support, workers, supplies, and/or contributing financially to this
 work.
- Article III.2. It is recognized that each participating Christian Science branch
Role and church and society in Missouri is the foundation of the institutional
Responsibility work, and that the JIC is responsible to them for the diligent and
 faithful supervision of the work, and will insure that the mission
 and activities described in Article II of these Bylaws are adhered
 to.
- Article III.3. The executive board of each participating branch church or society
Appointment of is encouraged to annually appoint from its church members, a
Branch Church representative to the JIC.
& Society
Representatives
- Article III.4. Each representative must be a member of The Mother Church
Qualifications of and must be an active member in good standing of one's
Representatives participating branch church or society.
- Article III.5. Each participating branch church/society representative shall:
Duties of
Representatives
- Regularly pray for the activities of the JIC
 - Serve as a liaison between one's branch church/society and the JIC
 - Keep one's branch church/society informed of the work of the JIC
 - Actively make known to one's branch church the needs of the JIC and ask for prayer, volunteers, supplies, and financial support
 - Seek advice from one's branch church/society on questions that arise and on upcoming votes
 - Vote on behalf of one's branch church/society
 - Be familiar with the JIC Bylaws and procedural handbook, particularly Section 3 on representatives

Article III.6. Absence from Regular Meetings If any representative fails to attend three (3) consecutive regular meetings, request shall be made by the chair to the branch church or society to appoint a new representative.

Article III.7 Vacancy in Representative Position In the event of vacancy in an appointed representative's position, the executive board of the participating branch church or society that has the vacancy shall appoint a replacement as expeditiously as possible and shall notify the JIC executive secretary of the replacement in writing immediately.

Article IV Elected and Appointed Officers

Article IV.1. Qualifications Of Officers The elected and appointed officers must be members of The Mother Church and should be active members in good standing of their branch church or society.

Article IV.2. Elected Officers The elected officers of the JIC shall be a chair and a vice-chair. Elected officers shall serve without salary. Elected officers may serve as their church's/society's representatives to this committee concurrently with their terms as elected officers of the committee.

Article IV.3. Election of Chair and Vice-Chair The representatives shall meet, organize, and elect a chair and vice-chair immediately following the adjournment of the second quarter (Jan-March) Annual Meeting. Election shall be by simple majority. Officers so elected shall immediately assume their respective offices.

Article IV.4. Terms of Chair and Vice-Chair. The terms of office of the chair and vice-chair shall be two years. An officer shall be eligible for re-election to these offices for no more than two consecutive terms.

Article IV.5. Duties of the Chair The chair shall oversee all the workings of the JIC, ensuring that all activities of the JIC are in accord with the *Manual of the Mother Church*, and shall conduct the meetings of the JIC.

Article IV.6 Duties of Vice-Chair The vice-chair shall assist in any manner requested by the chair and substitute for the chair if needed.

Article IV.7. Vacancy in the Office of Chair In the event of a vacancy in the office of chair, the vice-chair shall automatically succeed the chair.

- Article IV.8. In the event of a vacancy in the office of vice-chair, a
 Vacancy in the successor to serve for the unexpired term shall be elected at
 Office of Vice- a special meeting of the JIC representatives called
 Chair specifically to fill the vacancy.
- Article IV.9. The appointed officer(s) shall be an executive secretary and
 Appointed Officer(s) a treasurer and, if needed, an assistant secretary and assistant
 treasurer.
- Article IV.10. The elected officers shall agree upon and appoint an executive
 Appointment of secretary and a treasurer who shall serve on an annual basis and
 Executive shall be eligible for re-appointment by the officers. These
 Secretary and positions may be held by the same person, if necessary. Assistant
 Treasurer secretaries and assistant treasurers may be appointed from time to
 time, as the need arises. These assistant positions may be held by
 the same person. All appointed positions may, or may not, be held
 by persons who are simultaneously serving as the representatives
 for their respective participating branch churches/societies.
- Article IV.11. The executive secretary shall work closely with the elected
 Duties of the officers and shall conduct the day-to-day business of the
 Executive JIC, including recording and maintaining the regular
 Secretary and annual meeting minutes and sending out correspondence
 relative to the committee's work.
- Article IV.12. The duties of the treasurer shall be to keep an accurate account
 Duties of the of all receipts, expenditures, and accounts, to report quarterly
 Treasurer to the officers, and to report at the regular, special, and annual
 meetings of the JIC.
- Article IV.13. In the event of a vacancy in an appointed position, the elected
 Vacancy officers shall agree upon and appoint the successor.
 of an Appointed
 Position
- Article IV.14. An elected officer may be removed from office by an
 Removal of affirmative vote of two-thirds ($\frac{2}{3}$) of the JIC representatives.
 An Elected Officer

Article V

Meetings and Voting

- Article V.1. The meetings of the JIC shall follow the *Democratic Rules of*
 Parliamentary Authority *Order.*

Article V.2.
Annual Meeting The annual meeting of the JIC shall be held during the second quarter of each fiscal year (January – March). The date, time and place will be designated by the chair. This meeting shall be open to anyone interested in attending.

Article V.3.
Equal Representation Each participating branch church and society may designate one of its members as its representative who shall vote on JIC business according to its wishes.

Article V.4.
Chair to Preside
At Annual Meeting
and all JIC Meetings The chair of the JIC shall preside at the annual meeting and at all regular and special JIC meetings. In one's absence, the vice-chair shall preside.

Article V.5.
Regular and
Special Meetings Meetings should be held as needed at a time and place to be designated by the chair. Meetings may be called by the chair, vice-chair, and/or the executive secretary, giving all representatives notice of the time and place of the meeting, together with the reason for the call to the meeting. At least four (4) weeks' written, telephone, faxed, or e-mailed notice must be given, when feasible.

Article V.6.
JIC Meeting
Quorum A quorum shall consist of half (1/2) of the representatives.

Article V.7.
Voting and
Majority Only church and/or society representatives may vote on committee business. A simple majority vote of those representatives providing a quorum shall be required for the adoption of any motion unless these Bylaws require otherwise.

Should the chair and one other officer deem it necessary to vote by mail, email, fax, or conference call, the representatives shall be notified by the executive secretary.

In a vote by mail, email, or fax, full instructions shall be given for signing, marking, and returning the ballot by the specified date. In the case of a vote by mail, a return envelope addressed to the executive secretary shall be included. If any representative objects to deciding an issue by mailed ballot (postage-paid), email, or fax, the question shall be postponed to a meeting or conference call. When there is no objection to the voting method selected, adoption of the motion shall require a simple majority vote.

Transactions of business in a conference call shall be subject to the

same rules regarding quorum and voting that govern the regular meetings.

Article V.8. With the approval of the other officers, the chair may invite
Guests at Regular or any guest(s) to attend any regular or special meeting, and such
Special Meetings guest(s) may participate in discussion, but they may not make
motions nor vote.

Article VI Funding and Financial Matters

Article VI.1. The fiscal year for the JIC shall begin on October 1st and end on
Fiscal Year September 30.

Article VI.2. The JIC shall be supported by voluntary contributions upon a per
Financial Support capita *or other* basis from Christian Science participating branch
churches and societies in Missouri, the rate thereof to be
recommended to the branch churches and societies by the officers
of the JIC. Contributions from individuals, associations of the
pupils of Christian Science teachers, and others, will also be
gratefully accepted by the JIC.

Article VI.3. The chair may appoint a Finance Committee that shall
Finance Committee consist of three (3) members: the vice-chair, treasurer, and
one other representative.

Article VI.4. The treasurer shall sign all checks and pay only such bills as
Approval and are approved by the chair or vice-chair. All checks over
Payment of Bills \$500.00 shall be co-signed with the treasurer by any one of the
following: the chair, vice-chair, or executive secretary.

Article VI.5. The treasurer shall use only such bank(s) as
Depository depository/depositories for the JIC funds as shall be authorized by
the officers.

Article VI.6. Securities received by the JIC shall be sold as soon as possible.
Securities

Article VI.7. The treasurer's books, records, and annual financial reports shall
Auditing be audited annually by one who is a member of The Mother
Church, but who is not an officer. They shall be made available for
inspection at any time upon the request of any officer.

Article VI.8. Neither the JIC, the participating branch churches and societies,
Responsibilities for the officers, the executive secretary, the treasurer, the assistant
Debts secretaries, nor the assistant treasurers, shall be responsible for the

debts or liabilities incurred by individual officers, or by individual workers appointed by the officers, except those debts that are incurred according to these Bylaws and the approved policies of the JIC.

Article VI.9. Expenditures and Investment of Funds Subject to ratification by the officers, the Finance Committee (if there is one) shall approve proposed expenditures, exercising control by budgetary methods or other means, and prescribe the manner and method of collection, investment and disbursement of the funds of the JIC.

Article VII Sub-Committees

Article VII.1. Other Committees The officers may appoint such other committees as may be necessary for the proper and orderly administration of the affairs and work of the JIC.

Article VIII Bylaws Ratification and Amendments

Article VIII.1. Authority to Amend An amendment or amendments to these Bylaws may be proposed by any officer, any representative, or any executive board of any participating branch church or society.

Article VIII.2. Notice All representatives and their respective boards shall be given written notice forty-five (45) days in advance of any meeting at which the proposed amendment(s) to these Bylaws is/are to be considered. A copy of the proposed amendment(s) shall accompany each notice. Unless so notified, no such proposed amendment(s) shall be considered at that meeting.

Article VIII.3. Two-thirds Vote Required In order to be adopted, such amendment(s) must be approved by a two-thirds vote of the representatives, reflecting the approval of their respective executive boards.

Article VIII.4. Effective Date of Amendment(s) Any amendment(s) to these Bylaws shall become effective immediately upon approval. Notice of any approved amendment to the Bylaws shall be given to all participating branch churches/societies within thirty (30) days of approval.

Article IX Dissolution

Article IX.1. Dissolution of the JIC may be proposed by any officer, any
Authority to representative, or any executive board of any participating branch
Dissolve church or society.

Article IX.2. Any proposal to dissolve the JIC shall be submitted in
Notice writing to the officers. Within six (6) weeks of receipt, the officers
shall mail the written proposal to the executive boards of all
participating branch churches and societies with JIC
representatives. The mailing shall include a ballot to vote for or
against dissolution, the deadline for voting, and a postage-paid,
return envelope addressed to the executive secretary. Ballots must
be received within ten (10) weeks of the postmarked notice.

Article IX.3. Dissolution of the JIC requires a ($\frac{2}{3}$) two-thirds vote of the
Two-thirds Vote the executive boards of all participating branch churches
Required and societies with JIC representatives who return a ballot.

Article IX.4. Upon dissolution of the JIC, all debts shall be paid out of the bank
Payment of Debts account(s), and any balance(s) of funds shall be transferred
& Balance of Funds and assigned to The First Church of Christ, Scientist, in Boston,
Massachusetts and designated for institutional work; supplies and
inventory shall be transferred to the Jointly Maintained Christian
Science Reading Room in St. Louis.

Article IX.5. Upon dissolution, the executive secretary shall notify all
Notification of committee members, branch churches and societies in Missouri,
Dissolution appropriate administrators at all institutions served, the Missouri
State Supervisor of Religious/Spiritual Programming, The Mother
Church and the Committee on Publication for Missouri.