

# Illinois Yearly Meeting of the Religious Society of Friends

## HANDBOOK

Revised 2015 October

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## **Section One: Organization**

### **1. Illinois Yearly Meeting**

Illinois Yearly Meeting of Friends was established on the thirteenth day of ninth month, 1875, under minute of approval of Baltimore and Indiana Yearly Meetings. At that time it included Meetings from Illinois, southwestern Indiana, and Iowa. It now includes Meetings from Illinois, northern Indiana, Wisconsin, and Missouri. Some of these Meetings maintain dual membership in Northern Yearly Meeting or Western Yearly Meeting. Illinois Yearly Meeting was incorporated in the State of Illinois and recorded in Cook County on April 29, 2004. See Appendix D for Statement of Purpose for Incorporation.

Illinois Yearly Meeting is the group of Friends who gather to conduct business and worship together at the Annual Session held each summer. During the year, standing and ad hoc committees, named individuals, and representatives carry out the minuted intentions of the yearly meeting.

Clear Creek Monthly Meeting of Friends is the resident monthly meeting at the yearly meeting site in McNabb, Illinois.

The Yearly Meeting at annual sessions must set direction for all decisions.

#### **The members**

Individual membership in the Religious Society of Friends is held through a Monthly Meeting. Any member of one of the Monthly Meetings in Illinois Yearly Meeting is a member of Illinois Yearly Meeting.

#### **The constituent groups and the Monthly Meetings in each group**

The Meetings and Worship Groups of Illinois Yearly Meeting are divided into three groups for Yearly Meeting responsibilities. **Blue River Quarterly Meeting:** Bloomington-Normal Monthly Meeting, Clear Creek Monthly Meeting, Macomb Worship Group, Colombia Friends Meeting, Macomb Worship Group, Southern Illinois Quaker Meeting, Spoon River Quaker Meeting, Springfield Worship Group, St. Louis Religious Society of Friends, Friends Meeting of Rolla Preparative, Southern Illinois Quaker Meeting, Urbana-Champaign Friends Meeting, Springfield Worship Group. **Chicago-North:** Evanston Monthly Meeting of Friends, Lake Forest Friends Meeting, Northside Friends Meeting, Oshkosh Monthly Meeting, Rock Valley Friends Meeting, Upper Fox Valley Quaker Meeting. **Chicago-South:** Downers Grove Friends Meeting, Duneland Friends Meeting, Fifty-Seventh Street Meeting of Friends, Oak Park Friends Meeting, South Bend Friends Meeting.

## **2. Formation and Recognition of a Monthly Meeting**

When individuals have met regularly for divine worship in the manner of Friends and are in agreement with Friends principles, the desire for Monthly Meeting status with its additional responsibilities, expectations, and joys may arise. Monthly Meeting status may be requested in one of three ways.

1. The Worship Group may request Preparative Meeting status from a nearby Monthly Meeting and, after an appropriate period of time and growth, the Preparative Meeting may request Monthly Meeting status from the parent Monthly Meeting.
2. The Worship Group may also ask directly for Monthly Meeting status, as has occurred frequently in this Yearly Meeting, by sending their request to the surrounding Quarterly Meeting.
3. Where there is no appropriate Quarterly Meeting, the Worship Group may apply to the Continuing Committee of Illinois Yearly Meeting.

In each of these three procedures, the group receiving the request will appoint a clearness committee to visit the Worship Group or Preparative Meeting, review their spiritual depth and strengths, and explore areas of Meeting business (for example, officers, organization and procedures, finances, and membership). The clearness committee will report to its appointing body, which in turn will make a recommendation to Illinois Yearly Meeting for final approval. In gist, the Worship Group becomes a Monthly Meeting by spiritual growth in its Meetings for Worship and by capability in handling its religious business, matters of membership, marriage, and property.

Individual membership in the Religious Society of Friends is held through a Monthly Meeting. A new Monthly Meeting may obtain members by transfer of membership of those who belong to another Monthly Meeting or through application by attenders to this new Monthly Meeting.

Upon accepting a new constituent Meeting, Illinois Yearly Meeting will appoint a committee of welcome to visit the Meeting.

### 3. Expectations of Monthly and Quarterly Meetings to Illinois Yearly Meeting

#### Monthly Meetings:

- a) Appoint a representative from the monthly meeting to attend the annual sessions and continuing committee sessions in order to report on any relevant monthly meeting activities to the yearly meeting and to report back to the monthly meeting on all ILYM activities. Give the representative name and contact information to the administrative coordinator.
- b) Through their representative(s), stay up to date on all Illinois Yearly Meeting minutes, concerns and issues. Report on ILYM happenings and address ILYM concerns as necessary in monthly business meetings. Distribute the publications *Among Friends*, the annual Minute book, the Plummer Lecture, and any relevant announcements to local members and attenders.
- c) Encourage and facilitate attendance and participation of all monthly meeting members/attenders to the Annual Session of Yearly Meeting and to Continuing Committee.
- d) Prepare no more than a one-page written annual State of the Society Report detailing the spiritual growth of the monthly meeting for the past year. Send a copy, preferably electronically, to the administrative coordinator by two weeks before the annual sessions.
- e) Complete a statistical report of the number of members: resident, non-resident, over 18 years old, and under 18 years old. Also the number of non-member attenders should be noted. Use the form provided by the administrative coordinator and return to the administrative coordinator by two weeks before the annual sessions.
- f) Give an appropriate financial donation as decided by the monthly meeting to Illinois Yearly Meeting. ILYM suggests an amount which is published in the Minutes or available from the Finance Committee. It is helpful to give the donation early in ILYM's fiscal year. Quarterly donations are also acceptable.
- g) Encourage members and attenders to serve on ILYM committees.
- h) Send copies of the current monthly meeting directory to the administrative coordinator.
- i) Memorials: When appropriate, memorials of members and attenders of monthly meetings should be sent to the administrative coordinator for inclusion in the annual Minute book by two weeks before the annual sessions. A representative from the monthly meeting is to be assigned to read each memorial during Meeting for Worship preceding the Fourth Session (Saturday) of the Annual Sessions.
- j) Appoint a correspondent to write reports for *Among Friends*, the ILYM newsletter. Deadlines for submission are April 20<sup>th</sup> and October 20<sup>th</sup>.
- k) Participate in the assigned planning group for planning the Annual Sessions.

#### Quarterly Meetings

Quarterly meetings conduct business, are mutually accountable to the yearly meeting, and are a time for the gathering of Friends. Quarterly meetings care for constituent monthly meetings. Quarterly Meetings should send names and addresses of Clerks to the administrative coordinator each year or whenever there is a change. At this time, ILYM has only one quarterly meeting.

## 4. Organizational Governance

### *Faith and Practice of Illinois Yearly Meeting*

Illinois Yearly Meeting is currently writing a *Faith and Practice* book for guidance on the conduct of meeting business, concerns, marriages, memorial services, and the relation between faith and practice. Until it is complete, we affirm the use of the 2002 version of *Faith and Practice of Philadelphia Yearly Meeting* as an interim working document to be used as a guide for our process, except where ILYM past policy differs significantly.

Some sections of the *Illinois Yearly Meeting Faith and Practice* have been written and approved for a five-year provisional period. These sections supercede the corresponding sections of *Philadelphia Yearly Meeting Faith and Practice*. The new sections are published in the Minute Books and are also available from the Administrative Coordinator and on the website.

Available sections of Illinois Yearly Meeting's *Faith and Practice*:

Concerning this Book of Faith and Practice (General introduction, adopted in 2008 for an indefinite period)

[The Light Within and its Religious Implications](#) (Adopted in 2014 for a 3-year provisional period)

[Testimonies](#) (Adopted in 2014 for a 3-year provisional period)

[Meeting for Worship](#) (Adopted in 2013 for a 3-year provisional period)

[Friends' Manner of Decision-Making](#) (Discussion of Friends practices in business meetings, adopted in 2009 for an indefinite period)

[Marriage](#) (Adopted in 2012 for an indefinite period)

[Accident, Illness, Death, and Care of the Bereaved](#) (unapproved draft)

[Membership](#) (Adopted in 2008 for an indefinite period)

[Recognizing Spiritual Gifts and Leadings](#) (unapproved draft)

Meeting Organization and Structure

[Communities of Friends \(Adopted in 2015 for an indefinite period\) and The Monthly Meeting](#)  
(Approved in 2015 for an indefinite period)

[Worship Groups and Preparative Meetings](#) (Adopted in 2011 for a 5-year provisional period)

[Quarterly Meetings](#) (Approved in 2012 for a 5-year provisional period)

[Appendix: Sample Membership Form](#) (Approved in 2012 for a 5-year provisional period)

Stewardship (Approved in 2015 for a 3-year provisional period)

Preparing for and Responding to Injury, Illness, Death, and Bereavement (Approved in 2015 for a 3-year provisional period)

### Changes in Policy or Practice by the Yearly Meeting.

Most deliberate changes in policies and practices come from standing or ad hoc committees which may bring forward a recommendation for change to annual sessions. For significant changes, the idea should first be brought to Continuing Committee for seasoning. Further, it might be sent to Monthly Meetings for feedback. The originating committee is responsible for bringing the suggested change to the yearly meeting at annual sessions. The Handbook Committee will incorporate changes based on the approved minute from annual sessions. Occasionally committees working together may bring forward changes in a similar manner as above.

When an officer, individual with a specific responsibility, or an individual who is a participating member feels moved to bring forward a recommendation for change, it should first be seasoned and tested by a smaller body. The body may vary depending on the recommendation. It could be the Friend's monthly meeting and then quarterly meeting. It may be the clerk's committee or an appropriate standing committee. Individuals may also season a concern by approaching Friends in neighboring meetings or the Field Secretary.

When a change in practice or policy in the conduct of business or organization of the Yearly Meeting has evolved to a new practice, Friends should bring these to the attention of the Handbook Committee. The Handbook Committee will notify the Yearly Meeting of such changes (unless they are insignificant) and bring them forward at annual sessions. If the committee has accurately described the new policy or practice, and if the Yearly Meeting is agreeable to the change, then the committee incorporates such changes in the Handbook.

### The Handbook

The Handbook is a compilation of the current policies, procedures, practices, and organization of Illinois Yearly Meeting. The Illinois Yearly Meeting handbook is descriptive rather than prescriptive in that we make changes in the handbook as a result of changing the way we do things.

Changes in the Handbook are made by the Handbook Committee based on relevant decisions by Illinois Yearly Meeting in Annual Session as recorded in the Minutes or by reflecting changes in practice by the Yearly Meeting.

Changes in the Handbook that reflect decisions made by the Illinois Yearly Meeting at the



Annual Sessions and are recorded in the Minutes from that time may be approved by the Continuing Committee in the Fall or Spring.

### By-Laws

See Appendix E.

### Minute Book

The Minute Book is published annually and includes the minutes of the Annual Sessions, committee reports, and related documents, all of the Monthly Meetings' States of Society Reports, the report of membership tabulation, a list of Illinois Yearly Meeting Monthly Meetings, and the appointments to Illinois Yearly Meeting committees.

### Illinois Yearly Meeting Website

Several ILYM committees have posted relevant documents on the website that do not appear in the Handbook. To access these documents, go to [www.ilym.org](http://www.ilym.org).

## 5. Other Publications

### Among Friends

*Among Friends* is the official regular publication of Illinois Yearly Meeting, published electronically on the website and mailed to all Monthly Meetings in sufficient quantities to distribute to members and attenders. Its purpose is to facilitate communication among all members and attenders of Illinois Yearly Meeting and to maintain our connections with one another throughout the year. Particular emphasis is given the Monthly Meeting reports, ongoing communication from Yearly Meeting Committees, and planning information for the Annual Yearly Meeting Sessions. The editor is chosen by the Publications Committee.

Each Monthly Meeting appoints a correspondent to write about the Monthly Meeting for inclusion in *Among Friends*. Other features include a Clerk's column, letters to the Editor, and poetry and graphic art as well as other features include a Clerk's column, letters to the Editor, and poetry and graphic art as well as short, reflective articles, at the editor's discretion.

### Plummer Lectures

The Jonathan Plummer Lecture is given by a member of Illinois Yearly Meeting each year on the last day of the sessions. The content is unrestricted, as the founding minute said only that it is "to hear from a member of the Yearly Meeting"; most often the lecture is a report of the Friend's spiritual experience. The lecture is posted on the Yearly Meeting's website, and printed in booklet form during the succeeding year, and copies are distributed free to Meetings and Worship Groups within the Yearly Meeting. They may also be made available for sale through Friends' bookstores.

## **Section Two: Responsibilities of Individuals and Committees**

### **6. Officers**

The names and addresses of the current officers can be found in the Minutes of the Yearly Meeting published each fall. All Officers of Illinois Yearly Meeting are covered by our liability insurance.

Officers assigned through a minute by Illinois Yearly Meeting at annual sessions will have the authority to sign contracts. At this time, those officers assigned shall be Presiding Clerk, Recording Clerk, Treasurer, Stewards and such additional clerks or officers as the Illinois Yearly Meeting may authorize.

#### Clerks

Illinois Yearly Meeting has five clerks: a Presiding Clerk, an Assistant Clerk, a Recording Clerk, an Assistant Recording Clerk, a Reading Clerk. All serve in appointments which are reviewed each year.

In the interest of good order and continuity, it is expected that clerks will serve for several years before stepping down. For the Presiding Clerk and the Assistant Clerk, the expectation is for a total commitment of four years: the first year is spent as Assistant Clerk, the next two years as Presiding Clerk, and a final year as Assistant Clerk again. Under this rotation, a new Assistant Clerk is recruited every other year.

Normally, an Assistant Clerk serves for one year in apprenticeship before becoming Presiding Clerk. In this first year, the individual learns the job. In the second year, as a new Presiding Clerk, he or she has the benefit of the outgoing Clerk as Assistant Clerk for advice and support. In the third year, he or she continues as Presiding Clerk and a new Assistant Clerk is named. In the fourth year, the individual becomes Assistant Clerk again, assisting in the transition to a new Presiding Clerk.

The appointments of the Assistant Clerk and the Presiding Clerk are reviewed annually by the Nominating Committee in consultation with the Clerk's Committee.

#### *Presiding Clerk*

- a) Presides over the meeting for business of the yearly meeting at the Annual Sessions and the Continuing Committee.
- b) Carries on correspondence relating to the business of Yearly Meeting.
- c) Keeps informed of ongoing activities of the Yearly Meeting during the year so as to be responsive to issues as they arise.
- d) Prepares the agenda for the Annual Sessions and the meetings of Continuing Committee, with the help of the Clerk's Committee, in order that the body may be informed well in advance.
- e) Attends committee meetings as needed.

#### *Assistant Clerk*

- a) Assists the Presiding Clerk in presiding over the meeting for business of the yearly meeting at the Annual Session and the Continuing Committee Meetings.
- b) Assists the Presiding Clerk with correspondence and oversight of ongoing activities of

- Yearly Meeting committees.
- c) Substitutes for the Presiding Clerk as needed.
  - d) Attends committee meetings as needed.

#### *Recording Clerk*

- a) Receives documents in advance of the sessions as preparation for recording the minutes.
- b) Records minutes of the Business meetings at the Annual and Continuing Committee Sessions.
- c) Records and provides minutes for distribution.

#### *Assistant Recording Clerk*

- a) Assists the Recording Clerk as needed
- b) Takes Minutes in the absence of the Recording Clerk
- c) Prepares to become Recording Clerk in the near future

#### *Reading Clerk*

- a) Chooses excerpts from the epistles we receive from other yearly meetings. Reads selections during annual sessions.
- b) Serves on Epistle Committee for Illinois Yearly Meeting.

#### Stewards

Stewards may be thought of as analogous in the new structure to the trustees in the earlier one. At the direction of the annual sessions of Illinois Yearly Meeting, stewards will have responsibility and authority to manage the real estate and tangible property of Illinois Yearly Meeting and shall appoint and/or employ persons as required. Stewards will represent the Yearly Meeting in renovating the buildings and grounds, in securing insurance, and in case of easements, leases and other management needs as they arise. Among these may be planning, zoning, and building permit issues, and property tax matters. The annual sessions of Illinois Yearly Meeting may direct others to assist the stewards in specific matters.

There will be three to five stewards, at least two from Clear Creek Monthly Meeting; the three stewards will serve as corporation officers, with staggered six-year terms, renewable indefinitely. The Nominating Committee will consult with Clear Creek monthly meeting in its process of discerning nomination of the stewards from that meeting.

Stewards consult with the relevant yearly meeting committees and the clerk of the yearly meeting prior to signing any major contracts. See Guidelines for the Development and Signing of Major Contracts in Appendix F. Care is to be taken that decisions between annual sessions accord with the spirit and direction of decisions and policies approved by the yearly meeting at annual session.

Committees considering making changes to yearly meeting buildings and/or grounds are expected to consult with Clear Creek Monthly Meeting concerning these changes and *vice versa*.

A steward will serve *ex officio* on the Finance, Environmental Concerns, Site Envisioning, and Maintenance and Planning Committees. The stewards will decide which steward of their number is assigned to which of these four committees.

## Treasurer

The treasurer is appointed to a three year term. The treasurer's duties include:

- a) the collection, prompt deposit, and dispersal of funds,
- b) meeting with the Finance Committee, Continuing Committee, and the Trustees,
- c) furnishing two interim financial reports to the Finance and Continuing Committees and an annual report to the Yearly Meeting. The Meeting fiscal year is from July 1st to the following June 30th.
- d) When the position is held by two people, the division of duties is at the discretion of the Finance Committee.

## 7. Paid Staff

### Administrative Coordinator

The Administrative Coordinator works at the direction of and with the support of the Administrative Coordinator Oversight Committee.

Duties before ILYM yearly sessions (spring/early summer):

- a) Sends out the report of membership form to Monthly meetings.
- b) Forwards epistles to the Reading Clerk
- c) Prepares Advance Documents.
- d) Prepares and mails out ILYM registration forms; prepares necessary documents for registration at ILYM.
- e) Works with the Presiding Clerk and Assistant Clerk in distribution of materials and information relative to the conduct of the business meeting at ILYM.
- f) Performs many small details for ILYM preparation
- g) Completes registration spreadsheet.

During ILYM yearly session:

- a) Coordinates the display space for Quaker organizations at ILYM.
- b) Is available during the day or evening on site to provide information, smooth out problem areas, and perform other duties necessary for the efficient functioning of the meeting.
- c) Gives collected fees to Treasurer at end of ILYM sessions.

Duties after yearly sessions:

- a) Mails ILYM epistle
- b) Maintains and distributes Nominating Committee and Clerks' logbooks
- c) Communicates with Quaker organizations to which we send representatives, providing names of new representatives, mailing lists, etc.
- d) Maintains files of ILYM committee minutes.
- e) Maintains address database and ILYM calendar for the Directory and the support of ILYM committees, clerks and officers.
- f) Prepares and sees to the printing of the ILYM Directory in August.
- g) Prepares the statistics chart, Additions and Losses by Name page, appointments and committee lists, and registration report for the Minute Book.
- h) Coordinates and collects documents and sees to the preparation of the Minute Book, Plummer Lecture, and evening addresses for printing.
- i) Mails out announcements and agenda for Continuing Committee.
- j) Provides labels including FWCC mailing lists for epistles and other needs.

Duties throughout the year:

- a) Responds to requests for information.
- b) Maintains schedule for use of meetinghouse and grounds.
- c) Maintains and updates all logbooks, including evaluation comments.
- d) Makes sure logbooks are transferred to designated clerks.
- e) Provides and distributes the official ILYM stationery.

- f) Maintains and distributes Site Use Brochure and log.
- g) Mails copies of the Handbook to those who need them.
- h) Attends Continuing Committee meetings (October and March).
- i) Distributes the minutes of Continuing Committee and makes any necessary mailings as determined by Continuing Committee.
- j) Maintains the email and mailing list and sends pertinent messages via electronic bulletin board and monthly digest to the ILYM membership who request it.
- k) Posts relevant materials to the ILYM website.

### Field Secretary

The Field Secretary position grew out of the leading of Illinois Yearly Meeting to meet a variety of needs of the yearly meeting, including declining membership and spiritual searching.

Illinois Yearly Meeting expects each Field Secretary to focus on the service to which he or she is led, and each Field Secretary will differ in their service to Illinois Yearly Meeting. Nevertheless, the Field Secretary is expected to respond to the needs and requests he or she encounters, whether directly or by locating appropriate resources.

The Field Secretary is chosen carefully, and freed to do the work; he or she is expected to do the work when needed. In contrast to a member of Ministry and Advancement, the work of the Field Secretary generally presents a higher degree of responsibility and accountability, a higher degree of expertise, and a broader knowledge of resources for issues beyond his or her scope.

#### a) Qualifications of the Field Secretary

The Field Secretary should be a spiritually grounded member of the Religious Society of Friends, whose gifts and leadings have been beneficial to meetings, and who feels led to serve as Field Secretary to help meet the needs of Illinois Yearly Meeting's monthly meetings, worship groups, and members. Usually, the Field Secretary is a member of a meeting of Illinois Yearly Meeting.

The Field Secretary must be committed to the life of the Spirit. The Field Secretary needs a working knowledge of Quaker heritage, Friends' literature, and the Bible, as well as awareness of resources in the wider Quaker world. The Field Secretary should be able to work with, value, and appreciate the variety of beliefs held by Friends.

#### b) General Responsibilities of the Field Secretary

As a Friendly presence, the Field Secretary visits monthly meetings and worship groups, as much as possible giving higher priority to groups with immediate needs. During the visit, the Field Secretary may help a meeting assess its needs and identify its strengths. As a nurturing presence, the Field Secretary models good Quaker practice and demonstrates Quaker process.

Monthly meetings and worship groups are encouraged to call the Field Secretary as a resource. In this role, the Field Secretary may conduct retreats, workshops, meetings for reconciliation, etc. When there is a need, the Field Secretary may facilitate a workshop or retreat for the entire Yearly Meeting. The Field Secretary should be able to help meetings locate resources appropriate to needs which he or she cannot personally provide, particularly through Quaker organizations.

The Field Secretary may also encourage and facilitate visitation and shared worship among meetings. He or she lifts up and provides mentorship for the development of spiritual gifts of individuals which can be beneficial to Illinois Yearly Meeting; when appropriate, the Field Secretary may suggest names to the Nominating Committee for consideration.

The Field Secretary position is under the general oversight of the Ministry and Advancement Committee. The Field Secretary may name the clerk of the committee or another member of Ministry and Advancement as his or her liaison with the committee. If there is a need for advice about an unusual situation, this liaison person would be responsible for communicating with the committee and seeking their advice. While Ministry and Advancement as a body gives general guidance and recommendations, it is appropriate for the Field Secretary to seek insight about specific situations from individual members of Ministry and Advancement who have had relevant experience.

The Field Secretary needs to recognize and maintain appropriate boundaries. The following reflect some boundary issues of which Ministry and Advancement is aware:

- Many needs for pastoral care can be handled by the local meeting, possibly with some coaching or encouragement from the Field Secretary. In most cases, the Field Secretary should not attempt to address these needs in place of the meeting. The Field Secretary is advised to confer with his or her committee before undertaking direct pastoral care, beyond responding to the needs of the moment.
- The Field Secretary should not attempt to provide therapy in the role of Field Secretary, even if a particular Field Secretary is a trained therapist.
- The person serving as Field Secretary may be nominated and appointed to a committee of Illinois Yearly Meeting, but he or she should not serve *as Field Secretary* on any committee. The Field Secretary may, occasionally, work with a committee on a short-term basis, to facilitate Quaker process, lead a retreat, or for some other like service.

For support and guidance specifically with the Field Secretary work, he or she may form a small support group from among the members of Ministry and Advancement. It is not appropriate for others to engage in guiding the work, or to hear confidential issues encountered in the work.

The Field Secretary is asked to attend to his or her more general spiritual needs. Some funds are provided for attending conferences, workshops, retreats, or other spiritually deepening experiences. The Field Secretary is encouraged to use these funds. He or she is also encouraged to form a support group for the larger issues of life, drawing upon Friends beyond Ministry and Advancement. The impacts of travel or of other aspects of the work on the Field Secretary's own life, family, or spirituality may be among these issues.

#### c) Structure of the position and specific expectations

The position requires traveling around the Illinois Yearly Meeting area, generally staying in the homes of Friends. When possible, the Field Secretary should travel with a companion-elder,



who will often be the Ministry and Advancement visitor assigned to the meeting visited.

The Field Secretary attends Quarterly, regional, and Yearly Meeting gatherings, as appropriate, in order to build relationships with Friends and to get to know meetings within the Yearly Meeting.

The Field Secretary is ex-officio a member of Ministry and Advancement, and is expected to attend all of the committee meetings. He or she submits a written report to the Ministry and Advancement committee when it meets three times a year.

The Field Secretary is compensated on an hourly rate, up to a maximum number of hours determined by the Yearly Meeting. The work is distributed throughout the year as needed. The number of hours per month will vary.

The Field Secretary provides a written summary of his or her work to CC, and to the Yearly Meeting. The position requires careful accounting of activities, time spent in the role of Field Secretary, time spent in travel, and expenses incurred.

If individuals or meetings have questions or concerns related to the Field Secretary's role, they should be referred to the clerk of Ministry and Advancement.

### Youth Coordinator

To provide programs and to coordinate activities for High School Friends (HSF) from Illinois Yearly Meeting, including a) leading retreats, b) helping them to find/participate in new experiences related to spiritual development, service, and leadership, and c) recognize the need for and refer to appropriate pastoral or professional care. The Youth Coordinator will also help support a "Tremor" for Junior High School Friends (JHSF) to help prepare them for entering the HSF meeting, look for opportunities to collaborate with youth programs from other yearly meeting (e.g. Quakes) and act as a liaison with the Adult Young Friends (AYF) to help HSF transition to that age group upon graduation.

#### Qualifications:

- Active in the Religious Society of Friends (ILYM preferred but not required), called to youth ministry, and knowledgeable about the Bible and Friends testimonies, business procedures and writings.
- Attuned to Friends' social concerns and also to problems and concerns of today's teens.
- Proven ability to interact effectively with teens and to share religious faith and Friends' convictions.
- Experience with major Friends' traditions and understanding of religious diversity among Friends.
- Able to work cooperatively and to encourage local development of youth activities.
- Able to manage program planning details and to operate within a budget.
- College degree or equivalent (specific training or experience in Youth Development, programs, or education preferred).
- Has competency with email, computer social networks and web resources.

- Must have a car, valid driver's license and be available for weekend travel and be able to accept overnight hospitality.
- Must pass background check.

#### Responsibilities

1. Work with the Youth Oversight (YO) committee and individual meetings to organize and publicize HSF activities at Yearly Meeting levels.
2. Work with HSF and YO clerks to plan and run HSF Program for fall Mini-Quake (in mid-November), January Quake that Rocked the Midwest (MLK weekend, held with 3 other yearly meetings/youth coordinators), Memorial Day Work Weekend (last weekend of May), & ILYM yearly meeting.
3. Work with YO to coordinate JHSF and YAF transitional activities.
4. Encourage youth participation in wider Friends youth activities (Quakes, Other yearly Meetings, FGC, FUM, work camps, service projects, etc).
5. Act as a youth resource to monthly and quarterly meetings of ILYM
6. Assist in the spiritual nurture of HSF in ILYM, drawing on additional resources from YO and the Ministry and Advancement committee as necessary.
7. Track and report hours worked & expenses, submitting expense receipts to Treasurer for reimbursement.
8. Submit monthly activity reports to YO and work with YO to submit 2-3 summary reports to Illinois Yearly Meeting and/or its continuing committee as requested.
9. Familiar with and willing to enforce Sexual Abuse Policy. Submit self-evaluation after 3 months and yearly thereafter. Comment on performance evaluation.
10. Travel as necessary

#### Evaluation

Reports to and is evaluated by YO Clerk in consultation with YO (including HSF clerk & recording clerk). It is also recommended that applicants have a local clearness committee in their own meeting to support their decision to apply and continue in this position.

## **8. Individuals with Specific Responsibilities**

The names and addresses of individuals with specific responsibilities can be found in the Minutes of the Yearly Meeting published each fall. Reports, when made, should be sent to the Administrative Coordinator prior to the Annual Session.

### *Among Friends Editor*

The *Among Friends* Editor gathers material for *Among Friends* and oversees its publication. He or she compiles suitable articles, photographs, and artwork and sends the finished layout to be printed.

### Clerk of an ILYM Committee

Responsibilities include:

- a) Understanding the purpose and function of the Committee as described in the Handbook.
- b) Seeing to it that the committee meets frequently enough to do the work it needs to do during the year.
- c) Drafting the agenda for committee meetings, subject to changes as the Spirit moves.
- d) Ensuring that reports of the committee's work are made to Continuing Committee meetings when appropriate. Notify the Presiding Clerk well in advance to be put on the agenda and send a copy of the report to the recording clerk.
- e) Serving as a member of the Continuing Committee
- f) Providing copies of any committee minutes to the clerk of the yearly meeting and to the administrative coordinator.
- g) Coordinating the work of the committee with other yearly meeting committees as appropriate (i.e. where committee interests overlap or bear on one another).
- h) Keeping track of the committee budget, authorizing expenditures, and approaching the Review Committee or the Finance Committee if the committee will be going more than 10% over budget.
- i) Informs the Finance Committee in the spring of budgetary needs for the coming year.
- j) Arranging for a report in writing to the yearly meeting at annual sessions.

### Monthly Meeting Representative to ILYM

Each Monthly Meeting and Worship Group appoints a representative from the monthly meeting or worship group to ILYM. Be sure to give the Representative name and contact information to the Administrative Coordinator. The Representative is the main contact between the Yearly Meeting and the Monthly Meeting or Worship Group. Responsibilities for the Representative include

- a) attending (or sending another from your Meeting to attend in your place) the annual sessions and Continuing Committee sessions (usually two each year) in order to report on any relevant Monthly Meeting activities to the Yearly Meeting and to report back to

the Monthly Meeting on all ILYM activities. Encourage Friends to attend Annual Sessions and Continuing Committee.

- b) passing on all relevant correspondence, *Among Friends*, etc. from the Yearly Meeting to the Monthly Meeting during the year.
- c) taking responsibility to review the list of “Responsibilities of Monthly Meetings to the Yearly Meeting” listed earlier in this Handbook and be sure they are being taken care of by members of the Meeting.

### Records Librarian

Maintains a collection of all publications of Illinois Yearly Meeting legal papers, statistical records not in the printed Minutes, and all other relevant documents. Relevant documents are to be sent yearly to the appropriate repositories (Quaker libraries, etc.) including the Illinois Historical Survey Library, University of Illinois, Urbana. The Records Librarian maintains the list of libraries to which the Yearly Meeting sends copies of its publications. A Records Librarian is nominated by the Nominating Committee. Every five years a committee, including the Recording and Presiding Clerks serving ex officio and an alternate, should review the collection. Consultation with previous librarians is recommended to ensure continuity.

### Representatives to Other Organizations

Illinois Yearly Meeting sends representatives to various Quaker organizations either because those organizations have requested representatives or because Illinois Yearly Meeting Friends have an active interest in the concern. For some organizations, the number of representatives depends on the size of the Yearly Meeting, which varies over the years. Many of these appointments require travel to Meetings of the organizations, for which Illinois Yearly Meeting has a travel policy. Representatives are the vehicle for communication from the Yearly Meeting to the organization and from the organization to Illinois Yearly Meeting. They report on the activities of those organizations to the Yearly Meeting at Annual Sessions or in the Advanced Documents. There is frequently time set aside in the program for further discussion of their concerns, either in workshops or in the evening program. (See the Minute Book for a list of organizations to which Illinois Yearly Meeting sends representatives.)

### Webservant

The Webservant works under the care of the Publications Committee to maintain the ILYM web page and electronically publish documents. The Webservant needs to have the web site skill set and works with the Publications Committee on such issues as protecting privacy appropriately and what to feature on the web site.

- a) Maintains the ILYM home page, with updates for timeliness and variety.
- b) Maintains the ILYM calendar page on the web site
- c) Maintains the ILYM list of Monthly Meetings and Worship Groups on the web site
- d) Publishes the electronic versions of *Among Friends*, Plummer Lectures and Minute Books on the web site (in cooperation with the Administrative Coordinator and the Publications Committee).
- e) When appropriate electronically publishes information about programs and committees.

## 9. Standing Committees and ad hoc Committees

Standing Committees exist to carry out the work of the Yearly Meeting during and between annual sessions as assigned. They are expected to give a written report to the Administrative Coordinator at least two weeks prior to annual sessions. They may also make a formal report to the Continuing Committee. The clerk of the committee is a member of Continuing Committee and expected to attend or send a representative from the committee. A request for a time on the agenda at Continuing Committee meeting or annual sessions should be made well-in-advance to the Presiding Clerk for consideration by the Clerk's Committee. The names and addresses of the committee clerks and members can be found in the Minutes of the Yearly Meeting published each fall.

### Clerk's Committee

Though not a requirement, the Yearly Meeting recommends that each Presiding Clerk have a supportive committee to help discern the way forward. The Clerk's Committee consists of the Assistant Clerk and other Friends appointed by the Presiding Clerk. Some of those Friends should be seasoned elders who have knowledge of the Yearly Meeting. The Clerk will announce the members of the Clerk's Committee at the annual sessions.

The responsibilities include:

- a) assists the Presiding Clerk to prepare the agenda for the annual session Meetings for Worship with a Concern for Business and the Continuing Committee.
- b) meet with Presiding Clerk as needed during annual sessions to review progress and discern changes in the agenda.
- c) help the clerk deal with issues outside of the Business Sessions.
- d) if necessary acts as a liaison between the Presiding Clerk and Friends to help listen to concerns so that the Presiding Clerk is not overburdened during the annual sessions.

### Continuing Committee

The Continuing Committee, a subset of the Yearly Meeting, generally meets once each fall and once each spring to prayerfully consider and review the activities of Illinois Yearly Meeting between sessions. The committee speaks officially for the meeting during the year within the established practices, procedures, and statements of faith of the yearly meeting. The Presiding Clerk presides over the committee and the Recording Clerk takes minutes.

Responsibilities of the Continuing Committee include:

- a) reviewing, giving guidance, and helping to discern the work of standing and ad hoc committees of the yearly meeting as needed.
- b) coordinating the planning for the annual sessions.
- c) facilitating discussions between committees to enable an integrated understanding of work being done.
- d) reviewing, giving guidance and helping to discern the work of officers and individuals with specific responsibilities.

- e) finishing business or other tasks from the annual session as specifically assigned by the yearly meeting.
- f) acting officially for the yearly meeting between sessions reflecting the established Illinois Yearly Meeting practices, procedures and statements of faith.
- g) appoints the Naming Committee.

Continuing Committee Members include:

- a) any Friend who is part of Illinois Yearly Meeting
- b) a representative from each monthly meeting and each worship group chosen by the individual meeting or worship group. (See specific duties of this representative under “Individuals with Specific Responsibilities” descriptions.)
- c) a representative chosen by the High School Young Friends group and a representative chosen by the Adult Young Friends group.
- d) the Presiding Clerk, the Assistant Clerk, Administrative Coordinator, ILYM Trustees, the Treasurer, Recording Clerk, and Assistant Recording Clerk.
- e) clerks of all ILYM standing committees and ad hoc committees.
- f) clerks of regional gatherings such as Blue River Quarterly.

Specific Duties of the Committee in the Fall include:

- a) hearing initial reports from three planning groups for the next annual session and considering for approval the theme recommended by the program planning group. Friends bring forward any issues or concerns that they feel should be part of the next session.
- b) considering names for the Naming Committee that the Presiding Clerk brings forward.
- c) hearing from Officers, Individuals, or Committees that have reports.

Specific Duties of the Committee in the Spring include:

- a) hearing reports from the planning committees and advising as appropriate.
- b) bringing forward items that may be included on the agenda for the annual session Meeting for Business.
- c) hearing from Officers, Individuals, or Committees that have reports.
- d) finalizing Naming Committee members if that wasn’t completed in the fall.

### Development Committee

The Development Committee will listen to the visions of the yearly meeting based in the spirituality of our membership and will include the work embraced by all of the testimonies. The committee considers funding for this work. The model followed is one of love. Out of love, we give to the next generation. In love, we must listen to the givers. This process is slow. Some of us will die before we give. Others will give sooner. The time of giving is (and should be) chosen by the giver. Listening is a large part of development.

The charge of the committee will include documenting how and when Friends intend to give. With discretion, the committee will share relevant information with the Site Envisioning Committee and other committees that may need funding. The committee may be called to assist in raising funds for an upcoming project where funds are required quickly. The committee might

seek professional or formal training relating to soliciting donations. This has been done in the past through the assistance of Henry Freeman. As new Friends are involved the committee may be led to empower them with this type of information.

### Environmental Concerns Committee

The Committee consists of at least six members nominated by the Nominating Committee. In addition, all Illinois Yearly Meeting Friends with a concern for a clean, safe, and sustainable environment are invited to join the committee by contacting the clerk of the committee.

The committee disseminates information throughout Illinois Yearly Meeting:

- a) To make the Yearly Meeting aware of the spiritual connection with the environment;
- b) In gentle ways to help younger Friends to understand, love, and experience the beauties of our natural world;
- c) To help Friends live in harmony with the natural world and to make all Friends aware of hazards to the earth, its water, and its atmosphere, which adversely affect human, animal, and plant life; and
- d) To work to eliminate those hazards and reduce, as far as possible, the impact of our life styles upon the natural resources of the earth.

The committee reports to the Yearly Meeting and the Continuing Committee.

### Faith and Practice Committee

- a) Its purpose is to develop a *Faith and Practice* book for Illinois Yearly Meeting.
- b) Progress should be reported to Continuing Committee and Annual Sessions.
- c) Members on the committee are appointed for indefinite terms for continuity of membership in order to expedite the efficient and coherent work over several years for the duration of the writing of the *Faith and Practice*; appointed members should resign when they feel they are unable to continue to carry out the responsibilities involved.
- d) Each section or discussion paper of the *Faith and Practice* prepared by the committee will be sent to Monthly Meeting and Worship Group clerks, who will distribute them to their membership to be discussed by the members in preparation for full participation in the review and approval process at Illinois Yearly Meeting sessions. Written comments from the Monthly Meeting discussions and from individuals will be encouraged and should be sent to the Committee for consideration. When the Committee feels a section is ready for Illinois Yearly Meeting approval, it will be presented at the next Annual Sessions, with copies available in advance. If a section is not approved by Yearly Meeting, it will be returned to the Committee for additional work. Sections that are approved will be available for easy access so that they can be of immediate use, rather than waiting for the entire Faith and Practice to be completed.

### Finance Committee

The Finance Committee is responsible for caring for the fiscal health of the yearly meeting. The committee consists of a clerk and generally six other members serving staggered three year

terms. The Treasurer and one Steward also serve *ex-officio*. The committee usually meets four times each year including a meeting during the annual sessions.

The committee duties include the following.

- a) Gives regular reports to the yearly meeting, usually at annual sessions and Continuing Committee. The Committee endeavors to report in accordance with Generally Accepted Accounting Principles (GAAP) as developed by the General Accounting Standards Board.
- b) Develops proposed operating budget for the Fiscal Year which begins July 1. Works with committees and individuals to gather information.
- c) Provides guidance and support for the Treasurer. Cares for their work reviewing the books and/or arranging for periodic informal audits if needed.
- d) Approves financial institutions generally consistent with Friends' testimonies where the yearly meeting savings are kept. At this time all gifts of stock are sold upon receipt as authorized by the yearly meeting.
- e) Recommends financial policies and practices and makes them available to Friends once they are approved by the yearly meeting.
- f) Reviews the actions of the Review Committee and appoints member to serve on this committee.
- g) Seasons donations to other Quaker organizations.
- h) Reviews long term future capital and non-capital expenses and sets up designated or restricted funds.
- i) Maintains communication with committee clerks concerning finances.
- j) Reviews and updates the Budget Manual.
- k) Composes a reminder letter to monthly meeting about financial support for the yearly meeting.

### Handbook Committee

The Handbook Committee is responsible for making changes in the Handbook in a timely manner. Changes in the Handbook are made by the Handbook Committee based on relevant decisions by Illinois Yearly Meeting Annual Sessions as recorded in the Minutes or by reflecting changes in practice by the Yearly Meeting. If the changes in practice are significant or appear to be different from the intent of the Yearly Meeting, the Handbook Committee will notify the Yearly Meeting of such changes and ask for clarification by the Yearly Meeting before incorporating such changes in the Handbook. The Committee needs to be mindful of overlaps with the developing ILYM Faith and Practice.

The committee is also responsible for being sure the Handbook is kept current and copies are distributed to the officers, Quarterly and Monthly Meeting Clerks, Committee Clerks, and other interested persons. The committee is empowered to edit for stylistic consistency.

### Maintenance and Planning Committee

The Committee plans future changes to the Illinois Yearly Meeting property and organizes ongoing maintenance. It plans the Annual Memorial Day work weekend and other work days,



oversees minor maintenance, and plans site development including proposals for future building, repair, and landscaping. Members consist of volunteers plus four to six members nominated by the Nominating Committee. Stewards serve as *ex officio* members.

### Ministry and Advancement Committee

The Committee has as its main function to promote activities that will enhance the life of Friends Meetings and Worship Groups in the Illinois Yearly Meeting region through intervisitation, involvement in wider Quaker groups, and a better understanding of Quakerism. To this end, they maintain contact with all Meetings, including Preparative Meetings, allowed Meetings, and Worship Groups, particularly those isolated from Monthly Meetings. They assist Meetings in finding resource people and literature, planning programs, conducting workshops, and other areas of advancement. The Ministry and Advancement Committee is responsible for oversight of the book sales at the Annual Session. It can be called on to assist Meetings having internal problems. It encourages the spiritual development and unity of Illinois Yearly Meeting. It is the responsibility of the Ministry and Advancement Committee to recommend a new Field Secretary to the ILYM which will then act on this recommendation.

- a) The Ministry and Advancement Committee has at least six members appointed to staggered three year terms. The Clerk also has a three year term.
- b) Ministry and Advancement Committee is responsible for recommending the appointment of and gives oversight to the Field Secretary. It may set up subcommittees as needed, coopt others to help, and arrange contact and support persons from each Quarterly Meeting, for frequent consultation by phone and otherwise.
- c) M&A is the core of the Committee of Care, addressing needs which arise during the annual session. The YM Clerk will ask for Friends to volunteer for the Committee of Care, by giving their names to the clerk of M&A, indicating any relevant skills that they have. A Friend who discovers a need for care may contact any member of the M&A Committee; the Committee will then discern which member(s) of the Committee of Care should be called on to help.
- d) M&A welcomes and orients first-time attenders to Yearly Meeting. Two orientation sessions are presented, one on Wednesday evening and one on Saturday morning. Other welcoming activities may be arranged under the care of M&A.
- e) The Ministry and Advancement Committee oversees the process of endorsement by the Yearly Meeting of professional pastoral counselors and chaplains. The following guidelines were approved in 2004. A candidate for endorsement by the Yearly Meeting should:
  - i. be a member of an Illinois Yearly Meeting monthly meeting.
  - ii. be worshipping regularly with Friends (Quakers).
  - iii. meet several times a year with a named group for spiritual guidance and support.
  - iv. send a letter to the M&A Committee requesting the initial endorsement, and an annual letter before the Yearly Meeting sessions reporting on their work and requesting continued endorsement.
  - v. ask their guidance and support committee also to send an annual letter before the Yearly Meeting sessions, reporting on their work with the chaplain or pastoral counselor, indicating the person's strengths, areas of growth and any areas that may

call for special attention or assistance.

### Naming Committee

- a) Nominates people to serve on the Nominating Committee.
- b) Consists of at least two seasoned Friends appointed by the Illinois Yearly Meeting Clerks at the Fall Continuing Meeting.
- c) Presents to the Spring Continuing Committee the names of the persons nominated to the Nominating Committee.
- d) Appoints one person as Convener of Nominating Committee.

### Nominating Committee

- a) The Nominating Committee consists of at least three members but not more than five members who represent the diverse geography of Illinois Yearly Meeting. The Nominating Committee is appointed by the Naming Committee, reporting to the Spring Continuing Committee meeting. The Convener of Nominating Committee is also appointed by the Naming Committee. Although their terms begin at the close of the Annual Sessions, new members of the Nominating Committee are encouraged to participate in Nominating Committee during the Annual Sessions. Service on the Nominating Committee will usually be for three years with staggered terms. The Presiding Clerk serves on the Nominating Committee ex officio.
- b) The Nominating Committee is responsible for doing most of the work associated with nominations including gathering names from monthly meeting representatives, providing job descriptions to those considering appointments, and checking to be sure nominees are willing to serve. The Nominating Committee names all Illinois Yearly Meeting clerks and the members and clerks of all standing committees. The Nominating Committee reports to Continuing Committee or the annual sessions of the yearly meeting.
- c) In naming the Presiding and Assistant Clerk, the Nominating Committee consults widely within the Yearly Meeting.
- d) The Nominating Committee begins to work early after the Yearly Meeting sessions and continues throughout the year.
- e) Advices:
  - i. Nominating Committee should be composed of persons from diverse geographical areas.
  - ii. Some continuity is desirable, with at least one member continuing from the previous year.
  - iii. Members of the Nominating Committee will provide "job descriptions" to those considering appointment.
  - iv. Nominating Committee should explore other methods of drawing out Friends who have not yet gotten involved in Yearly Meeting activities. Monthly Meeting representatives to Continuing Committee are still responsible to solicit participation of interested Friends in Yearly Meeting committee work, relaying the names and interests to Nominating Committee.
  - v. No one should serve on Nominating Committee for more than three years without a break.

### Peace Resources Committee

The Peace Resources Committee consists of 6-12 members appointed for 3 year terms to accomplish objectives listed below. The ILYM Peace Resources Committee would neither duplicate nor replace the work done within our monthly meetings. Over time a liaison relationship may develop between monthly meeting committees and the yearly meeting committee. The Nominating Committee will find members for the committee who are Friends with gifts, skills, knowledge and strong leadings regarding the objectives.

Objectives:

- a) To develop a proactive conscientious objection counseling program;
- b) To assist young Friends in expressing their personal peace testimonies and documenting these beliefs for their spiritual growth as well as for a draft board should one be instituted;
- c) To share these processes with junior high, senior high and young adult Friends in cooperation with the Youth Oversight Committee;
- d) To explore possibilities of working with existing peace building activities such as the Quaker Volunteer Service Training and Witness Committee, project Lakota and the AFSC/Inter Mountain Yearly Meeting Joint Service Project to enhance peace building with a spiritual and service-oriented basis for young Friends;
- e) To encourage Friends to examine and reexamine the meaning of the Peace Testimony in the context of our response to modern terrorism and war which has made it possible to wreak major devastation on people and their environment with minimal direct human involvement;
- f) To become a source of knowledge and to encourage Friends' consideration of the options for and rationale of resistance to payment of war taxes;
- g) To serve as a resource for monthly meetings, quarterly meetings, regional meeting and ILYM's program committee in identifying knowledgeable speakers and workshop leaders on the above topics.
- h) To take under its care the Peace Tax Fund Oversight with awareness of the confidential and tender nature of this fund. See a committee member for more details of this fund.

### Personnel Committee

The Personnel Committee will create consistent and legal policies for our paid staff. The Committee should refer to the ad hoc Personnel Committee Exploratory Committee report on page 35 of the 2009 Minute Book. The committee shall be composed of a representative from each of the relevant governing committees (Ministry and Advancement and Youth Oversight), a representative from the Finance Committee, and three independent members one of whom should be named clerk of the committee. The Nominating Committee shall bring forward names of three independent members to serve staggered terms. The Finance and relevant governing committees are requested to bring forward names of representatives from those committees. The committee provides support and consultation for the Administrative Coordinator.

### Publications and Distribution Committee

The Publications and Distribution Committee consists of a clerk and other members who are

involved in the production of these documents and the following ex-officio members: the Presiding and Recording Clerks, the editor of *Among Friends*, and the Webservant. The committee is empowered to edit for stylistic consistency.

The Committee publishes and distributes to the member Meetings the following documents:

- a) The Minute Book which includes the minutes of the Annual Session and related documents, all of the Monthly Meetings' State of Society Reports, the report of membership tabulation, a list of Illinois Yearly Meeting Meetings, and the appointments to Illinois Yearly Meeting committees.
- b) The Jonathan Plummer Lecture.
- c) *Among Friends*, the Yearly Meeting newsletter.
- d) Such other writings, lectures, or presentations that are of special value to the Yearly Meeting.

The Committee cares for and explores the use of electronic communications. ILYM owns the /ilym.org/ web address (current expiration August 2016), which as of 2012 was hosted at web services provider HostMonster.com under an account that renews automatically on Dawn Amos's credit card.

#### Religious Education Committee

Its purpose is to encourage Meetings to examine faithfully the quality of their religious education for adults and children and to keep Meetings informed of current methods and materials for use in religious education. Members consist of volunteers plus four to six members nominated by the Nominating Committee. Staggered two year terms are preferred.

#### Review Committee.

Under the care of the Finance Committee, a Review Committee will be appointed each year to enable ILYM to make immediate and sound fiscal decisions between annual sessions. Friends may approach the Review Committee when a committee or individual with specific responsibilities finds opportunities that will require expenditures that will exceed the budgeted amount by 10% or \$5,000 whichever is lower. The committee will consist of three members - two who are very familiar with ILYM finances, like the Clerk of Finance Committee and Treasurer; and one who is very familiar with all committee charges and ILYM initiatives, like the Presiding Clerk, Assistant Clerk or perhaps the Recording Clerk of ILYM. The members of the committee should be generally accessible - able to meet via conference call because some decisions will need to be made quickly. They may use these queries: Can the yearly meeting afford the additional expense? Is this in keeping with the charge given to the requesting committee or individual at annual sessions? Is there other relevant information that should be considered?

If an unexpected opportunity or expense has become apparent related to the yearly meeting's real property (land, buildings, equipment), the committee may also consider the following additional queries. Is this work fulfilling a part of our vision toward the future of our site or is it maintenance (repair or replacement) to our existing buildings and grounds? If this expense is

part of the new vision, does it fit within the restrictions and expectations of the donors to the Property Improvement Fund?

### Site Envisioning Committee

The Site Envisioning Committee is charged with gathering the dreams and goals of the Yearly Meeting and its committees. This charge pertains to the entire campus (new and old buildings and outdoor spaces.) The committee might hold periodic Visioning Retreats or workshops with the other committees (M&A, ECC, PRC, M&P) to develop and consolidate the collective vision. The committee is required to consolidate and reconcile these dreams and goals into an overall plan. This work will become the basis for a presentation to the Meeting at large, to be made during the annual sessions. This presentation will include plans, budgets, and timelines. The committee will take the guidance of the Yearly Meeting and refine the vision as directed. Some of the work of this committee may require the hiring of outside consultants.

### Youth Oversight Committee

The primary responsibility of the Youth Oversight Committee is to help the High School Friends (HSF) to plan a Quake for themselves during the year and to plan their activities and business at the annual session of ILYM. The ILYM High School Friends have a tradition of having input into their own program, so we try to maintain the right oversight so that events happen while allowing the High School Friends to develop their leadership. Youth Oversight has also focused on providing funds and information for High School Friends to attend various regional and national gatherings and programs. In addition it has sent a representative to the YouthQuake steering committee. Middle School Friends are the responsibility of FUN. The Young Adult Friends (YAF) may or may not have a program. When they function, YO Committee represents the Yearly Meeting as their oversight.

The Youth Oversight Committee provides oversight for the Youth Coordinator (see paid staff for description).

The Youth Oversight Committee is composed of nominees proposed by the Nominating Committee, volunteers, and the clerks of High School Friends.

### Other Committees

Illinois Yearly Meeting sometimes creates ad hoc committees with a particular purpose or scope, to season and make recommendations for a specific issue. Appointments are usually the result of volunteers at the Annual Sessions or by appointment of the presiding clerk unless other means are specified. The tenure of the committee may vary but it is generally considered to be for one year or less. The ad hoc committee may be asked to make reports to the yearly meeting at Annual Sessions, Continuing Committee or in some cases Monthly Meetings. Generally, because of the ephemeral nature of an ad hoc committee, descriptions are not listed in the Handbook.

## **Section Three: Annual Sessions**

### **10. Committees with specific responsibilities at the Annual Sessions**

There are three major areas of responsibility that are assumed by participating Meetings in carrying out the Annual Session: Food/Program, Site Preparation, and Friends Under Nineteen/Recreation (FUN). These tasks rotate between Blue River Quarterly Meeting, the Chicago North regional Meetings, and the Chicago South regional Meetings. The term of each Meeting's service begins with the end of one Annual Session and continues until the end of the next. Log books have been maintained listing procedures and how the duties have been worked out in past years. It is desirable for the members in attendance at the Annual Session from the three geographic regions to meet at the Annual Session to make preliminary plans and choose a Coordinator. Names of Coordinators are included in the Minute book. Expenses associated with the Annual Session are carried separately from other funds.

#### **Food/Program Committee**

Program responsibility entails establishing a theme and planning the adult program. This includes finding speakers, selecting the Jonathan Plummer lecturer, and planning workshops and worship sharing or kinship groups.

Food responsibilities include hiring the cooks, planning the menu with them, obtaining the needed foodstuffs, opening and closing the kitchen, planning snacks, organizing the servers, clean up, and dish washing. This committee estimates the cost of the food and sends it to the Registrar prior to the mailing of the registration forms.

#### **Site Preparation Committee**

Responsibilities include site preparation, and oversight of the housekeeping during the Annual Session, and clean-up of the kitchen and dining room after the Annual Session.

#### **Friends Under Nineteen/Recreation Committee**

Responsibility entails establishing a theme for a program for younger Friends (babies through middle school students) during the morning sessions and designating at least two teachers for each group to teach it. It plans intergenerational activities for afternoons and evenings including childcare during all adult activities.

#### **Epistle Committee**

The Epistle Committee is charged with writing a letter to all Yearly Meetings around the world expressing the perceived concerns and sentiments of the Annual Session. The Epistle is Illinois Yearly Meeting's message about what we feel God is calling us to do. It is our way of telling the rest of the Quaker world about our search. It is NOT a description of what happened at Illinois Yearly Meeting. Members of the Epistle Committee should reflect on the spiritual life of the

yearly meeting throughout the year in preparation for writing the Epistle at next year's Annual Sessions. The Epistle, finalized at the Annual Sessions, should reflect the committee's continuing interaction with one another and monthly meetings throughout the year. The Epistle should reflect the critical issues being confronted by the monthly meetings of Illinois Yearly Meeting.

To best accomplish this, the Epistle Committee shall consist of three persons brought forward by the Nominating Committee and approved by the Yearly Meeting at the first or second day of annual sessions. The Reading Clerk is an *ex officio* member of the committee. One or two Friends may be asked to serve a second year for continuity. Every effort should be made to have a Young Friend or an Adult Young Friend on the committee. The Epistle should be prepared for review by the Presiding Clerk and approved by the Yearly Meeting before the end of the annual sessions.

#### Exercises Committee

Consisting of two or three people appointed at the beginning of the Annual Session, the Exercises Committee usually includes one new attender and one who has attended before. A Young Friend is also encouraged to participate. The committee is charged with writing a report which attempts to reflect the spirit of the Meeting that prevailed at the Annual Session as well as briefly recounting the principal activities that occurred. This report is to be given to the Administrative Coordinator and the Publications and Distribution Committee after the close of the Annual Session so that it can be included in the Minute book. The report is sent to *Friends Journal*.

#### Committee of Care

See Description under Ministry and Advancement Committee.

## **11. Memorials**

Memorials from Monthly Meetings and Worship Groups are read aloud by a member or designee of that Meeting or Worship Group during the period at the Annual Sessions designated as the "time for memorials" (currently during the Saturday morning Meeting for Worship).

The appropriateness of a memorial to be read to the Yearly Meeting should be determined by the local Meeting, bearing in mind the one-hour length currently given to this period of worship. Ideally, a memorial will comprise more than a straightforward statement of the facts of the memorialized person's life, instead emphasizing aspects of that person's spiritual journey and participation in Friends worship and practice. Although memorials normally will concern persons active (or formerly active) in Monthly Meetings or Worship Groups associated with ILYM, active participation in ILYM itself is not necessary in order for a person to be memorialized at Annual Sessions.

Clerk of the Monthly Meeting or Worship Group shall send a copy of the Memorial to the Administrative Coordinator at least two weeks prior to Annual Sessions, for inclusion in that Session's Minutes and Proceedings. The Publications and Distribution Committee may edit the text of any given memorial prior to its publication. See Section 2 i) in Expectations of Monthly and Quarterly Meetings to Illinois Yearly Meeting.



## **12. Guidelines for Youth Volunteers or Youth Leaders**

The following is a statement from the Young Friends (Teen Friends) of Illinois Yearly Meeting, approved by the 1994 Annual Sessions regarding youth volunteers or youth leaders of Illinois Young Friends activities.

It is our wish as the Young Friends of Illinois Yearly Meeting to set some guidelines and make clear the given role of leader. The role of paid staff / volunteers requires one to be aware of one's position in relation to teens, setting, and Illinois Yearly Meeting expectations. The Illinois Yearly Meeting High School Guidelines shall be respected by all paid staff / volunteers at all times.

A volunteer or youth leader is inevitably elevated to the level of role model and mentor. One should always be aware of his or her powers of influence. The importance of using discretion in verbal and physical actions should already be understood. Extra-curricular counseling for individual teens should not overstep the boundaries of one's position. If very real concerns about an individual teen arise, please seek the proper help -- do not ignore it or give amateur advice -- your words may be misconstrued.

To be blatantly clear about physical expectations: there should be no sexual interactions or verbal innuendoes between paid staff / volunteers and Foxhole participants (Young Friends).

These expectations should be understood and fully adhered to during Illinois Yearly Meeting and other Teen Friends activities.

If the policy is violated, the Youth Oversight Committee will address the issue at the earliest possible time. If necessary, the Youth Oversight Committee will call on the Ministry and Advancement Committee for assistance. Violations of these guidelines may result in the individual(s) being asked to leave the Yearly Meeting or other youth activity immediately. Any decision will be reported back to both the Youth Oversight Committee and the High School Friends Business Meeting.

## **Section Four: Groups**

### **13. Adult Young Friends**

The Adult Young Friends (AYF) is an acknowledged subcommunity of the greater ILYM community, including those young Friends who have graduated from the High School program and still wish to retain an affiliation with their age peers. There will be an AYF check box on the registration form and space in the advance registration form for contact information of one of the members.

## **Section Five: Specific Practices and Policies**

### **14. Guidelines for those offering (supported) Volunteer Service in Illinois Yearly Meeting.**

Illinois Yearly Meeting has had the privilege in recent years of freeing individuals to follow a leading or personal concern. We have attempted to provide emotional and organizational backup as well as the necessary financial support.

Experience has shown that it takes time and much thoughtful consideration on the part of Illinois Yearly Meeting as well as the individual volunteer to start a project. Therefore, we suggest the following guidelines be followed by anyone considering future services:

- a) An applicant should work through his/her concern with a clearness committee from a Monthly or Quarterly Meeting before approaching the Yearly Meeting.
- b) Ideally, a request for volunteer service should be submitted by the Spring Continuing Committee Meeting for further consideration and inclusion on the agenda for the Annual Session. If this is not possible, information concerning the request for volunteer service should be brought to the attention of the Presiding Clerk to form a clearness committee as early as possible before the Annual Session.
- c) The applicant should present the proposal at Illinois Yearly Meeting with back-up and support from the Monthly Meeting or clearness group. The proposal should clearly state the nature of the concern, a project outline and timetable, the need of backup organization, such as an ongoing steering committee, and a realistic financial projection (considering costs other than personal support, such as, travel, office supplies, equipment, and phone expenses). After Yearly Meeting endorsement a Volunteer Service Committee should be formed.
- d) Approval of any proposal must include the pledging of 50 percent of the needed funds before the end of the Annual Session.

## **Appendix A: Guidelines for the Oversight Committee of the Illinois Yearly Meeting Friends Peace Tax Fund**

See a committee member for the guidelines.

## **Appendix B: Rates for use of ILYM Facilities**

Facilities are available April 15 – October 15

Site fee for ILYM groups: \$25

Site fee for non-ILYM groups: \$50

Fee per person, per night: \$5

Maximum fee per ILYM group: \$500

Gas and electric startup fee, and dumpster fee (at cost, according to size) if necessary

Arrangements need to be made in advance with the Administrative Coordinator to be sure there is an opening on the Clear Creek Monthly Meeting calendar and for instructions for to start up and close up the site for each event.

## **Appendix C: Travel Policy**

Friends are not to be hindered from traveling on ILYM business as official representatives or committee members due to lack of funds. However, in view of the limited amount of funds available in the budget for this purpose, the Travel Fund should be used according to the following guidelines:

1. Requests for travel funds should be made well in advance to the Treasurer.
2. The amount to be advanced or reimbursed is based on the current IRS business rate per automobile mile or reasonable commercial fares. Friends are encouraged to be prudent.
3. Conference registration fees may be reimbursed.
4. Any ordinary expenses for food or lodging may be reimbursed.
5. Questions of travel reimbursement for committee business should be cleared through that committee in advance of the travel and reported to the Treasurer.
6. Friends World Committee for Consultation Triennial travel will be handled from its own fund.

## **Appendix D: Statement of Purpose for Incorporation**

**Purpose:** Illinois Yearly Meeting of the Religious Society of Friends has been a regional church since it was organized in 1875. The purposes of this corporation, Illinois Yearly Meeting of the Religious Society of Friends, shall be to perpetuate the principles, religious and cultural beliefs of the Religious Society of Friends by conducting an annual workshop and business session and serving the spiritual needs of our constituent monthly meetings.

**Background:** Illinois Yearly Meeting of the Religious Society of Friends is a regional church with well-established roots. The Religious Society of Friends, commonly called “Quakers” was founded in the 1650’s as a protestant sect in England, shortly thereafter coming to North America. Our church government structure of local monthly meetings and geographically extended yearly meetings was established by the 1670’s. A yearly meeting is the largest integral unit in the church government of the Religious Society of Friends; there are presently more than 50 of them around the world. Our yearly meeting membership consists of all of those individuals who are members of our constituent monthly meeting church congregations. In addition to holding regular worship services, monthly meetings within Illinois Yearly Meeting conduct their own business affairs, accept persons into membership in the Religious Society of Friends, conduct marriages and hold title to any property they may own.

Illinois Yearly Meeting was organized in 1875 as a trust under 1872 Illinois enabling legislation and has continued with orderly operations since that time, as described in our Handbook. Annual worship and business sessions have been held in Putnam County, Illinois at our meetinghouse near McNabb, which is listed on the National Register of Historic Places. We also conduct many other activities that serve local monthly meetings and individuals through the work of our committees. Each year Illinois Yearly Meeting publishes a minute book of our annual business session an attenders’ address list, a twice-yearly magazine *Among Friends*, and copies of lectures. Our official archives are maintained at the University of Illinois. At present our constituent monthly meetings are located throughout Illinois and in portions of Missouri, Indiana and Wisconsin.

**Board of Directors:** The ILYM designated signatory is the Presiding Clerk, Assistant Clerk, and two trustees. (These are called the Board of Directors on the State of Illinois incorporation papers.) This group meets in an open meeting at least once annually. The terms run from the day after annual sessions end for one year, the same as the terms for Illinois Yearly Meeting officers.

**Registered Agent:** The Registered Agent is the liaison between the State of Illinois and Illinois Yearly Meeting. The Treasurer serves in this role.

## Appendix E: Bylaws

### Bylaws of the Illinois Yearly Meeting of the Religious Society of Friends

(As approved at 2007 Annual Sessions)

#### Article I

##### Name, Background Information and Intention

**1: Name** - The name of this corporation is the Illinois Yearly Meeting of the Religious Society of Friends (hereinafter Illinois Yearly Meeting).

**2: Background Information and Intention** - The Illinois Yearly Meeting was first established in the year 1875, and has been in continuous existence as a religious body and charitable trust since that time. It was incorporated under the Illinois General Not for Profit Corporation Act on April 15, 2004 as a regional church. These bylaws are adopted by the incorporated entity with the intention that its members may continue without interruption the principles, practices and organization of the Illinois Yearly Meeting as they existed at the time of its incorporation and as they may evolve in the future. It is not the intention of these bylaws to change, alter or amend the principles, practices and organization of the Illinois Yearly Meeting, and for this reason these bylaws are intentionally brief.

#### Article II

##### Purpose

The purpose of the Illinois Yearly Meeting is:

- a. To practice religion in the manner of the Religious Society of Friends;
- b. To continue the principles and practices of the Illinois Yearly Meeting of the Religious Society of Friends as they existed at the time of its incorporation and as they may evolve in the future;
- c. To promote the religious interests and welfare of its members and constituent Monthly and Quarterly Meetings, together with the boards, committees, institutions and instrumentalities affiliated with the Religious Society of Friends, as well as to maintain relations with other religious fellowships to the end that mutual understanding and cooperation may be advanced;
- d. To acquire by purchase, gift, devise, bequest or otherwise, and to own, invest, reinvest, or dispose of property, both real and personal, for such religious, educational, philanthropic and other related work as the Yearly Meeting may undertake; to purchase, own, receive, sell, assign, care for, rent, lease, mortgage, or otherwise encumber, sell, assign, transfer and convey such property for the general purposes of the Yearly Meeting and to make any contracts for promoting the objects and purposes of the Yearly Meeting.
- e. In general to exercise any, all and every power which has heretofore been exercised by the Illinois Yearly Meeting and which any nonprofit religious and charitable corporation can be authorized to exercise, but no other power.

### **Article III**

#### **Membership**

**1: Membership** - The membership of the Illinois Yearly Meeting shall consist of all those individuals who are members of one of its constituent Monthly Meetings.

**2: Monthly and Quarterly Meetings** - The Monthly and Quarterly Meetings are those independent religious bodies currently or hereafter recognized by the Illinois Yearly Meeting.

### **Article IV**

#### **Governance, Officers, Committees and Employees**

**1: Governance** - The Illinois Yearly Meeting shall continue to be governed according to the principles and practices of the Religious Society of Friends as they now exist and as they may evolve in the future.

**2: Participating Members** - The business and affairs of the corporation shall be managed by persons hereinafter known as Participating Members. Participating Members are those members who attend Yearly Meeting business sessions, or are members of any Illinois Yearly Meeting Committee or Working Group.

**3: Officers** - The officers of the Illinois Yearly Meeting shall be a Presiding Clerk, a Recording Clerk, a Treasurer, the Stewards, and such additional Clerks as the Illinois Yearly Meeting may appoint as officers.

**4: Committees and Employees** - The Illinois Yearly Meeting may appoint committees and hire employees as needed to carry on its work. Such committees and employees shall serve with the powers and limitations prescribed by the Illinois Yearly Meeting.

**5: Conflict of Interest** – The Corporation shall adopt a Conflict of Interest Policy that is consistent with federal and state laws and guidelines, and such policy shall be amended as necessary to remain current with legal requirements of a not for profit, tax-exempt organization.

### **Article V**

#### **Liability Protection and Indemnification**

**1: Liability Protection** – Officers and Participating Members shall not be personally liable, as such, for monetary damages for any action taken unless: (1) the Officer or Participating Member has breached or failed to perform the duties of his or her office under the Illinois General Not for Profit Corporation Act of 1986, as amended; and (2) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness; provided, however, that the foregoing limitation of liability shall not apply to (a) the responsibility or liability of an Officer or a Participating Member pursuant to any criminal statute; or (b) the liability of an Officer or a Participating Member for the payment of Illinois Yearly Meeting taxes pursuant to federal, state or local law.

**2: Indemnification** - All members of the Meeting, Standing Committees or any other Committee or Working Group that is part of the structure of The Illinois Yearly Meeting, its employees and officers shall be entitled to the full benefit of the indemnification provisions of the Illinois General Not for Profit Corporation Act of 1986, including, but not limited to, section 108.65 (805 ILCS 105/108.65)

**3: Repeal** - No amendment or repeal of the provisions of this Article shall be given adverse effect with respect to any person who would have been entitled to benefits hereunder prior to the amendment or repeal without reasonable prior written notice to such person, and no such amendment or repeal shall be given adverse effect with respect to the conduct of any such person occurring prior to the approval of the amendment or repeal.

## **Article VI**

### **Corporate Powers and Limitations**

**1: Distributions** - The Corporation may make distributions only to organizations that qualify as exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 or its successors.

**2: No Inurement** - No part of net earnings shall inure to the benefit of, or be distributable to its Members, officers, or other private persons, except that the Corporation may pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes set forth in Article II above.

**3: Political Activity** - No substantial part of its activities shall attempt to influence legislation, and the Illinois Yearly Meeting shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

**4: General Limitations** - Notwithstanding any other provision of these bylaws, the Illinois Yearly Meeting shall not carry on activities not permitted to be carried on (1) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or its successors or (2) by a corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code or its successors.

**5: Dissolution** - Upon its dissolution, the officers of the Illinois Yearly Meeting shall, after paying or making provision for the payment of all liabilities, dispose of its remaining assets solely to entities organized and operated exclusively for charitable and educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code or its successors.

### **Amendments**

The Illinois Yearly Meeting in annual or called session may alter or amend these Bylaws, except as limited by law or by the Articles of Incorporation, at any time provided that written notice of the substance of the proposed action and of the meeting at which the action may be taken shall be given to the Clerks of the Monthly Meetings at least 120 days in advance of that meeting.



## **Appendix F: Guidelines for the Development and Signing of Major Contracts**

Process for handling major contract work on the ILYM buildings and grounds such as renovation, repair, deconstruction of existing buildings; construction of new buildings and parking facilities; and landscaping.

1. Proposal.  
Proposals should first be seasoned by an appropriate committee or the stewards. The Finance Committee will be informed of the proposal as part of the seasoning process. Proposals to the ILYM annual session will include sufficient information for the yearly meeting to make a decision, i.e.: preliminary design, estimated cost, time frame, and the person or committee to be in charge of the proposed project.
2. Approval.  
The minute of approval will include or designate the preliminary design, estimated cost, time frame, and the person or committee to be in charge of the proposed project.
3. Chronological Sequence of Things to be Done under the Care of the Lead Committee in Charge of the Project, e.g. Maintenance and Planning.
  - a. Interview contractors (usually two or more), assess their capabilities, check references, request proposed contracts, and review proposed contracts with concerned committee(s).
  - b. Select contractor, revise proposed contract as required, provide for potential change orders, and have contract reviewed by attorney.
  - c. Determine if funds are available for progress and final payments.
  - d. Confirm contractor has proof of insurance and bonding and provide this information to the ILYM insurance carrier.
  - e. Check compliance with IRS regulations.
4. If employees are hired, W-4 forms are collected and sent to payroll management company – with the expected expenses for salaries and services. Also, secure worker's compensation insurance from the ILYM insurance carrier with accompanying documentation and payment to the carrier.
5. The Clerk, Assistant Clerk, Treasurer, and the Stewards, at least, are informed that the supporting administrative duties listed above are completed and they are invited to give their approval for the signing of the contract.
6. Two copies of the contract are signed by the authorized ILYM representative and the contractor. Each keeps one copy of the contract.