

Illinois Yearly Meeting

of the Religious Society of Friends

HANDBOOK

October 27, 2023
Revision

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Section One: Organization

1. Illinois Yearly Meeting

Establishment

Illinois Yearly Meeting of the Religious Society of Friends (ILYM) is the group of Friends from constituent quarterly, monthly meetings, and worship groups. In the manner of Friends, these Quakers come together once a year at Annual Sessions to worship, conduct business, provide religious education, speakers, fellowship, etc. During the year, standing and ad hoc committees, named individuals, and representatives carry out the minuted intentions of the yearly meeting. Friends find that joining together nurtures a greater faithfulness to God and understanding of Quaker process. See *Faith and Practice: Illinois Yearly Meeting of the Religious Society of Friends* for more details.

Illinois Yearly Meeting of the Religious Society of Friends was established under minutes of approval in 1874 from Indiana Yearly Meeting (Hicksite, later known as Ohio Valley Yearly Meeting) and Baltimore Yearly Meeting. The opening sessions took place on the thirteenth day of ninth month, 1875, at the meetinghouse near McNabb, Illinois.

At first, ILYM consisted of two quarterly meetings: Blue River Quarterly Meeting, which included meetings in Illinois and southern Indiana, and Prairie Grove Quarterly Meeting with monthly meetings in Iowa. At the time, Illinois Yearly Meeting was part of the 19th century branch of Quakers known as Hicksites. [See *Faith and Practice: Illinois Yearly Meeting of the Religious Society of Friends* for a detailed history of the meeting.]

Currently, ILYM is made up of one quarterly meeting, Blue River Quarterly Meeting, as well as other monthly meetings and worship groups not part of a quarterly meeting. Friends come from meetings in Illinois, Indiana, Iowa, Missouri, and Wisconsin. Two of the monthly meetings, Downers Grove Friends Meeting and 57th Street Meeting of Friends, maintain dual membership in Western Yearly Meeting.

[2021, Minute 26]

Affiliations

ILYM is a member of Friends General Conference.

ILYM is a member of the Friends World Committee for Consultation.

ILYM appoints representatives to:

- American Friends Service Committee (AFSC) corporation
- Friends Committee on National Legislation (FCNL)
- Quaker Earthcare Witness (QEW)
- Friends for Lesbian, Gay, Bisexual, Transgender and Queer Concerns (FLGBTQ +)
- Friends Peace Teams
- Friends Secondary Schools (Olney Friends School and Scattergood Friends School)
- National Religious Campaign Against Torture

[2021, Minute 26]

Incorporation

In the manner of Friends, the Participating Members of Illinois Yearly Meeting of the Religious Society of Friends, make decisions and set the direction for the yearly meeting. The ILYM bylaws, approved in 2007, define Participating Members as “those members who attend yearly meeting business sessions, or are members of any Illinois Yearly Meeting Committee or Working Group.” Minutes of these decisions made at annual sessions and by the Continuing Committee are approved by the body and published annually in *The Minutes and Accompanying Documents*, more familiarly known as “the minute book.”

The officers of ILYM currently are the Presiding Clerk, Assistant Clerk, Recording Clerk, Assistant Recording Clerk, co-Treasurers, Reading Clerk, and the Stewards. The officers serve to facilitate the process of decision making and to carry out the work of the yearly meeting. This Handbook includes descriptions of the expectations of the officers.

Illinois Yearly Meeting of the Religious Society of Friends was incorporated under the Illinois General Not For Profit Corporation Act as a regional church and recorded in Cook County on April 29, 2004. In order to be a non-profit corporation, there needs to be a board of directors that meets at least once per year. The ILYM Annual Sessions meets this requirement without having a separate meeting or separate responsibilities. At this time, ILYM does not meet in an Executive Session. Therefore, this Handbook does not have a description for “Board of Directors.”

ILYM names a registered agent to act as a liaison between the yearly meeting and the State of Illinois assigned by the Finance Committee. At this time, the Treasurer acts as the registered agent. The Registered Agent is required to submit an *Annual Report* filing by April 1 each year. If the Registered Agent address changes, a *Statement of Change of Registered Agent and/or Registered Office* must be submitted separately.

[2021, Minute 26]

See Appendix D for Statement of Purpose for Incorporation and Appendix E for bylaws.

Meetinghouse near McNabb, Illinois

ILYM owns about 12 acres of property near McNabb, Illinois. On that property are the meetinghouse first used in 1875, the Clear Creek House, and other small outbuildings. Clear Creek Monthly Meeting of Friends is the resident monthly meeting on the campus. The yearly meeting is a group of Friends rather than a building. Although almost all annual sessions have taken place at the historic meetinghouse and campus, during the recent pandemic in 2020 and 2021, the annual sessions took place via video conferencing.

[2021, Minute 26]

Constituent quarterly meeting, monthly meetings, and worship groups

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. A description of monthly meetings, worship groups, preparative meetings, and quarterly meetings including how they are set up, laid down, and reaffiliated is in *Faith and Practice: Illinois Yearly Meeting of the Religious Society of Friends* in the section on “Organization and Structure of Meetings.”

Some monthly meeting and worship groups are part of a quarterly meeting while others are not. Addresses, worship information, and contacts for the meetings are in the directory and *The Minutes* (published annually and often referred to as the minute book.)

[2021, Minute 26]

Blue River Quarterly Meeting:

- Bloomington-Normal Monthly Meeting
- Clear Creek Monthly Meeting
- Burlington Worship Group (under the care of Clear Creek MM)
- Columbia Friends Meeting
- Macomb Worship Group (under the care of Clear Creek MM)
- Southern Illinois Quaker Meeting
- Spoon River Quaker Meeting
- Springfield Worship Group (under the care of Urbana-Champaign FM)
- St. Louis Religious Society of Friends
- Urbana-Champaign Friends Meeting

Not affiliated with a quarterly meeting but divided into two regions.

Chicago-North:

- Evanston Monthly Meeting of Friends
- Lake Forest Friends Meeting
- Northside Friends Meeting
- Oshkosh Monthly Meeting
- Rock Valley Friends Meeting
- Fox Valley Quaker Meeting

Chicago-South:

- Downers Grove Friends Meeting
- Duneland Friends Meeting
- Elkhart Worship-Group (under the care of South Bend FM)
- 57th Street Meeting of Friends
- Oak Park Friends Meeting
- South Bend Friends Meeting

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 Presiding Clerk determines the date, place, and format of the committee meeting avoiding as many Quaker conflicts as possible. 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.
- h. seasoning, discerning, and approving timely policies involving legal issues brought by the Personnel Committee when a decision needs to be made before the next Annual Sessions [2018, Minute 62].

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 Stewards, 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. 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. considering names for the Naming Committee that the Presiding Clerk brings forward.

2. Mutual Caring of the Yearly, Monthly and Quarterly Meetings to each other

Yearly Meeting:

- a) Provides an annual meeting of Friends from ILYM quarterly, monthly, preparative, allowed, and worship groups to conduct business. Gathering together allows the pursuit of larger-scale projects; broadens the spiritual perspectives both of meetings and of individuals; and provides an important unifying influence among Friends. Smaller meetings find nurturing in larger groups for worship; children across various meetings are able to connect and strengthen their Quaker identity.
- b) Nurtures its constituent meetings through the work of the Ministry and Advancement Committee and the Field Secretary. M&A maintains contact with all meetings, encouraging spiritual development and unity. The Field Secretary may conduct retreats, workshops, meetings for reconciliation, etc. and may also encourage and facilitate visitation and shared worship among meetings.
- c) Provides copies of *Faith and Practice: Illinois Yearly Meeting of the Religious Society of Friends*, a written document of the understanding of our faith and resource guide. This is provided in print and online.
- d) Provides copies of ILYM publications including the minute book (which includes minutes and accompanying documents,) the *Plummer Lecture* and *Among Friends*, in print and online. Maintains the ILYM website.
- e) Supports and encourages youth gatherings during the year for the development of friendship and religious education.
- f) Announces events such as workshops, special meetings for worship, social gatherings, etc. sponsored by the quarterly meeting or monthly meetings through an email list.
- g) Through some committees, such as the Peace Resources Committee, coordinates information for the benefit of monthly meetings and worship groups.
- h) Provides care for specific groups such as Women and Gender Minority Weekend, Adult Young Friends, and anti-racism groups.
- i) Publishes the annual statistics of Friends in the yearly meeting.
- j) Cares for the meetinghouse and property. Archives historic records.

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. 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.
- b) 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 700-word 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 usually by five 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. Use the form provided by the administrative coordinator and return to the administrative coordinator usually by the first week in July.
- f) Decide on an appropriate financial donation to ILYM and send to the treasurer. ILYM suggests an amount which is published in the minute book (see Table of Contents for page number) 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, when appropriate, memorial minutes of members and attenders of monthly meetings to the administrative coordinator for inclusion in the minute book by five weeks before the annual sessions. These minutes are generally less than 700 words. 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. [See Memorials in this Handbook]
- i) Participate in the assigned planning group for planning the Annual Sessions.

Quarterly Meeting

Blue River Quarterly Meeting, currently meets twice a year.

- a) review planning for yearly meeting annual sessions
- b) send names and addresses of clerks to the administrative coordinator each year or whenever there is a change
- c) provide a program for Friends
- d) care for constituent monthly meetings.

[2021, Minute 26]

3. The Faith and Practice of Illinois Yearly Meeting

Faith and Practice: Illinois Yearly Meeting of the Religious Society of Friends

Illinois Yearly Meeting published *Faith and Practice: Illinois Yearly Meeting of the Religious Society of Friends* in 2020. It is available in hard copy and it is also on the ILYM website (<https://ilym.org/ilym/faith-and-practice/>).

Faith and Practice: Illinois Yearly Meeting of the Religious Society of Friends is a spiritual and practical document that records shared learnings. The book gives us a written understanding of our faith. It serves as a resource guide for how we practice our faith, by caring for ourselves and each other in basic ways. The practices described are tested ways of handling a wide variety of issues that individuals and meetings are likely to face. It is not intended to cover every detail of every practice. This book also includes perspectives on the spiritual meaning of our current practices to guide new circumstances as well as to clarify our current practices.

Friends will find the book useful in different ways. First chapters spell out meeting for worship along with an account of the spiritual nature of Friends' faith. The book covers specific practices of ILYM Friends. It also has a glossary that defines many terms used by Quakers and a history of ILYM. Included is a rich selection of queries and quotations to guide self-examination and spiritual discernment.

[2021, Minute 26]

Changes in Policy or Practice by the Yearly Meeting.

Most deliberate changes in yearly meeting 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 with the Field Secretary. Often the yearly meeting will appoint an ad hoc committee to season the leading. The recommendation would then be brought to Annual Sessions as in the paragraph above.

Monthly meetings with purposed changes are urged to season them with their Quarterly Meeting when possible before bringing them to the Yearly Meeting Annual Sessions.

When a change in practice or policy in the conduct of business or organization of the Yearly Meeting has evolved into a new practice that does not fall under the auspices of a committee or individual with specific responsibilities, that change should be brought to the attention of the Handbook Committee. The Handbook Committee will then notify the Yearly Meeting at Annual Sessions of such changes. If the committee has accurately described the new direction and if the Yearly Meeting approves the change, the Handbook Committee incorporates it into the next version of the Handbook.

[2017, Minute 51]

The Handbook

The Handbook communicates the specifics of Quaker process for the functioning of the Illinois Yearly Meeting as a body. The Handbook is descriptive rather than prescriptive. It is a compilation of the yearly meeting decisions that describe the direction, practice, and organization of the yearly meeting. The Handbook reflects the most up-to-date minutes or approved committee reports from Annual Sessions or in some cases Continuing Committee. The Handbook also includes important approved documents such as the ILYM by-laws. The Handbook is a resource and reminder to individuals and committees of the charge given by the yearly meeting at annual sessions. It provides information to various people in ILYM such as officers, committee clerks, and those who want to know who to contact when they have a specific concern or want to know how a committee functions.

[2017, Minute 49]

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.

4. Other Publications

Among Friends

Among Friends is the official publication of Illinois Yearly Meeting. It has been published electronically on the website and print versions mailed to all monthly meetings for distribution 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. Contents have included reports about monthly meeting programs and events, communications from yearly meeting committees, information about Annual Sessions, and reflective pieces written by individuals. The editor serves ex-officio on the Publications and Technology Committee.

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

5. 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. In some cases, the clerk may decide to use a "unity agenda." In a unity agenda, those reports which do not require action other than acceptance are grouped together without reading them to the body and brought for acceptance together, generally with a joyful noise to recognize and give thanks for the work each of these reports signifies. [2020, Minute 34; 2021, Minute 5 & 34]
- e) Nominates at least two Friends to serve on the Naming Committee. Brings these names to the Spring Continuing Committee for approval. [2021, Minute 26]

- f) Attends committee meetings as needed.
- g) Determine the date, place, and format of Continuing Committee with input from others to avoid as many Quaker conflicts as possible. [2022, Minute 28]
- h) Serves *ex-officio* as a member of the Friends General Conference Central Committee.

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

Service as the Recording Clerk/Assistant Recording Clerk is generally a four-year commitment. The first and fourth year, the individual serves as Assistant Recording Clerk. In the second and third year, the Friend takes the minutes as Recording Clerk. These terms may be adjusted as needed. [2019, Minute 42]

- 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

The Reading Clerk serves for a three-year term which may be renewable by the Nominating Committee for as long as appropriate.

- 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.
- c) Other duties may be requested by the Presiding Clerk.

[2022, Minute 28]

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.

The yearly meeting may authorize some of the Stewards to have access to the yearly meeting documents in the safety deposit box. The yearly meeting may authorize some of the Stewards to sign checks on behalf of the yearly meeting. [2018, Minute 14 & 15]

The Stewards are responsible for implementing and, if necessary, updating the Conflict of Interest Policy [2019, Minute 18, 56] and the Safe Congregation Policy [2019, Minute 28, 57.]

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.

6. Paid Staff

Introduction

All paid staff members who work with children are required to be Mandated Reporters. All paid staff members who work with children are required to have a background check which normally includes fingerprinting. Details on these two requirements are in the Employee Manual. [2018, Minute 61]

Administrative Coordinator

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

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.

Children's Religious Education Coordinator

Field Secretary

Committee-with-Oversight: Ministry and Advancement

Field Secretary Supervisor: Clerk of Ministry and Advancement

Revised: 09/08/2020 by Personnel Committee then February 11 and May 25, 2021 by M&A

Purpose

The Field Secretary assists Illinois Yearly Meeting in ministering to a variety of spiritual needs, including nurture, pastoral care, adult education in Quaker faith and practice, and outreach. The work of the Field Secretary differs from that of an individual member of the Ministry and Advancement Committee not only in quantity but usually also in the greater expertise, broader knowledge of resources, and additional responsibility and accountability.

Qualifications

- Active membership in the Religious Society of Friends, preferably of a monthly meeting within Illinois Yearly Meeting, and residence in or near its geographic area.
- Commitment to the life of the Spirit.
- A working knowledge of Quaker heritage, Bible and Quaker writings, and resources in the wider Quaker world.
- Respect and appreciation for the variety of beliefs among Friends.
- Ability to travel and to adapt easily to changes in accommodations.

Responsibilities

The Field Secretary is an employee of ILYM. Specific services offered by the Field Secretary vary with the individual's skills and leadings, the expressed needs and requests of meetings and worship groups in a particular year, and Ministry and Advancement Committee's discernment of priorities.

General Responsibilities

- Visiting monthly meetings and worship groups, generally with a companion-elder, who may be a member of Ministry and Advancement. These visits offer an opportunity to learn of the meeting's needs and strengths and to further acquaintance with its members.
- Serving as a resource to monthly meetings and worship groups, suggesting opportunities for growth, nurture, or pastoral care that are related to their expressed needs, and helping them to connect with appropriate resources beyond the yearly meeting, if appropriate.
- Encouraging inter-visitation among meetings and worship groups.
- Conducting retreats, workshops, meetings for reconciliation, and other events for spiritual nurture and adult education, as requested.
- Serving as a model for good Quaker practice and appropriate Quaker process.
- Identifying and mentoring the development of individuals' spiritual gifts within the yearly meeting.
- Offering expertise and suggesting resources to increase Ministry and Advancement Committee members' effectiveness in serving their assigned meetings and worship groups.

Specific Expectations

- While traveling among monthly meetings and worship groups, the Field Secretary normally will stay in the homes of Friends.
- The Field Secretary may provide direct pastoral care to Meetings and individuals, while enabling and encouraging local meetings to address their own members' needs for pastoral care, drawing upon local resources insofar as possible.
- The role of the Field Secretary does not permit providing therapy or extended personal counseling, even if the 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 is an ex officio member of the Ministry and Advancement Committee and is expected to attend all of its meetings.
The Field Secretary provides the Ministry and Advancement Committee with a written report of hours spent in his or her official activities during the past month and of time and expenses incurred in official travel. Careful accounting is essential.
- The Field Secretary provides a written summary of his or her work to Continuing Committee's fall and spring sessions, and to the annual session of Yearly Meeting.

Evaluation

The Field Secretary's work is evaluated by the clerk of Ministry and Advancement Committee in consultation with the committee.

Compensation and Support

The Field Secretary works under the general oversight of the Ministry and Advancement Committee. He or she may designate the clerk of the Committee or another of its members to serve as a liaison with the Committee if needed. It is appropriate also for the Field Secretary to seek insights from individual members of Ministry and Advancement who have experience that is relevant to a particular situation.

To support the Field Secretary's own spiritual deepening and professional development, Ministry and Advancement will approve registration and travel reimbursement for his or her attendance at one such conference, workshop, or retreat each year. The Field Secretary also is encouraged to form a small advisory or support group of Friends beyond Ministry and Advancement who can help him or her address any personal issues affected by the work.

Estimated Hours

The Field Secretary is compensated for up to 700 hours per year, plus reimbursement for travel expenses. Hours of work will vary from month to month to accommodate spontaneous needs and requests from within the yearly meeting in addition to scheduled events.

[2021, Minute 24]

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.

7. 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) Keeping the Presiding Clerk generally aware of the activities of the committee.
[2019, Minute 42]
- 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) Submitting written reports electronically, to the Presiding Clerk and the Administrative Coordinator, approximately one month prior to Continuing Committee (when appropriate) or Annual Sessions. The Administrative Coordinator then collects and distributes these to the yearly meeting in the Advance Documents.
[2019, Minute 42]

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.

8. Standing Committees and ad hoc Committees

(See also The Yearly Meeting section in *Faith and Practice*)

Introduction

Standing committees offer an opportunity for Friends to seek together spiritual direction as they discern specific issues of the yearly meeting. Serving on a committee has the potential to be a communal divine experience. Committee meetings also allow time for Friends to discuss our Quaker process and to get to know other Friends around the yearly meeting who are committed to our Quaker faith.

The role of standing committees is two-fold. The first role is to season business for the yearly meeting in preparation for the business sessions at Annual Sessions and Continuing Committee. A committee should generally come to a sense of the way forward and recommend that to the meeting. As Friends, we recognize that a committee is making a recommendation but a larger body of the meeting may have a greater understanding of the spiritual direction. Changes brought forward by the body at annual sessions bring a greater awareness and understanding of the issue. At the same time, the body respects the work of the committee and their recommendations.

The second responsibility is to carry out the work of the yearly meeting during and between Annual Sessions. Though a committee may work independently during the year, the committee is nurtured by and accountable to the yearly meeting as a whole. A committee setting allows Friends to sift through the details of the discernment of the yearly meeting and has a better understanding of the direction of the responsibility.

Each standing committee has a specific charge that has been approved by the yearly meeting and recorded in the yearly meeting minutes. The Handbook Committee, using the minute, writes a description of the committee's charge and lists it in the section that follows. When a committee feels led in a new direction, that committee should bring recommendations for changing that description to the yearly meeting at the business sessions of Annual Sessions. (This is also described in the section on changing the Handbook under Organizational Governance.)

Standing Committees with members including a clerk discerned by the Nominating Committee

The Nominating Committee is responsible for the discernment of members of the following committees and for selecting one of those members to be its clerk.

- Children's Religious Education Committee
- Development Committee
- Environmental Concerns Committee
- Committee on Faith and Practice
- Finance Committee
- Handbook Committee
- Maintenance, Planning, and Envisioning Committee

- Ministry and Advancement Committee
- Peace Resources Committee
- Personnel Committee
- Publications and Distribution Committee
- Youth Oversight Committee
- Epistle Committee (this is not a standing committee)

The Nominating Committee brings forward for approval the names of those who feel led to serve on a committee (including a clerk of the committee) to the business sessions at Annual Sessions or occasionally to Continuing Committee. Usually committee members serve a three-year term that is renewable. The Nominating Committee tries to stagger the terms of the members so that an entire committee doesn't turn over in a single year.

Some Friends serve on a particular committee because it matches an expertise. Other Friends serve to help with the discernment process even if they are not knowledgeable in that field. Some Friends serve on the same committee for many years while others change committees more frequently. Some committees recommend that Friends take a break from serving after a term or two. These practices are acceptable in Illinois Yearly Meeting.

Other Committees with different selection processes

The members of the following committees are not discerned by the Nominating Committee but by using a different process. The individual descriptions include the process of finding membership.

- Clerk's Committee
- Continuing Committee
- Financial Review Committee
- Harassment Review Committee
- Naming Committee
- Nominating Committee
- Exercises Committee

When the Presiding Clerk or Assistant Clerk serve Ex-officio

Traditionally, the Presiding Clerk and Assistant Clerk are ex-officio on all committees and permitted to attend committee meetings. However, in practice, the clerks will only attend if a committee invites them. This is usually if the committee is having trouble working together, if there is a particularly complicated or controversial issue, or if the committee needs a more experienced Friend in attendance. Committees need to be mindful of the Presiding Clerk's time explaining specific needs rather than issuing a blanket invitation.

Meeting Times

Each committee determines meeting times. Though face-to-face meetings are always preferable, meetings via telephone or video conferencing are sometimes more practical. A

committee that hasn't met at least once in a year may need to bring that to the attention of the yearly meeting.

Minutes

Each standing committee (with a few exceptions) should appoint someone to take minutes at each meeting. These minutes are approved by the members of the committee and then moved electronically to the ILYM Box by the clerk of the committee (or other committee member by agreement.) The clerk of the committee or the minute-taker should be aware if any reports or minutes that are confidential and that these should be stored appropriately (consult with Box Administrator.) However, ILYM values transparency and almost all minutes are not confidential and should be available to either members of ILYM or the public. [2019, Minute 28]

A description of taking minutes is in the Decision-Making section of the *Faith and Practice of Illinois Yearly Meeting* (working title) page 5.

Reports

Committees are expected to give regular reports on the committee's activities at Annual Sessions and Continuing Committee. If the committee doesn't have any activities to report then no report is necessary. When giving reports, the committee may want to differentiate from a report on activities of the committee and items on which the committee needs action from the yearly meeting. Sometimes reports are read verbatim, other times it is more appropriate to give highlights of the activities and focus on the action items. Occasionally, a committee may ask for help when it is stuck on an issue but annual sessions are not generally a place for brainstorming.

Reports should be submitted electronically to the Presiding Clerk and the Administrative Coordinator about a month prior to Continuing Committee and Annual Sessions. The Administrative Coordinator then collects and distributes these to the yearly meeting in Advance Documents.

At Continuing Committee or Annual Sessions, the clerk of the committee or an assigned member of the committee should give the report of the committee. If no one from the committee can be present, the report may be read by the Reading Clerk or an officer of the yearly meeting.

Conclusion

Serving on committees at Illinois Yearly Meeting is generally a joyful experience. Friends get to know Friends across the yearly meeting while doing the work of the yearly meeting. Being part of the process gives each person a greater understanding of the business sessions at Annual Sessions and Continuing Committee.

[Introduction approved 2019, Minute 42]

Administrative Coordinator Committee of Oversight

The Administrative Coordinator Committee of Oversight provides support, guidance, stewardship, and consultation for the Administrative Coordinator, a paid staff position. The committee is responsible for supervision, feedback, an annual job review.

Membership: Clerk of Publications and Distribution Committee (acts as supervisor), the Presiding Clerk, and the Assistant Clerk.

Responsibilities include:

- a) Supporting and giving feedback to the Administrative Coordinator as needed.
- b) Reviewing time sheets.
- c) Providing an annual review for the Administrative Coordinator with the supervisor.
- d) Updating the job description as needed.
- e) If necessary, hiring a new person for the position or dismissing someone.

[2019, Minute 18]

Children's 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. Provides oversight for the Children's Religious Education Coordinator.

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.
- e.

Development Committee

The Development Committee considers funding for the work of the yearly meeting. Listening is a large part of development. The committee listens to the visions of the yearly meeting. The committee also listens to potential individual donors. The committee initiates fund-raising for short and long-term operations and projects of the yearly meeting.

See Development Committee's *Policy Regarding Access to and Use of Contribution and Donor Information* in this Handbook.

Membership: Three or more members nominated by the Nominating Committee.

The committee duties include the following:

- a. Soliciting contributions for annual expenses and preparing appropriate documents for this.
- b. Preparing appropriate informational documents about donations of all kinds.-
- c. Facilitating education of Friends in ways that they can donate.
- d. Encouraging Friends from all financial backgrounds to make monetary and non-monetary contributions to ILYM.
- e. Working with the Treasurers and the Finance Committee to create appropriate information about potential donors and using that information to guide the fundraising activities of the committee. Such information must be prepared and used in conformity with the *Policy Regarding Access to and Use of Contribution and Donor Information*.
- f. With discretion, sharing relevant information with the Finance Committee and/or other committees that use restricted donations.
- g. Assisting in raising funds for upcoming projects.
- h. Identifying (and carefully soliciting) bequests and legacies from individual Friends.-
- i. Seeking professional or formal training relating to soliciting donations as needed. (This has been done in the past through the assistance of Henry Freeman and Michael Wadja.)

[2019, Minute 27 & 38]

Environmental Concerns Committee

The purpose of the Environmental Concerns Committee is to bring to Illinois Yearly Meeting earth care concerns as they relate to our testimonies of stewardship, justice, simplicity, equality, and peace. The committee seeks to help Friends find ways to address earth care concerns as a yearly meeting, as individual Friends, and as members of wider community.

Membership: at least six members nominated by the Nominating Committee

Objectives:

- a. To bring awareness to the yearly meeting of the spiritual connection between earth care and traditional Quaker testimonies.
- b. To promote action on and solutions for the urgent crises of increasing carbon dioxide emissions leading to climate change and changing weather, of dramatic declines in biological diversity, and of increasing human population. These interacting threats are negatively impacting people's lives, livelihood and wellbeing.
- c. To help younger Friends to experience, understand, and love the inter-relationships and beauties of our natural world.
- d. To help Friends reduce the impact of our life styles on Earth systems that sustain all life.
- e. To encourage the yearly meeting to include environmental considerations in the care and planning for the yearly meeting grounds.
- f. To help Friends to take earth care action in the wider world.

- g. To organize activities to further these objectives such as field trips, nature walks, workshops, workdays, educational activities, etc.
- h. To assist monthly meetings in planning earth care activities such as planning for pollinator gardens, seeking more sustainable energy use, or exploring the spiritual dimensions of earth care.

[2019, Minute 15]

Finance Committee

The Finance Committee is responsible for caring for the fiscal health of the yearly meeting.

Membership: The committee consists of at least six 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.

Financial 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?

Handbook Committee

The Handbook Committee continually examines the details of our Quaker process and strives to make it clear to our members. The work of the Handbook Committee (with help from members of the yearly meeting) includes:

- a. Attend Annual Sessions and Continuing Committee, when possible, and review the minutes and approved reports for decisions that change the direction or charges of committees or individuals with specific responsibilities. In a timely manner, rewrite these minutes in the same style as the Handbook and bring them to Continuing Committee or Annual Sessions for action. When approved, add them to the Handbook.
- b. Read through the Handbook annually to identify inaccuracies or places where our practice has evolved and bring them to the attention of appropriate committee, individual or sometimes the yearly meeting as a whole at Annual Sessions.
- c. Look for inconsistencies in the Handbook and correct them.
- d. Edit the Handbook for stylistic consistency. The committee is empowered to do these edits without necessarily bringing these changes to the Yearly Meeting for review.
- e. Try to identify omissions that should be in the Handbook.
- f. Electronically send the revised Handbook annually to the Administrative Coordinator to update the online version and inform Monthly Meetings of the new revision. Print out new copies for the Presiding Clerk, Assistant Clerk, members of the Handbook Committee and anyone else who requests it.

[2017, Minute 49]

Harassment Review Committee

See Harassment Policy in Section 5 Specific Practices and Policies

Membership: The Harassment Review Committee will be made up of the Presiding Clerk or a designee, the Clerk of Ministry and Advancement or a designee, another member of Ministry and

Advancement, the Field Secretary, and one at large Friend appointed by the Presiding Clerk. If any of the people in those roles is directly involved in the actions that led to the investigation, that person(s) will be excluded from the Harassment Review Committee for the purpose of that particular investigation. In such cases, the remaining persons will carry out the investigation.

The Clerk of Ministry and Advancement and the Presiding Clerk will appoint Friends to the committee prior to the Annual Sessions. Members of the Harassment Review Committee will be announced at the beginning of the yearly meeting sessions and included in the minute book. Those members will serve for one year, from the convening of one Yearly Meeting Session to the next. An allegation can be brought to any member of the committee. Complaints will be handled promptly and confidentially. [2017, Minute 42.] If an issue comes to the committee before or during Annual Sessions, those serving on the committee can continue to serve beyond sessions until the issue is resolved. Otherwise, the ex-officio members of the committee (Presiding Clerk, Field Secretary, and Clerk of Ministry and Advancement) may change as those serving in that capacity change. [2019, Minute 36]

Maintenance, Planning and Envisioning Committee

The Maintenance, Planning and Envisioning (MP&E) Committee is concerned with the maintenance and upkeep of the yearly meeting property as well as planning for new projects and the future of the physical campus as a whole. The committee works closely with other committees (Ministry and Advancement Committee, Environmental Concerns Committee, Development Committee, Finance Committee, etc.) as well as with Clear Creek Meeting and the Stewards to develop, consolidate and refine the collective vision of the yearly meeting. [2018, Minute 50]

Membership: Six to eight members nominated by the Nominating Committee. The Stewards also serve as ex-officio members.

The committee duties include the following:

- a. Planning the spring and fall work days.
- b. Overseeing minor maintenance and planning site development including proposals for future repairs, new buildings, and landscaping. Arrange for caretaker function (parttime or independent contractors) of the meetinghouse and grounds.
- c. Gathering, monitoring, and keeping the dreams and goals of the yearly meeting as they relate to the entire campus (new and old buildings and outdoor spaces) and the Campus Plan developed and adopted by Illinois Yearly Meeting in 2012.
- d. Holding visioning retreats or workshops as needed.
- e. Hiring outside consultants to develop plans, budgets, and contracts as needed.

Ministry and Advancement Committee

The Ministry and Advancement Committee (M&A) has as its main function to promote activities that will enrich and strengthen the life of our meetings: yearly, monthly, quarterly, preparative,

allowed, and worship groups. During the year, M&A maintains contact with all meetings, particularly those which are small and/or isolated. It encourages the spiritual development and unity of Illinois Yearly Meeting. M&A provides oversight for and works closely with the Field Secretary.

Membership: At least six members with staggered three-year terms. As part of the responsibility of the office, the Field Secretary serves with this committee and is expected to attend all of its meetings.

At annual sessions, M&A is responsible for the following:

- a. Forming the Committee of Care, which addresses concerns relating to our communal life together that may arise during Annual Sessions. The Committee of Care designees are also available throughout the sessions for orientation of newcomers and answering their questions about the sessions.
- b. Providing care and welcoming for first-time attenders of Annual Sessions.
- c. Taking responsibility for the Harassment and Sexual Abuse Policy (see Appendix G) approved in 2017, Minute 42, and bringing any updates to the policy to the yearly meeting. The Harassment Review Committee has five members: 1) The clerk of M&A or a designee; 2) A member at large appointed by the ILYM clerk; 3) the clerk of ILYM; 4) one member of M&A appointed by that committee; 5) the Field Secretary. They serve a one-year term beginning one month before Annual Sessions. The M&A committee will inform the yearly meeting at Spring Continuing Committee meeting who will serve the next term on the Harassment Review Committee. See Harassment Review Committee description. [2017, Minute 42]

During the year, M&A duties include the following:

- a. Recommending the appointment of and giving oversight to the Field Secretary.
- b. Working with individual quarterly, monthly, preparative, allowed meetings and worship groups to provide resources for specific needs. This may include workshops or threshing sessions. Each meeting is assigned a member of the committee who tries to visit that meeting at least once each year and maintains contact through the year. The M&A committee members assist meetings in finding resource people and literature, planning programs, conducting workshops, and other areas of advancement. The M&A committee can be called on to assist meetings having internal problems.
- c. Assisting meetings in their decision-making about setting up or laying down when those meetings are not part of a quarterly meeting.
- d. Assisting monthly meetings which have a preparative, allowed meeting, or worship group under their care.
- e. Looking for ways to attract people to the Religious Society of Friends and how to welcome and nurture newcomers.
- f. When specific concerns or practices are being dealt with by several monthly meetings or worship groups, M&A may facilitate communication between the meetings. [2021, from Minute 25]
- g. Introducing practices from the wider Quaker world that may be appropriate for ILYM Friends.

[2019, Minute 36]

Naming Committee

The Naming Committee is responsible for identifying people to serve on the Nominating Committee.

Membership: At least two Friends nominated by the ILYM Presiding Clerk and brought to the Spring Continuing Committee for approval. Members generally serve for one year.

The committee's duty is to identify individuals to fill openings on the Nominating Committee including naming a clerk for the Nominating Committee. The committee brings forward names at annual sessions for action. Occasionally, the committee may need to fill a vacancy on the Nominating Committee during the year. At that time, they would bring the name forward at Continuing Committee and that person would begin service after Continuing Committee.

[2021, Minute 26]

Nominating Committee

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 committees listed in the introduction above.

Membership: Three to five members nominated by the Naming Committee who represent the diverse geography of Illinois Yearly Meeting. The Naming Committee nominates Friends at Continuing Committee or Annual Sessions. Generally, the three-year term of a Friend on the Nominating Committee is not renewed immediately.

The committee's duties include the following:

- a. Reviewing the current officers, committees, and individuals with responsibilities to ascertain vacancies and those who are ending their terms. Finding out the specific needs of committees.
- b. Consulting monthly meeting representatives to identify Friends who could serve as officers, on yearly meeting committees, or other specific responsibilities. Friends who have not previously served or been involved in the yearly meeting should also be considered.
- c. Communicating with individuals to understand their willingness to serve. Providing job descriptions and other information to those Friends.
- d. Recommending to the Yearly Meeting at Annual Sessions a list of officers, committees, and individuals.
- e. Initiating work early after the yearly meeting sessions and continuing throughout the year.
- f. Recommending Friends for positions, either previously unfilled positions or due to resignations, for approval at Continuing Committee.
- g. Being tender to matters of gender, class, and race/ethnicity in our work.
- h. Supporting efforts to develop committee and clerking skill sets among members of the Yearly Meeting.

Peace Resources Committee

The Peace Resources Committee endeavors 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.

Membership: Six to twelve members nominated by the Nominating Committee who are Friends with gifts, skills, knowledge and strong leadings regarding the objectives.

The Committee's objectives include:

- a. At the request of ILYM youth leaders, providing information to young Friends regarding conscientious objection and the draft system. Assisting young people in developing their own peace testimony.
- b. Working with existing peace-building organizations such as the Quaker Volunteer Service and Project Lakota to enhance peace building with a spiritual and service-oriented basis for young Friends.
- c. Encouraging Friends to examine and reexamine the meaning of the Peace Testimony in the context of our response to modern terrorism, war, and gun violence which has made it possible to wreak major devastation on people and their environment with minimal direct human involvement;
- d. Serving 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.

[Updated 2023, Minute 27 Fall Continuing Committee]

Personnel Committee

The Personnel Committee offers technical assistance (especially concerning legal or yearly meeting policies) to help those committees which provide oversight for yearly meeting employees. [Minute 26, 2017 Fall Continuing Committee]

Membership: Four independent members plus a representative from each committee-of-oversight for paid staff (currently Children's Religious Education Committee, Publications Committee, and Youth Oversight Committee) and a representative from the Finance Committee. The Nominating Committee brings forward names of four independent members one of whom is named as clerk. The Finance and committees-of-oversight each name a representative from their committees. A subcommittee of the independent members may meet separately to discuss confidential personnel matters. [2018, Minute 31 and 61; 2019, Minute 18]

The committee duties include the following:

- a. Keeping the Illinois Yearly Meeting Employee Manual current and making sure it is available to employees.

- b. Recommending updates in yearly meeting employee policies to the Yearly Meeting at Annual Sessions (or Continuing Committee if decisions are timely) [2018, Minute 62.] When necessary, working with an attorney to be sure we are in legal compliance.
 - c. Reviewing and giving approval to job descriptions in cooperation with the committees-of-oversight of current or future paid staff with attention to legal aspects and yearly meeting practice.
 - d. Updating checklist of documents needed to be collected from new employees and facilitating background checks when necessary. [2018, Minute 31]
 - e. Facilitating the annual review of each employee by sending to the yearly meeting membership (via email) a copy of the job descriptions for each employee near the end of the calendar year. Asking anyone with relevant feedback or suggestions to send them to the clerk of the appropriate committee by January 15. The evaluations should occur between January 15 and the Spring Continuing Committee. [Minute 26, 2017 Fall Continuing Committee.] The Personnel Committee may also give feedback or suggestions to supervisors.
 - f. Communicating with paid staff members annually to see if they have needs from the Personnel Committee.
 - g. Arranging for storage of personnel files some of which are confidential and/or need to be kept indefinitely.
 - h. Reviewing annual salary adjustments with the Finance Committee.
- [2019, Minute 18]

Publications and Technology Committee

The Publications and Technology Committee oversees the production and distribution of ILYM publications and the technology needs of the yearly meeting.

Membership: Three to five members. The *Among Friends* editor and the Administrative Coordinator serve *ex-officio*.

The committee duties include:

- a. publishing and distributing to the member meetings the following documents:
 - 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 worship groups, and the appointments to Illinois Yearly Meeting committees.
 - The Jonathan Plummer Lecture.
 - *Among Friends*, the official yearly meeting publication
 - Such other writings, lectures, publications or presentations that are of special value to the yearly meeting.
 -
- b. Maintaining and implementing a publications style sheet.
- c. Overseeing and caring for the technology needs of the yearly meeting. This includes:
 - The website and the host server, including other apps installed on the host server
 - Virtual meetings, currently via Zoom
 - Hybrid business meeting equipment and training to setup and use

- Social media presence, currently including the ILYM Facebook Group and ILYM Social Network.
- Working with other committees and staff with other electronic communications, such as the ILYM Announcements emails and website pages.
- Working with monthly meeting who desire to have their websites hosted on the ILYM host server.

[2023, Minute 33]

Racial Equity and Education Committee

Racial Equity and Education Committee is made up of Friends who are committed to addressing the role of white supremacy in perpetuating racial injustice. Members will have demonstrated an understanding of these issues and a commitment to continued learning and action.

Membership: The Nominating Committee will appoint at least six members for three-year terms and the terms of service will be staggered.

[2022 Minute 27 & 2022, Fall Continuing Committee Minute 21]

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

9. Planning and Implementing the Annual Sessions.

This section refers to the Annual Sessions, an event held annually in June, during which there are various activities including business sessions of the yearly meeting, an adult program, a teen program, Children's Sessions, and intergenerational activities.

[2019, Minute 40]

Planning Groups for Adult and Multi-age Activities

The planning groups rotate between different geographic sections (Blue River Quarterly, Chicago North, Chicago South) each year. Specific check lists, details of duties and responsibilities are in the log books available on the ILYM website under "Annual Sessions/Planning". The term of each group's service begins with the end of one Annual Sessions and continues to the end of the next.

Program Planning Group

The Program Planning Group plans and implements the children and adult afternoon and evening programs at annual sessions. The Children's Religious Education Coordinator may help with the children's part of the afternoon and evening programs. The Youth Oversight Committee is current responsible for the high school program though may coordinate with the Program Planning Group during the afternoons and evenings.

Food Planning Group

The Food Planning Group plans and implements the serving of food at annual sessions.

Site Services Planning Group

The Site Services Planning Group plans for site prep before annual sessions, housekeeping during annual sessions, and cleanup following annual sessions.

Planning Coordinators Group

The Planning Coordinators Group consists of the three Overall Coordinators from each of the planning groups, the Administrative Coordinator, the Children's Religious Education Coordinator, the Youth Coordinator, and the Assistant Clerk, with the Assistant Clerk convening. The Presiding Clerk is also welcome to attend these meetings. The purpose of the Planning Coordinators Group is to provide communication between the different planning groups and the staff as well as to support each other. The group will meet as needed prior to or during Annual Sessions.

Updating the Log Books

The Administrative Coordinator is responsible for gathering changes and updating the log books. The Administrative Coordinator will email evaluations to all participants as well as to the Planning Coordinators to solicit input. However, it is the responsibility of those doing the planning and implementation to give suggestions to the Administrative Coordinator. Major changes should be brought to Continuing Committee and/or Annual Sessions for seasoning.

Other Activities during Annual Sessions

Business Sessions

The annual sessions with concern for the yearly meeting business are under the care of the Presiding Clerk, along with the Assistant Clerk, Clerk's Committee, and the Administrative Coordinator.

Children's Religious Education Committee

This committee is responsible for the planning of the Children's Sessions including the hiring and oversight of a Children's Religious Education Coordinator.

Youth Oversight Committee

This committee is responsible for the planning of the teen program including the hiring and oversight of a Youth Coordinator.

Epistle Committee

The Epistle Committee is charged with writing an epistle to all yearly meetings around the world expressing the current joys, concerns, and sentiments of Illinois Yearly Meeting. 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 annual sessions; it is a reflection of our spiritual life.

The Epistle Committee shall consist of at least three persons brought forward by the Nominating Committee and approved by the yearly meeting at the beginning 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 read aloud and approved by the yearly meeting before the end of the annual sessions. The epistle is included in the Minute Book. The Administrative Coordinator forwards it to the Friends World Committee for Consultation to be added to their epistle section and made available to Friends around the world.

[2022, Minute 28 & 2022 Fall Continuing Committee, Minute 15]

Exercises Committee

The Exercises Committee is charged with writing the Exercises, a report which reflects the spirit that prevailed at the annual sessions as well as recounting the principal activities that occurred. The report serves the purpose of making a record of what was said in worship and what exercised the yearly meeting. The report, primarily for Friends in Illinois Yearly Meeting, is beneficial as a summary for those not in attendance as well as a historical review of the annual sessions. It includes material that is not generally in the epistle or in the minutes. It is to be included in the Minute Book. [2014, Minute 17] If no volunteers are available, another creative

solution for writing the exercises may be brought forward and decided upon. [2021, Minute 24]

Membership: Two or three Friends volunteer on the first or second day of Annual Sessions. One is encouraged to be someone new to the yearly meeting, one a longer-time attender. Teen Friends or Adult Young Friends are encouraged to be on the committee.

Committee of Care

See Description under Ministry and Advancement Committee.

10. 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.

Section Four: ILYM Common Interest Gatherings

11. 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.

12. Women and Gender Minorities Weekend

The women and gender minorities of Illinois Yearly Meeting gather together each spring. The time provides the opportunity to share journeys, to enlarge our circle of friendship with other Friends, to hold each other in loving support, and to honor each other as we seek to grow in the depth of our being and in Light. We find our voices, sing our songs, and tell our stories, mingling the rich varied stories of young and old and in-between as we reveal together ourselves and our lives. All women and gender minorities are invited to become part of the gathering.

Section Five: Specific Practices and Policies

Travel Policy

Committee responsible for the creation of, implementation of, and updating the policy: Finance Committee

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.

Policy Regarding Access to and Use of Contribution and Donor Information

Committees responsible for creation of, implementation of, and updating the policy: Development Committee and Finance Committee.

Financial support of Illinois Yearly Meeting is a sharing of the gifts the Divine has given us, to sustain the life and work of the yearly meeting and the Religious Society of Friends. Much of the annual operating budget comes from the collective gifts of Friends through monthly meetings and worship groups. Illinois Yearly Meeting does limited individual fund raising in order to balance the annual budget and to provide financial support for special projects. Fund-raising procedures used will respect donor privacy and our sense of community. Illinois Yearly Meeting is committed to operate so as to protect the confidentiality of all individual donor information including name(s), giving history, and amount of gift(s).

The following is a summary of the policies that guide the Treasurer(s), the Development Committee, the Finance Committee, the Clerks, and other persons who need access to donor information.

1. The yearly meeting will not share any individual donation information with outside organizations. Aggregate information regarding types of sources and amounts from each type will be published as part of the normal information shared with the yearly meeting membership.
2. The default rule for donation information will be *confidentiality*. Limited information may be communicated by the Treasurer(s) to certain committees and officers of the yearly meeting. The creation and use of spreadsheet or similar documents containing information about donors or donor gifts will be done very carefully and only when

necessary. Sharing of information will be limited to what is necessary for the operations of the yearly meeting. Whenever the Treasurer(s) have questions about the appropriateness of any requested information, the Presiding Clerk (after consultation with the Treasurer(s) and the Clerks of the Finance and Development Committees) will determine the appropriate information sharing.

3. Donors who request *strict anonymity* will have identifiable donation information kept and used by the Treasurer(s) only. No information about the donors or their gifts (with the exception of the total amount of such gifts made by individuals) will be shared with others in the yearly meeting.
4. Donor information regarding gifts received after the death of the donor will be considered public unless there is some restriction about the donor's identity that applies to the gift.
5. Donors will be treated equally, regardless of the amount of their gifts.
6. Detailed guidelines for the implementation of these policies will be created periodically by those who are most involved in their implementation – namely the Treasurer(s) the Development and Finance Committee Clerks, and the Presiding Clerk. Any proposed implementation guidelines should be made available to the members of the Finance and Development Committees as well as all officers of the yearly meeting for their review and comment.

[2015 Fall Continuing Committee, Minute 7]

Record Retention Policy

Committee responsible for creation of, implementation of, and updating the policy: Publication and Distribution Committee

Types of Records: Active records are records currently being use for the work or operation of ILYM. Semiactive records are records that are not in current use, but might be for future use or reference for the work, operation or legal concerns of ILYM. Inactive records are records that are no longer being used for the work or operation of ILYM.

Types of Records Storage/Preservation Archives are for permanent records of historic value: The ILYM archives are held in the Illinois History and Lincoln Collections at the University of Illinois-Champaign. Repositories are libraries that receive items published and/or distributed by ILYM. Record Retention is a process through which semiactive records are retained to help aid the work or operation of ILYM. Administrative Coordinator oversees records retention and the Records Librarian oversees sending items to the ILYM Archives and designated repositories. The ILYM Records Librarian handles sending items to defined repositories and to the ILYM Archive Collection in the Illinois History and Lincoln Collections (formerly called the Illinois Historical Survey) of the University of Illinois at Urbana-Champaign. These items may be a combination of active, semiactive, and inactive records. The receiving institutions handle access to submitted items as well as determining the types of items that they will receive. The Administrative Coordinator handles the filing, storage, and access to records being retained. These items would only be semiactive records. Types of semiactive records to be retained are defined by the Yearly Meeting. Electronic files will be maintained with an offsite backup. Active records should be maintained by the person or committee using those records. When records are

no longer being actively used, they should be given to the Administrative Coordinator. Some people might find it good to review records around the end of the yearly meeting fiscal/appointment year and turn over records no longer in use at or soon after Annual Sessions.

[Insert the chart from the 2016 Minute Book pages 39 – 42]

[2016, Minute 19]

Record Retention and Storage

To retain yearly meeting documents in a consistent format, the yearly meeting has purchased an annual subscription of Box, an electronic document management system. This document management system is intended to be used across the yearly meeting by all committee clerks and others who have records to be filed.

ILYM is the ‘owner’ and the Clerk of Publications and Distribution Committee is the Box Administrator. The Box Administrator has had extensive training (or is offered the opportunity for training) to understand how to administer Box. End-user training for others is available along with assistance from the Box Administrator.

Access rights to the specific files is set and maintained by the Box Administrator. Some files are to be kept in perpetuity and others set to expire in accordance with the Illinois Yearly Meeting Record Retention Policy. Some files are highly confidential, and others are be public. These distinctions are identified by the committee storing the documents. The Box Administrator will be able to set up a file that is marked as confidential and then limit access to the file.

[2019, Minute 28]

Conflict of Interest Policy

Officers responsible for creation of, implementation of, and updating the policy: Stewards

Introduction

[This is being written. See 2019, Minute 23 from the Fall Continuing Committee]

Conflict of Interest Policy

Illinois Yearly Meeting (ILYM) Conflict of Interest Policy All ILYM employees, officers, committee members, and other volunteers are expected to avoid any actual or potential conflict of interest and shall adhere to the highest standards of ethics, loyalty, integrity, and fair dealing, acting in the best interests of ILYM.

Any actual or potential conflict of interest occurs when a Friend is in a position to influence a decision that may result in personal gain for that Friend, or for a relative as a result of ILYM business dealings. For the purposes of this policy, a relative is any person who is related by blood, adoption, marriage or committed partnership, or whose relationship with the employee is similar to that of persons who are related by blood, adoption, marriage or committed partnership.

Any Friend who has any influence on transactions involving purchases, contracts, or leases that might result in personal gain for him/herself, associated entity, or a relative must disclose, as soon as possible, to the Clerk of the Yearly Meeting or the Stewards of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Any Friend serving on an ILYM Committee that contracts for goods or services on behalf of ILYM must not take part in any decision making involving a contract with a business to which the Friend or the relative of a Friends holds any significant beneficial interest. The nature and extent of such a beneficial interest must be disclosed to the members of the committee making the decision. Friends should also be aware of the appearance of impropriety and report to the Yearly Meeting when a decision has been made that may appear to involve a conflict of interest, explaining how the decision was made.

Personal gain may result not only in cases in which a Friend, associated entity, or relative has a significant ownership in a firm with which ILYM does business, but also when a Friend, associated business, or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving ILYM.

The intent of this policy is to uphold the high standards of transparency and integrity that ILYM always has expected of Friends. Nevertheless, the policy should be interpreted with a standard of reasonableness. Thus, failure to disclose conflicts involving very small amounts of money or failure to make a formal disclosure of relationships that are well known to all parties involved will not be deemed to be in violation of this policy.

[2019, Minute 18, 56]

Illinois Yearly Meeting (ILYM) Certification Regarding Conflict of Interest

I certify that I have read the Conflict of Interest Policy of Illinois Yearly Meeting and I have no conflicts of interest as defined therein.

Signature

Date

OR

I certify that I have read the Conflict of Interest Policy of Illinois Yearly Meeting and am disclosing below the following conflict(s) of interest with ILYM.

Signature

Date

Harassment and Sexual Abuse Policy

Illinois Yearly Meeting of the Religious Society of Friends, in keeping with Friends historical spiritual concern for equality and justice and responding to the dignity of all children of God, is committed to providing an environment free from sexual abuse, discrimination and harassment. Sexual abuse of a minor or other coercive sexual conduct will not be tolerated. Harassment includes demeaning actions, words, jokes, comments, or bullying behavior based on an individual's gender, sexual orientation, abilities, race, ethnicity, appearance, or age. Harassment or sexual abuse will not be tolerated at Illinois Yearly Meeting annual sessions, Continuing Committee sessions or any other ILYM sponsored activity.

Sexual Abuse of a Minor. It is the spiritual responsibility of Illinois Yearly Meeting to protect all children participating in any ILYM activity. Any adult who is required by the laws of the state to report alleged sexual abuse of a minor (anyone under 18 years) to legal authorities should abide by the law. ILYM has the expectation that any adult who becomes aware of sexual abuse of a minor will report it to the Harassment Review Committee for help in reporting to legal authorities. *

Harassment. Harassment, whether overt or subtle, is demeaning and oppressive, and Illinois Yearly Meeting will investigate any allegations of it thoroughly and fairly. This will be carried out by the Harassment Review Committee of the yearly meeting. The Harassment Review Committee will be responsible to investigate any alleged harassment at ILYM Annual sessions, Continuing Committee sessions, or any other ILYM sponsored activity.

Friends who have experienced harassment are always welcome to contact any member of the Harassment Review Committee for support. The Harassment Review Committee will help anyone process the experience and how the individual wishes to move forward. If the person who has been harassed wishes to observe the practice of Gospel Order as described in (Matthew 18:15-16)**, the Harassment Review Committee will provide any support requested. Anyone who witnesses a situation involving discrimination or harassment, but who is unwilling or unable to resolve it, is likewise encouraged to report what they have witnessed to the Harassment Review Committee.

The Harassment Review Committee will be made up of the Presiding Clerk, the Clerk of Ministry and Advancement or their designee, another member of Ministry and Advancement, the Field Secretary, and one at large Friend appointed by the Presiding Clerk. If any of the people in those roles is directly involved in the actions that led to the investigation, that person(s) will be excluded from the Harassment Review Committee for the purpose of that particular investigation. In such cases, the remaining persons will carry out the investigation.

The Clerk of Ministry and Advancement and the Presiding Clerk will appoint Friends to the committee a month before the Annual Sessions. Members of the Harassment Review Committee will be announced in the advance documents of the Yearly Meeting Sessions and included in the minute book. Those members will serve for one year, from the convening of one Yearly Meeting Session to the next. An allegation can be brought to any member of the committee. Complaints will be handled promptly and confidentially.

[2017, Minute 42]

*Illinois Child Abuse and Neglect Hotline – 1 800 2522873 (Of Illinois Department of Child and Family Services)

Indiana Child Abuse and Neglect hotline – 1 800 8005556 (Of Indiana Department of Child Services)

Iowa Child Abuse Hotline – 1 800 3622178 (Of Iowa Department of Human Services)

Missouri Child Abuse/Neglect hotline – 1 800 3923738 (Of Missouri Department of Social Services)

Wisconsin Department of Children and Families – contact county where child lives – Check dcf.wisconsin.gov

If there is an Illinois Yearly Meeting sponsored activity in another state, the leaders are responsible for obtaining, in advance, the appropriate child abuse contact information.

Cases involving other criminal sexual action require contacting local law enforcement officials.

****Matthew 18:15-16 New Revised Standard Version:** If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one. But if you are not listened to, take one or two others along with you, so every word may be confirmed by the evidence of two or three witnesses.

Safe Congregation Policy

Officers with the responsibility for the creation of, implementation of, and updating the policy: The Stewards.

Friends' testimonies, along with our belief that there is that of God in everyone, encourage a heightened awareness of the need for care in our relationships with one another. Still, Quakers recognize that, despite our testimonies and our highest aspirations, members and attenders of Friends meetings are not exempted from weaknesses. We are all capable of hurting each other, and we are all at risk of being hurt. Some hurtful incidents are easily rectified. Others are not.

Abuse, exploitation, harassment, bullying, and other similar types of misconduct – whether physical, verbal, sexual, or emotional – are contrary to Friends' testimonies. Individual Friends bear responsibility in those areas; so too do Quaker meetings. Every meeting and worship group must do whatever it can to provide a safe and love space for everyone, as Friends seek to affirm the worth of all children of God.

Faith and Practice Illinois Yearly Meeting Religious Society of Friends

The entire policy appears on pages 65-74 of the 2019 Minute Book, is available from the Stewards, and can be found on the ILYM website in the Committees & Resource section at the end under "Other Resources."

[2019, Minutes 28 & 57]

Employee Manual

Committee with responsibility for the creation of, implementation of, and updating the manual: Personnel Committee

The Employee Manual was developed by the Personnel Committee as a guide for paid staff. It has been reviewed by an attorney. It is intended to answer questions that may arise from employment at Illinois Yearly Meeting. It sets general policies and guidelines only. The entire manual appears on pages 74-91 of the 2019 Minute Book, is available from the Personnel Committee, or on the webpage under Standing Committees Personnel Committee.

[2019, Minutes 18 & 56]

Section Six: Affiliations

Representatives to Affiliated Organizations

Illinois Yearly Meeting is affiliated with various organizations. Although some of these organizations are not explicitly Quaker, all reflect our values and our association with them has been approved at annual sessions. Sometimes of the affiliated organizations request a certain number of representatives and sometimes ILYM chooses to appoint representatives out of an active interest in the organization. The organizations listed below are not the complete list of affiliated organizations, but are those that ask for representatives. When requested by an affiliated organization, it is the responsibility of Nominating Committee to find representatives to the organizations. If representatives cannot be found, the Nominating Committee should notify the ILYM Presiding Clerk so that the yearly meeting can consider if we want to continue our affiliation with that organization.

Number of Representatives. For some organizations, the number of representatives depends on the size of the yearly meeting, which varies over the years. For other organizations, ILYM appoints a representative because we are interested in updates about their work.

Travel Expense Reimbursement. Many appointments require travel to participate as a representative to the organizations. Unless indicated otherwise in these descriptions, Illinois Yearly reimburses these expenses in accordance with the ILYM Travel Policy (see section 5, Specific Practices and Policies).

Reporting. Representatives provide communication from ILYM to the organization and from the organization to ILYM. Representatives report on the activities of those organizations to the yearly meeting at Annual Sessions (or more frequently when appropriate) and send a written report to the Advanced Documents. There is may be time set aside during annual (i.e. workshops or evening program) for further discussion of an organization's concerns.

Financial support of ILYM. At this time, ILYM makes an annual contribution to support the work of each of the organizations with which it is affiliated. Donation amounts are shown in the minutes in the approved budget.

[2022, Minute 28]

Affiliated Organizations to which ILYM sends Representatives

Friends General Conference (FGC)

Mission Statement. Friends General Conference, with Divine guidance, nurtures the spiritual vitality of the Religious Society of Friends (Quakers) by providing programs and services for Friends, meetings, and seekers.

Description and Additional Information. FGC is an association of sixteen yearly meetings (including ILYM) or regional groups, and thirteen directly affiliated monthly meetings. FGC exists to increase communication among unprogrammed Friends, to bring Friends together across yearly meeting lines, to enrich the spiritual life of the Religious Society of Friends, and to provide resources and services to Friends and Friends meetings. As an affiliate, ILYM representatives serve on the Central Committee and the ILYM Presiding Clerk serves ex-officio.

Number of ILYM representatives and term length. Based on the number of members in ILYM, we appoint four representatives who serve for 3 years.

Expectations of ILYM representatives other than those described at the beginning of this section. Serve on FGC's Central Committee and attend the semi-annual meetings.

Minute Reference. ILYM is one of the FGC founding meetings in 1900 (Check date.)
[2022, Minute 28]

Friends World Committee for Consultation (FWCC)

Mission Statement. Answering God's call to universal love, FWCC brings Friends of varying traditions and cultural experiences together in worship, communications, and consultation, to express our common heritage and our Quaker message to the world.

Description and Additional Information. Representatives of affiliated yearly meetings conduct the business of FWCC at Section Meetings and World Gatherings, as well as-populate FWCC's committees. ILYM is a member of FWCC as well as the FWCC Section of the Americas (FWCC SOA). Further activities and responsibilities of FWCC representatives is reviewed in detail in a representative handbook on the FWCC Section of the Americas website.

Number of ILYM representatives and term length. Based on the number of members in ILYM, FWCC requests that we appoint four representatives who serve for 3 years. We generally appoint three.

Expectations of ILYM representatives other than those described at the beginning of this section. ILYM representatives to FWCC are expected to attend all Section of Americas and World FWCC meetings and gatherings. Additionally, they are expected to serve on FWCC committees as requested by FWCC.

Additional Reimbursement Information. *ILYM sets aside funds each year to assist our representatives with travel expenses FWCC for attending World Gatherings (every 3-5 yrs). ILYM representatives may request support from this fund, which is not expected to cover the participant's full costs. Other potential sources of funding for this travel include Monthly Meetings and individual donations.* If the entire fund is not used by ILYM reps, the remaining balance will be sent to FWCC to help Friends who otherwise would not be able to attend.

Minute Reference

[2022, Minute 28]

American Friends Service Committee (AFSC) Corporation

Mission Statement. Guided by the Quaker belief in the divine light of each person, AFSC works with communities and partners worldwide to challenge unjust systems and promote lasting peace.

Description and Additional Information. AFSC is an independent Quaker organization which carries on programs of service, development, justice, and peace, on behalf of several branches of Friends in America. The Corporation of the AFSC is the organizing body that chooses the AFSC Board, which in turn sets the direction of the organization. The Corporation meets annually.

Number of ILYM representatives and term length. Based on the number of members

in ILYM, we appoint four representatives who serve for 3 years.

Expectations of ILYM representatives other than those described at the beginning of this section. Representatives are members of the AFSC Corporation. Together with “at large” members, they are responsible for the governance of AFSC. Corporation members attend the annual AFSC Corporation Meeting, National Board Meeting, and Annual Public Meeting.

Minute Reference

[2022, Minute 28]

Friends Committee on National Legislation (FCNL)

Mission Statement. FCNL is a national, nonpartisan Quaker organization that lobbies Congress for peace, justice, and environmental stewardship. It brings together tens of thousands of people—Quakers and friends—who share a belief in the power of relationship-building to advance the world we seek.

Description and Additional Information. Founded in 1943 and governed by members of the Religious Society of Friends (Quakers), FCNL’s multi-faceted approach is powered by the expertise of registered lobbyists in Washington, D.C., the commitment and passion of people around the country in our advocacy network, the integrity of our positions, and the relationships we cultivate with elected officials and community leaders. Our advocacy flows out of the Quaker belief in the inherent dignity and worth of each person. Working from that clear vision of the better world we want to build, we are persistent in advocating for policies to bring it closer to reality.

Through FCNL’s virtual “travel” to yearly meetings, we join in meeting for business and meeting for worship, hear leadings and concerns, and share the broader work of the Religious Society of Friends as it manifests through FCNL’s advocacy.

Number of ILYM representatives and term length

Expectations of ILYM representatives other than those described at the beginning of this section. ILYM representatives are expected to attend the FCNL Annual Meeting and Quaker Public Policy Institute. Other Friends may also attend this meeting. Representatives should also be aware of Advocacy Teams within the ILYM geographic area and make these known to Friends.

Minute Reference

[2022, Minute 28]

Friends for Lesbian, Gay, Bisexual, Transgender, and Queer Concerns (FLGBTQ)

Mission Statement

FLGBTQ is a Quaker faith community within the Religious Society of Friends. FLGBTQC deeply honors, affirms, and upholds that of God in all people.

Description and Additional Information. FLGBTQ gathers twice a year, at a Mid-Winter gathering and at the FGC Annual Gathering of Friends in the summer. At these times Friends worship together, discern our corporate witness through Meeting for Worship with attention to business, sharing individual journeys, celebrating lives, healing old wounds, and drawing sustenance from the Spirit for work and life in the world. Friends have found faith and voice to speak truth to power and the courage to be open to new revelation.

Number of Representatives and term length: Some yearly meetings send representatives, who are welcomed but not required.

Minute Reference

[2022, Minute 28]

Friends Peace Teams (FPT)

Mission Statement. Friends Peace Teams is a Spirit-led organization working to develop long-term relationships with communities in conflict around the world to create programs for peace building, healing and reconciliation.

Description and Additional Information. FPT carries a concern for peace to difficult places—geographically, politically, and emotionally. Their intent is to bring people together from different backgrounds, orientations, affiliations, ethnicities, religions, and ages and contribute to healing the effects of trauma and deprivation in their many forms across boundaries.

Number of ILYM representatives and term length: FPT requests three representatives serving 3 years each. The actual number of representatives appointed, and terms of appointment, are discerned by the Nominating Committee of ILYM.

Expectations of ILYM representatives other than those described at the beginning of this section. ILYM representatives to FPT are expected to serve on the Coordinating Council of FPT.

Minute Reference

[2022, Minute 28]

National Religious Campaign Against Torture (NRCAT)

Mission Statement. NRCAT mobilizes people of faith to end torture in U.S. policy, practice, and culture.

Description and Additional Information. A nationally recognized interfaith membership organization based in Washington, DC, NRCAT is comprised of more than 300 religious organizations and more than 75,000 individuals have participated in our programs and activities. NRCAT's diverse partners share a common commitment to advancing the values of human dignity, human rights and an end to torture, without exception. To achieve its mission, NRCAT engages in grassroots organizing, public education, and state and national policy advocacy.

NRCAT began as a response amongst 150 faith leaders convened by Dr. George Hunsinger, professor at Princeton Theological Seminary, seeking a moral response to harrowing reports of prisoner abuse at Abu Ghraib. From this hunger for a collective moral voice to end U.S.-sponsored torture, NRCAT was founded in 2006.

Today, NRCAT's national membership includes representatives from the Catholic, evangelical Christian, mainline Protestant, Unitarian Universalist, Quaker, Orthodox Christian, Jewish, Muslim, Hindu, Baha'i, Buddhist, and Sikh communities. Members include national denominations and religious groups, regional interfaith and ecumenical organizations, and local congregations.

Number of Representatives and Term Length: This is not a Quaker organization and there is not an expectation of ILYM involvement. However, their mission statement notes

membership includes Quakers. The actual number of representatives approved, and terms of appointment, are discerned by the Nominating Committee.

Minute Reference

[2022, Minute 28]

Olney Friends School (OFS)

Mission Statement. OFS provides a transdisciplinary, college-preparatory curriculum within a supportive community that enables students to develop the skills to care for and thrive in a changing world.

Description and Additional Information. OFS was founded in 1837 by a group of newly settled Ohio Quakers, most of whom migrated north in protest of the institution of slavery in the South. They made plans for a boarding school for both boys and girls, to be modeled on Quaker boarding schools in Philadelphia. This early school, which was simply known as the Friends Boarding School, was located at Mount Pleasant, Ohio, northeast of its current location. The name “Olney” was informally adopted from a poem entitled “Olney Green,” written by Louis Taber, a visiting minister from Vermont and teacher at the school in the 1840s. Olney Friends School originally served only students from Quaker families. By the 1960s students from a variety of religious, cultural, and geographic backgrounds began attending the school. In 1978 the school’s official name was changed to Olney Friends School.

Number of ILYM representatives and term length. OFS has not requested a representative from ILYM, although they welcome our input. The actual number of representatives approved, and terms of appointment, are discerned by the Nominating Committee.

Minute Reference

[2022, Minute 28]

Quaker Earthcare Witness (QEW)

Mission Statement. QEW works to inspire Spirit-led action toward ecological sustainability and environmental justice. QEW has grown out of a strong leading among Friends that our future depends on a spiritual transformation in our relationships with each other and the natural world. For over 30 years, it has helped Friends in North America integrate Earthcare into their daily lives.

Description and Additional Information. Business of QEW is conducted by the Steering Committee, on which representatives serve.

Number of Representatives and Term Length: QEW asks for not more than two representatives from yearly meetings to serve on the Steering Committee.

Minute Reference

[2022, Minute 28]

Scattergood Friends School (SFS)

Mission Statement. SFS challenges students with a college-preparatory curriculum, farm experience, a shared work program, and community living in the spirit of Quaker faith.

Description and Additional Information. Quaker pioneers arriving in Iowa from Ohio

longed to create a boarding school where their children could receive a “guarded education,” free from “early knowledge of, or contact with, the evils of the world.” While initial preparations began in 1870, it was 20 years before SFS would open in 1890. According to early notes, “...the aim of the school is to give a substantial English education, suited to fit the average person for the ordinary duties of life, and at the same time prepare students for higher institutions of learning, yet it is still its distinctive purpose to shield the young from hurtful temptations and distracting tendencies during the character-forming period.” The first student body was exclusively Quaker and consisted of 25 pupils, each of whom paid a full tuition of \$100 per year.

In 1929, Scattergood, like the rest of the country, was caught in the wake of the Great Depression. The decision was made to close the school in 1931, with hope it would only be a one-year closure. Unfortunately, Scattergood remained closed until 1938 when the American Friends Service Committee (AFSC) suggested Scattergood be utilized as a hostel for European refugees fleeing the Nazis. The campus was renovated and in 1939, the first refugees arrived. Refugees represented various backgrounds and Scattergood was once again operated in the Quaker spirit with which it was conceived. In addition to taking English classes, those living at Scattergood were also expected to take part in work crews as well as helping to grow and prepare their food. The need for the hostel subsided in 1943 and by 1944 Scattergood Friends School was open once again.

Number of ILYM representatives and term length: SFS does not request a representative from ILYM, although they welcome our input. The actual number of representatives approved, and terms of appointment, are discerned by the Nominating Committee.

Minute Reference

[2022, Minute 28]

Appendix A: 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 B: 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 C: 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 D: 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.

Appendix E: Archive Agreement

In 2022, Illinois Yearly Meeting drew up a contract with the University of Illinois in Champaign/Urbana to maintain the archives of Illinois Yearly Meeting.

[2022, Minute 56]

Appendix F: Caretaker

Possible Caretaker Position

Committee-with-Oversight: Maintenance, Planning and Envisioning Committee

Supervisor: Clerk of Maintenance, Planning and Envisioning Committee

Last Revised: 23 August 2021

Purpose. To care for the ILYM campus.

Qualifications.

- The care taker should be someone who can work with Stewards, the Clerk of Maintenance, Planning and Envisioning Committee (MP&E) and any other designated individuals or committees to learn what is required and as quickly as possible take over most of that work.
- The caretaker should have 2 or more years' experience doing maintenance and range of activities describe below.
- The caretaker will live on site or very near the campus, and should be able to check on the property and be close at hand in the event of an emergency or special event.
- Being Quaker is not required, but the caretaker should ideally be someone who generally shares the values of ILYM Quakers and can work well with us.

Responsibilities.

- a) Tasks needed for upkeep of the ILYM property, including:
 - Keeping an eye on things at the property, making lists of repair and maintenance items and reporting same to Stewards and MP&E.
 - Making simple repairs as able along with some painting and cleaning.
 - Working with Stewards and MP&E to help solicit bids and hire contractors for repairs and maintenance that the caretaker is unable to do.
 - Keeping lists and establishing relationships of contractors/professionals to engage as needed under the direction of the Stewards and MP&E.
 - Taking responsibility for spring prep and fall winterizing, including turning water on/off at the bathhouse and meetinghouse, starting and shutting down hot water heaters at same, preparing and shutting down the bathhouse shower and undertaking miscellaneous tasks at the meetinghouse and high school bunkhouse.
 - Checking and changing water and HVAC filters. Preparing samples for all three well water quality tests annually.
 - Checking LP gas checks and ordering fills at bathhouse, meetinghouse and Clear Creek House.
 - Checking septic system checks and arranging for their maintenance.
 - Checking HVAC equipment and thermostats.
 - Working with ILYM administrative coordinator and the termite prevention contractor to arrange for and attend the quarterly termite inspection of the meetinghouse.

- Work with ILYM administrative coordinator and the termite prevention contractor to help arrange for and attend the quarterly termite inspection of the Meetinghouse.
 - Keeping Clear Creek House tidy for meeting for worship. Periodic heavy cleaning and housekeeping is the responsibility of Clear Creek Meeting, and is not a Caretaker responsibility.
 - Assisting Stewards and MP&E with work day planning 2-3 times per year.
 - Assisting with site prep and clean-up for annual sessions, women's weekend and other events.
 - Coordinating as needed with mowers and snow removers.
 - Coordinating and preparing for events and groups using campus,
 - Removing tree deadfall to burn pile periodically.
 - Helping Administrative Coordinator maintain schedule for use of meetinghouse and grounds.
 - Helping the Administrative Coordinator maintain and distribute site use brochure and log.
- b) Exercise a wider sense of Caretaking; including:
- Work with committees and members of ILYM. Assist with existing programs and development of new ILYM and Quaker programs/retreats, etc. involving the campus.
 - Work with committees and members of Clear Creek Meeting in their connections to and work with ILYM. Assist with communications and outreach (website, links to other sites, etc.).
 - Become a part of the local community. Establish connections/consider ways of outreach and service.
 - Look into community service opportunities for our campus from local area programs (schools, scouts, 4H, courts, etc.).
 - Help MP&E look into ways to make better, fuller use of the property both within and outside ILYM (rental?, overnight stays?, land uses?, etc.)
 - Make our historic meetinghouse and grounds more welcoming, visible and open to visitors. Help connect with local historical societies and Grange Hall.
 - Assist ILYM in other ways as led and as way opens.

Evaluation. Reports to and is evaluated annually by Clerk of Maintenance, Planning and Envisioning Committee in consultation with Stewards.

Compensation and Employment Status. The Caretaker is a part-time employee of the yearly meeting, though they will not be receiving a monetary salary. Hours per week will vary at different times of the year and with different ongoing activities, but we estimate that it should amount to an average of about ten hours per week, or about 500 hours per year. ILYM will provide Workers Comp. Insurance and other insurance as advised by Church Mutual.