

# Indian

## FALLS CREEK

Personnel Manual  
Indian Falls Creek Baptist Assembly

---

---

## Table of Contents

---

Article Number	Name of Article	Page Number
Article I.	The Nominations Committee	4
Article II.	Officers, Qualifications, Election, Term of Office and Duties	
Section 1.	Officers	4
Section 2.	Qualifications	6
Section 3.	Election	6
Section 4.	Terms of Office	6
Section 5.	Duties	
	1. Executive Board Chairperson	6
	2. Executive Board Assistant Chairperson	7
	3. Administrative Assistant I	7
	4. Administrative Assistant II	8
	5. Business Manager/Treasurer	8
	6. Assistant Business Manager/Treasurer	9
	7. Historian	9
	8. Parliamentarian	9
	9. Director of Funds Development	10
	10. Financial Assistant for Development	10
	11. Director of Worship	11
	12. Assistant Director of Worship	11
	13. Director of Counseling	12
	14. Assistant Director of Counseling	12
	15. Director of Digital Media Activities	12
	16. Assistant Director of Digital Media Activities	13
	17. Director of Ushers	13
	18. Assistant Director of Ushers	14
	19. Director of Promotion/Publicity	14
	20. Assistant Director of Promotion/Publicity	14
	21. Chairperson of Nominating Committee	15

	22. Assistant Chairperson of Nominating Committee	15
	23. Representative of <i>LINK</i>	15
	24. Director of Youth Education	16
	25. Assistant Director of Youth Education	16
	26. Director of Young Adult Education	16
	27. Assistant Director of Young Adult Education	17
	28. Director of Adult Bible Conference	17
	29. Assistant Director of Adult Bible Conference	17
	30. Director of Adult Skills Conference	17
	31. Assistant Director of Adult Skills Conference	18
	32. Director of Children’s Education	18
	33. Director of Preschool Education	18
	34. Assistant Director of Preschool Education	19
	35. Director of Very Young Children Care	19
	36. Director of Special Activities	19
	37. Assistant Director of Special Activities	20
	38. Director of Recreation	20
	39. Assistant Director of Recreation	21
	40. Director of Health	21
	41. Assistant Director of Health	21
	42. Director of Security	22
	43. Director of Special Attendance Promotion	22
	44. Assistant Director of Special Attendance Promotion	22
	45. Director of Housing	23
	46. Director of Volunteers	23
	47. Editor of “Splashes”	23
	48. Assistant Editor(s) of “Splashes”	24
	49. Director of National Prayer Network	24
	50. Director of Special Projects	24
	51. Director of Veterans Ministries	25
	52. Assistant Director of Veterans Ministries	25
	53. Director of IFC Website	26
	54. Young Adult Representative(s)	26
	55. Youth Representative(s)	26
	56. “Indian” Association Representatives	27
	57. Designated State Representatives	27
Article III.	Executive Director and Assistant Executive Director	
Section 1.	The Executive Director	27
Section 2.	The Assistant Executive Director	28
Article IV.	The Grievance Committee	28

Article V.	Conflict of Interest	29
Article VI.	Amendments	29

The various items in this manual were excerpted from the By-Laws of Indian Falls Creek. They can be amended by the Executive Board following the guidelines of Article VI. On Page 27 by a majority of those voting in that meeting.

Article I. The Nominations Committee

- a. The Nominations Committee Chairperson and Assistant Committee Chairperson shall be elected annually during the Annual Business Meeting of the assembly. These two shall be elected to serve for a period of one (1) year. Their terms shall begin immediately at the close of the Assembly.
- b. The members of the Nominations Committee shall be appointed by the Executive Board. The Committee shall be composed of two (2) representatives from each of four (4) quadrants of the State of Oklahoma. The dividing boundaries designating the four (4) quadrants are: Northeast (NE), Northwest (NW), Southeast (SE), and Southwest (SW).
- c. The composition of this Committee shall be completed by December of each year, and the members shall be presented to the Executive Board at its January business meeting for approval.
- d. The Executive Director and the Executive Board Chairperson shall serve as Ex-Officio members of the Nominations Committee.
- e. The Nominations Committee shall meet as necessary beginning in January, in order to present, after prayerful consideration, such names as are eligible for the general offices of the Assembly. These names shall be presented to the Executive Board no later than Thursday morning of Assembly week.
- f. The committee shall assume other duties specifically assigned to it by the Chairperson of the Executive Board and/or the Executive Board and in these By-Laws.

Article II. Officers, Qualifications, Election, Term of Office and Duties

Section 1. Officers

The officers of this Assembly, including the Executive Director and Assistant Executive Director which are covered in another Article, shall be:

- 1. Executive Board Chairperson.
- 2. Assistant Executive Board Chairperson
- 3. Administrative Assistant I
- 4. Administrative Assistant II
- 5. Business Manager/Treasurer
- 6. Assistant Business Manager
- 7. Historian
- 8. Parliamentarian
- 9. Director of Funds Development

10. Financial Assistant for Development
11. Director of Worship
12. Assistant Director of Worship
13. Director of Counseling
14. Assistant Director of Counseling
15. Director of Digital Media Activities
16. Assistant Director(s) of Digital Media Activities
17. Director of Ushers
18. Assistant Director of Ushers
19. Director of Promotion/Publicity
20. Assistant Director of Promotion/Publicity
21. Chairperson of Nominating Committee
22. Assistant Chairperson of Nominating Committee.
23. Representative of LINK.
24. Director of Youth Education
25. Assistant Director of Youth Education
26. Director of Young Adult Education
27. Assistant Director of Young Adult Education
28. Director of Adult Bible Conference
29. Assistant Director of Adult Bible Conference
30. Director of Adult Skills Conference
31. Assistant Director of Adult Skills Conference
32. Director of Children's Education
33. Director of Preschool Education and Activities
34. Assistant Director of Preschool Activities
35. Director of Very Young Children Care
36. Director of Special Activities
37. Assistant Director of Special Activities
38. Director of Recreation
39. Assistant Director of Recreation
40. Director of Health
41. Assistant Director of Health
42. Director of Security
43. Director of Special Attendance Promotion
44. Assistant Director of Special Attendance Promotion
45. Director of Housing
46. Director of Volunteers
47. Editor of "Splashes"
48. Assistant Editor(s) of "Splashes"
49. Director of National Prayer Network
50. Director of Special Projects
51. Director of Veterans Ministries
52. Assistant Director of Veterans Ministries
53. Director of IFC Website
54. Young Adult Representatives (at least 2)
55. Youth Representatives (at least 2)

56. Designated “Indian” Association Representatives
57. Designated State Representatives
58. Oklahoma Baptists Representative

## Section 2. Qualifications

Any person is eligible for election to any general office who is:

1. A member of a Baptist Church of like-faith and order,
2. A resident of Oklahoma, unless the specific office requires otherwise,
3. Active in his or her church, and
4. Is in harmony with the objectives of this Assembly.

## Section 3. Election

The officers of this Assembly shall be:

1. Elected at the Annual Business Meeting of the Assembly on the afternoon of Thursday. A majority vote shall constitute a proper election.
2. Eligible to serve consecutive terms for two (2) years, and beyond where no other candidate is also nominated in which case the majority vote then taken will prevail and may serve until a successor has been elected.

## Section 4. Terms of Office

1. Each officer shall be elected annually for a period of one (1) year and/or until their successor has been elected.
2. The term of newly elected officers shall begin immediately at the close of the regular Assembly.
3. Any vacancy created by death or by resignation from office shall be filled by the Executive Board. If the vacancy created is that of the Executive Board Chairperson, the Assistant Executive Board Chairperson or the Ex-Officio Member shall convene a special meeting of the Executive Board for the purpose of filling by election the position of Executive Board Chairperson. Said Chairperson shall complete the remaining term of office.
4. The Executive Board shall recognize as terms of resignation a letter received by the Administrative Assistant of the Executive Board stating the person’s desire to resign his or her office. The Administrative Assistant shall notify the Executive Board of letter of resignation at the earliest possible date.

## Section 5. Duties

1. Executive Board Chairperson  
The Executive Board Chairperson shall:

- a. Be the moderator of the Executive Board and all its Business Meetings, including the Annual Assembly Business Meeting.
  - b. Assist the Director of Children's Education in the planning, organizing and coordinating of the children's education program which may be a Vacation Bible School (VBS) for children ages 6-12 and request Director of Security to provide assistance also during the hours of this program.
  - c. Urge and secure the cooperation of all officers, committees, and appointees in the administration of the affairs of the Assembly.
  - d. Evaluate the immediate previous program to provide ideas for improvement and change.
  - e. Seek to complement and support the on-going programs of the Assembly.
  - f. Have authority to convene the Executive Board in an emergency session to meet any contingency in order that the conduct of the Assembly will not be disrupted.
  - g. Assume other duties specifically assigned to this office by the By-Laws.
2. Executive Board Assistant Chairperson  
The Executive Board Assistant Chairperson shall:
- a. Preside and direct all general meetings of the Assembly or the Executive Board in the absence of the Chairperson of the Executive Board.
  - b. Evaluate the immediate previous program to provide ideas for improvement and change.
  - c. Seek to complement and support the on-going programs of the Assembly.
  - d. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and in the By-laws.
  - e. Meet regularly with the Executive Board.
3. Administrative Assistant I  
The Administrative Assistant shall:
- a. Take or authorize to be taken a summary of the minutes of the Assembly Annual Meeting and Executive Board for the purpose of recording the transactions of business of the Assembly, specifically all recommendations of committees and other motions as approved by the meetings.
  - b. Maintain a register of the Assembly and class attendance during the Assembly.
  - c. Notify the Executive Board Officers and members of committees of their election or appointment.
  - d. Maintain a book containing the currently adopted Constitution and By-Laws of the Assembly.
  - e. Notify members of the Executive Board of any regular scheduled and/or called meetings.
  - f. Compile, maintain and expand a mailing list of all churches and church related organizations such as associations, fellowships and other organizations which might be interested in or could be enlisted in promoting attendance at the Assembly.

- g. In consultation with the Director of Counseling and with the Administrative Assistant II, provide forms for recording registrants/members of the Assembly and the recording of all decisions made during the worship services, including those made in the children's worship.
- h. Plan and organize a system of keeping such records from year to year.
- i. Plan, organize and implement a system of providing information to all of the churches present during the Assembly of decisions made during the worship services, including those made during the children's worship
- j. Evaluate the immediate previous program to provide ideas for improvement and change.
- k. Seek to complement and support the on-going programs of the Assembly.
- l. Assume other duties specifically assigned to this offices by the Chairperson of the Executive Board and/or the Executive Board and in the By-Laws.
- m. Meet regularly with the Executive Board.

4. Administrative Assistant II

The Administrative Assistant II shall:

- a. Perform the duties of the Administrative Assistant I in the absence of or at the request of the Administrative Assistant I in the regular Executive Board meetings or the annual Assembly meetings.
- b. Act as the assistant to the Administrative Assistant I of the Assembly.
- c. Assist the Director of Vital Records in compiling, maintaining and expanding the mailing list as described in the position description for that office.
- d. Evaluate the immediate previous program to provide ideas for improvement and change.
- e. Seek to complement and support the on-going programs of the Assembly.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and in the By-Laws.
- g. Meet regularly with the Executive Board.

5. Business Manager/Treasurer

The Business Manager shall:

- b. Record and render a financial report of the funds received for Assembly expenses to the Executive Board.
- c. Prepare a budget for the Assembly for the upcoming year and present it to the Executive Board for review, consideration, and approval.
- d. Be responsible for the Falls Creek Baptist Conference Center equipment used at the Assembly.
- e. Be responsible for securing of the Insurance, purchase of the registration tickets (or appropriate other identifying devices) and shall make recommendations to the Executive Board as to the fees for registration, insurance.
- f. Provide guidance and direction of the duties to be performed by the Assistant Business Manager.
- g. Evaluate the immediate previous program to provide ideas for improvement and change.



- h. Seek to complement and support the on-going programs of the Assembly.
- i. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and in the By-Laws.
- j. Meet regularly with the Executive Board.

6. Assistant Business Manager/Treasurer

The Assistant Business Manager shall:

- a. Act as the assistant to the Business Manager of the Assembly.
- b. Perform the duties and assume the responsibilities of the Business Manager in his/her absence, or at the request of the Business Manager at the regular meeting of the Executive Board and at the annual Assembly.
- c. Evaluate the immediate previous program to provide ideas for improvement and change.
- d. Seek to complement and support the on-going programs of the Assembly.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and in the By-Laws.
- f. Meet regularly with the Executive Board.

7. Historian

The Historian shall:

- a. Gather and research historical data from various sources including but not limited to newspaper articles, programs, photographs, other archived information and individual camper interviews.
- b. Do all possible to collect historical memorabilia from previous Assemblies as well as current year Assembly.
- c. Maintain, organize, and appropriately archive historical memorabilia to preserve the integrity of each item.
- d. Prepare a display as needed and/or when called upon for the purpose of promotion and education of the Assembly.
- e. Obtain and store a permanent record of the IFC Constitution, IFC By-Laws, and IFC Personnel Manual, adding all amendments and revisions as they occur.
- f. Evaluate the immediate previous program to provide ideas for improvement and change.
- g. Seek to complement and support the on-going programs of the Assembly.
- h. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and in these By-Laws and Personnel Manual.
- i. Meet regularly with the Executive Board.

8. Parliamentarian

The Parliamentarian shall:

- a. Be elected at the annual meeting.
- b. Attend all meetings of the members and Executive Board.

- c. Advise the moderating person, whether Chairperson or Assistant Chairperson, concerning any matters that reflect the IFC Constitution, IFC By-Laws or IFC Personnel Manual and Roberts Rules of Order in conducting the meetings.
- d. Advise or author all amendments, changes or other alterations to the three governing documents of Indian Falls Creek.
- e. Evaluate the immediate previous program to provide ideas for improvement and change.
- f. Seek to complement and support the on-going programs of the Assembly.
- g. Assume other duties specifically assigned to this offices by the Chairperson of the Executive Board and/or the Executive Board and in these By-Laws and Personnel Manual.

#### 9. Director of Funds Development

The Director of Funds Development shall:

- a. Propose, organize, and direct all fund raising programs and campaigns from whatever sources are approved by the Executive Board for whatever capital improvements such Board approves to undertake.
- b. Seek counsel and advice from outside sources as may be deemed necessary to successfully undertake the proposed programs and campaigns.
- c. Organize a work force of volunteers of such size and number and for such duration as may be deemed necessary to achieve the objectives being undertaken.
- d. Provide or enlist others to provide such training for the work force as may be deemed necessary for the undertaking and successful completion of such capital campaigns.
- e. Serve on the Committee appointed or elected that shall direct the actual capital improvement being funded by such campaigns.
- f. Report for consideration and approval all proposed activities, training, and programs of all capital campaigns to the Executive Board.
- g. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and in the By-Laws.
- h. Meet regularly with the Executive Board.

#### 10. Financial Assistant for Development.

The Financial Assistant for Development shall:

- a. Assist the Director of Funds Development in whatever ways are suggested, but including keeping records of potential donors, records of actual donations made, making deposits of all donations into such interest-bearing accounts as shall be designated by the Board of Directors, and making progress reports to the Director of Funds Development and the Board of Directors.
- b. Assist in whatever written assignments, promotional materials, and correspondence requested by the Director of Funds Development.

- c. Assist in evaluating the programs, campaigns, etc. for development and training for board members and others for participating in a capital campaign.
- d. Assume other duties specifically assigned to this position by the Director of Funds Development, the Chairperson of the Executive Board and/or the Executive Board and in the By-Laws.
- e. Meet regularly with the Executive Board as a voting member.

## 11. Director of Worship

The Director of Worship shall:

- a. Propose, organize and direct or appoint directors for all aspects of the worship hours both morning and evening, with the exception of the preaching itself, and in consultation with the preacher of that hour so that the entire experience expresses the appointed theme.
- b. Enlist, rehearse, and direct or appoint directors for all musical, choral, and solo expressions coordinating such expressions with the appointed theme.
- c. Enlist, work with, and direct all accompanists for the worship hours.
- d. Outline or script the orders of service for each of the worship sessions, and coordinate with the audio and visual personnel using this as a service script.
- e. Consult with and coordinate the activities of all visual and media assistance used during the worship hours.
- f. Consult with the Assistant Director of Worship to coordinate and organize that person's role in the worship of the Assembly.
- g. Evaluate the immediate previous program to provide ideas for improvement and change.
- h. Seek to complement and support the on-going programs of the Assembly.
- i. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- j. Meet regularly with the Executive Board.

## 12. Assistant Director of Worship

The Assistant Director of Worship shall:

- a. Act as the assistant to the Director of Worship, especially planning, organizing, and directing such expressions in the worship hours as may be designated.
- b. Assist in the consultation and coordination of all visual and media assistance used during the worship hours.
- c. Act on behalf of the Director of Worship in the absence of or at the request of the Director of Worship.
- d. Evaluate the immediate previous program to provide ideas for improvement and change.
- e. Seek to complement and support the on-going programs of the Assembly.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- g. Meet regularly with the Executive Board.

### 13. Director of Counseling

The Director of Counseling shall:

- a. Be responsible for establishing and maintaining a counseling area.
- b. Develop and organize a team of counselors from among the Assembly to serve during the invitation call at the morning and evening services.
- c. Be responsible for developing counseling procedures for the follow-up of decisions during the worship services, and submitting decision records to the Assembly Administrative Assistant I.
- d. Evaluate the immediate previous program to provide ideas for improvement and change.
- e. Seek to complement and support the on-going programs of the Assembly.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and in the By-Laws.
- g. Meet regularly with the Executive Board.

### 14. Assistant Director of Counseling

The Assistant Director of Counseling shall:

- a. Assist the Director of Counseling in planning for and training the team of counselors serving during the invitation call at the morning and evening services.
- b. Assist the Director of Counseling in selecting and fulfilling the follow-up procedures for the decisions during the worship services.
- c. Evaluate the immediate previous program to provide ideas for improvement and change.
- d. Seek to complement and support the on-going programs of the Assembly.
- e. Assume other duties specifically assigned by the Chairperson of the Executive Board and/or the Executive Board and in the By-Laws
- f. Meet regularly with the Executive Board.

### 15. Director of Digital Media Activities

The Director of Digital Media Activities shall:

- a. Create, propose, organize, and direct the utilization of digital media on behalf of Indian Falls Creek and/or any of its programs.
- b. Consult with all the various officers and directors that would benefit from the use of digital media in their programs.
- c. Prepare a budget before the Assembly and present it to the Board for the board's approval before expending any funds.
- d. Recommend a person to serve as the Assistant Director of Digital Media and consult with that person to coordinate, utilize, and organize that person's role in the preparation and use of digital media by the various possible uses of it.

- e. Evaluate the immediate previous year's programs using digital media to provide ideas for improvement and change.
- f. Seek to complement and support the on-going programs of the Assembly.
- g. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- h. Meet regularly with the Executive Board.

16. Assistant Director(s) of Digital Media Activities

The Assistant Director of Digital Media Activities shall:

- a. Assist the Director of Media Activities in creating, proposing, organizing, and directing the utilization of digital media on behalf of Indian Falls Creek and/or any of its programs.
- b. Consult with all the various officers and directors that would benefit from the use of digital media in the presentation of their activities.
- c. Assist the Director in the preparation of the budget for presentation to the board.
- d. Evaluate the immediate previous year's programs using digital media to provide ideas for improvement and change.
- e. Seek to complement and support the on-going programs of the Assembly.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- g. Meet regularly with the Executive Board.

15. Director of Ushers

The Director of Ushers shall:

- a. Organize a team of ushers to serve and prepare the tabernacle in the Assembly's morning and evening worship services and the Assembly's business meeting.
- b. Be responsible for the discipline of conduct by the congregation in all worship services, and business meetings and the collection of offerings.
- c. Be responsible for preparing the tabernacle before the worship services and reorganizing it after the worship services.
- d. Evaluate the immediate previous program to provide ideas for improvement and change.
- e. Seek to complement and support the on-going programs of the Assembly.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and in the By-Laws.
- g. Meet regularly with the Executive Board.

16. Assistant Director of Ushers

The Assistant Director of Ushers shall:

- a. Assist the Director of Ushers in whatever way is necessary to facilitate the orderliness of the worship, the collection of the offerings, and any other assignments which may be made.
- b. Evaluate the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and in the By-Laws.
- e. Meet regularly with the Executive Board.

17. Director of Promotion/Publicity

The Director of Promotion/Publicity shall:

- a. Create, plan, and prepare or contract to be prepared all promotional and publicity projects, which include print, electronic media, and apparel items, that will encourage and increase attendance at Indian Falls Creek Baptist Assembly.
- b. Plan, organize, and supervise the distribution of packages of information, including registration forms and other information, program personnel (board members, speakers, teachers and other contributing persons) and any other items that would be attractive to all of the churches which might be interested in promoting attendance at the Assembly.
- c. Compile, create, and publish the annual Assembly program booklet which includes schedules, class descriptions, maps, daily activities, speaker biographies, letters from the Executive Director and the Chairperson of the Executive Board and other related information.
- d. Assist the Administrative Assistant I in compiling, maintaining and expanding the mailing list as described in the position description for that office.
- e. Evaluate the immediate previous program to provide ideas for improvement and change.
- f. Seek to complement and support the on-going programs of the Assembly.
- g. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and in the By-Laws.
- h. Meet regularly with the Executive Board.

18. Assistant Director of Promotion/Publicity

The Assistant Director of Promotion/Publicity shall:

- a. Assist the Director of Promotion/Publicity in creating, planning, and preparing promotional materials.
- b. Assist the Director of Promotion/Publicity in the preparation and distribution of the packages of information to the churches.

- c. Assist the Administrative Assistant I in compiling, maintaining and expanding the mailing list as described in the position description for that office.
- d. Evaluate the immediate previous program to provide ideas for improvement and change.
- e. Seek to complement and support the on-going programs of the Assembly.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and in the By-Laws.
- g. Meet regularly with the Executive Board.

19. Chairperson of Nominating Committee

The Chairperson of Nominating Committee shall:

- b. Be responsible for establishing and convening a committee for the purpose of presenting a slate of candidates to fill the various elected officers of the Assembly at the annual meeting of the assembly.
- c. Be responsible for following the procedures for this committee as outlined in Article V., Section 1 of these By-Laws in establishing and convening this committee.
- d. Attend and operate as a part of the Executive Board and the functions assumed by said Executive Board throughout the year of his/her term.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and in the By-Laws.
- f. Meet regularly with the Executive Board.

20. Assistant Chairperson of Nominating Committee

The Assistant Chairperson of Nominating Committee shall:

- a. Assist the Chairperson of the Nominating Committee in the performance of the tasks outlined in Article V., Section 1 of these By-Laws.
- b. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- c. Meet regularly with the Executive Board.

21. Representative of LINK

The Representative of *LINK* shall:

- a. Represent the interests of the LINK organization and other Indian women's concerns to the Executive Board and in program and activity planning and administration for the Assembly.
- b. Evaluate the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- e. Meet regularly with the Executive Board.

22. Director of Youth Education

The Director of Youth Education shall:

- a. Be responsible for planning and implementing youth oriented educational programs and activities for youth enrolled in the fall terms of middle and secondary schools beyond those already provided for through other Directors.
- b. Evaluate the immediate previous program to provide ideas for improvement and change.
- c. Seek to develop, propose, and conduct plans that utilize the youth attending the assembly into other programs throughout the year.
- d. Seek to work cooperatively with other responsible leaders of the Assembly.
- e. Make plans subject to the approval of the Executive Board.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and /or the Executive Board and the By-Laws.
- g. Meet regularly with the Executive Board.

23. Assistant Director of Youth Education

The Assistant Director of Youth Education shall:

- a. Assist the Director of Youth Education in planning and implementing youth oriented educational programs and activities, as led by the Director of Youth Education.
- b. Assist in evaluating the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Seek to develop, propose, and conduct plans that utilize the youth attending the assembly into other programs throughout the year.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- f. Meet regularly with the Executive Board.

24. Director of Young Adult Education

The Director of Young Adult Education shall:

- a. Be responsible for planning and conducting educational activities for Young Adults (College students and others aged through 30) beyond those already provided for through other Directors.
- b. Assist in evaluating the immediate previous program to provide ideas for improvement and change.
- c. Seek to compliment complement and support the on-going programs of the Assembly.
- d. Seek to develop, propose, and conduct plans that utilize young adults attending the Assembly into other programs throughout the years.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- f. Meet regularly with the Executive Board.



25

Assistant Director of Young Adult Education

The Assistant Director of Young Adult Education shall:

- a. Assist the Director of Young Adult Education in planning and implementing educational activities for Young Adults beyond those already provided for through other Directors.
- b. Assist in evaluating the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Seek to develop, propose, and conduct plans that utilize Young Adults attending the Assembly into other programs throughout the years.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- f. Meet regularly with the Executive Board.

26

Director of Adult Bible Conference

The Director of Adult Bible Conference shall:

- a. Be responsible for planning and conducting a one hour Bible conference with various classes and teachers for Adults.
- b. Evaluate the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Seek to develop, propose and conduct plans that utilize adults attending the assembly into other programs throughout the years.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- f. Meet regularly with the Executive Board.

27

Assistant Director of Adult Bible Conference

The Assistant Director of Adult Bible Conference shall:

- a. Assist the Director in planning and conducting the one-hour Bible conference with various classes and teachers for Adults.
- b. Assist in evaluating the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Seek to develop, propose, and conduct plans that utilize the adults attending the assembly into other programs throughout the years.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- f. Meet regularly with the Executive Board.

28 Director of Adult Skills Conference

The Director of Adult Skills Conference shall:

- a. Be responsible for planning and conducting a one hour Adult Skills conference with classes on various subjects that enhance Christian living and service in the churches.
- b. Assist in evaluating the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Seek to develop, propose, and conduct plans that utilize the adults attending the assembly into other programs throughout the years.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- f. Meet regularly with the Executive Board.

29. Assistant Director of Adult Skills Conference

The Assistant Director of Adult Skills Conference shall:

- a. Assist the director in planning and conducting a one-hour Adult Skills conference with classes on various subjects that enhance Christian living and service in the churches.
- b. Assist in evaluating the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going program of the Assembly.
- d. Seek to develop, propose, and conduct plans that utilize the adults attending the Assembly into other programs throughout the years.
- e. Evaluate the previous program to provide ideas for improvement and change.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- g. Meet regularly with the Executive Board.

30. Director of Children's Education

The Director of Children's Education shall:

- a. Be responsible for planning and conducting a Vacation Bible School for children going into grades one through six, using one or several volunteer mission groups if available; in consultation with the Chairperson of the Executive Board.
- b. Evaluate the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Seek to develop, propose, and conduct plans that utilize the children attending the assembly into other programs throughout the years.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- f. Meet regularly with the Executive Board.

31

Director of Preschool Education

The Director of Preschool Education shall:

- a. Be responsible for planning and conducting a Vacation Bible School for children aged three through kindergarten, using Lifeway VBS materials or similar materials, during the educational times for other children and youth.
- b. Evaluate the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- e. Meet regularly with the Executive Board.

32

Assistant Director of Preschool Education

The Assistant Director of Preschool Education shall:

- a. Assist the director in planning and conducting a Vacation Bible School for children aged three through kindergarten, using Lifeway VBS materials or similar materials, during the educational times for other children and youth.
- b. Evaluate the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- e. Meet regularly with the Executive Board.

33

Director of Very Young Children Care

The Director of Very Young Children Care shall:

- a. Be responsible for planning, enlisting assisting care givers, and conducting care for children three and under during the worship hours of the assembly, morning and evening.
- b. Evaluate the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- e. Meet regularly with the Executive Board.

34

Director of Special Activities

The Director of Special Activities shall:

- a. Be responsible for planning and organizing the special activities held during other than educational activities and worship times, such as Outstanding Youth of the Year,

Talent Shows, Bible Drills and Memory Work, and such other activities as may be devised to enhance and promote distinctive Christian living.

- b. Be responsible for securing the leaders and helpers for the various activities that are scheduled.
- c. Evaluate the immediate previous program to provide ideas for improvement and change.
- d. Seek to complement and support the on-going programs of the Assembly.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- f. Meet regularly with the Executive Board.

35 Assistant Director of Special Activities

The Assistant Director of Special Activities shall:

- a. Assist the director in planning and organizing the special activities.
- b. Assist the director in securing the leaders and helpers for the various activities that are scheduled.
- c. Evaluate the immediate previous program to provide ideas for improvement and change.
- d. Seek to complement and support the on-going programs of the Assembly.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- f. Meet regularly with the Executive Board.

36. Director of Recreation

The Director of Recreation shall:

- a. Plan and outline a program of recreation for the period of recreation during the Assembly and secure all the necessary leadership.
- b. Urge and secure the cooperation of the membership of the Assembly in participating in the planned recreation program.
- c. Evaluate the immediate previous program to provide ideas for improvement and change.
- d. Seek to complement and support the on-going programs of the Assembly.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- f. Meet regularly with the Executive Board.

37. The Assistant Director of Recreation

The Assistant Director of Recreation shall:

- a. Assist the director in planning a program of recreation and securing the necessary leadership.
- b. Urge and secure the cooperation of the membership of the Assembly in participating in the planned recreation program.
- c. Evaluate the immediate previous program to provide ideas for improvement and change.
- d. Seek to complement and support the on-going programs of the Assembly.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- f. Meet regularly with the Executive Board.

38. Director of Health

The Director of Health shall:

- a. Plan, organize, and promote activities that encourage healthy lives among the members of the Assembly, such as Health Fairs, Blood Drives, etc.
- b. Evaluate the immediate past program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going program of the Assembly.
- d. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- e. Meet regularly with the Executive Board.

39. Assistant Director of Health

The Assistant Director of Health shall:

- a. Assist the director in planning, organizing, and promoting activities that encourage healthy lives among the members of the Assembly.
- b. Evaluate the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- e. Meet regularly with the Executive Board.

40

Director of Security

The Director of Security shall:

- a. Plan, organize and conduct activities that provide for the safety and security of all the members of the Assembly during the entire time the assembly meets.
- b. Especially plan and organize activities that encourage the observance of the rules of conduct, dress code, and curfew as it applies to all the members of the Assembly.
- c. Enlist the assistance of others as needed to fulfill this responsibility.
- d. Evaluate the immediate previous program to provide ideas for improvement and change.
- e. Seek to complement and support the on-going programs of the Assembly.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- g. Meet regularly with the Executive Board.

41

Director of Special Attendance Promotion

The Director of Special Attendance Promotion shall:

- a. Plan, organize and undertake a program that promotes attendance to the Assembly by Indian tribes and groups which do not ordinarily attend the Assembly.
- b. Attend with table top or other types of exhibits at tribal festivals or “pow-wows” or otherwise visit or communicate with leaders of tribal groups to promote attendance at the Assembly.
- c. Evaluate the immediate previous program to provide ideas for improvement and change.
- d. Seek to complement and support the on-going programs of the Assembly.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- f. Meet regularly with the Executive Board.

42

Assistant Director of Special Attendance Promotion

The Assistant Director of Special Attendance Promotion shall:

- a. Assist the Director in planning, organizing and undertaking a program of special promotion that promotes attendance to the Assembly by Indian tribe and groups which do not ordinarily attend the Assembly.
- b. Attend with table top or other types of exhibits at tribal festivals or “pow-wows” or otherwise visit or communicate with leaders of tribal groups to promote attendance at the Assembly.
- c. Evaluate the immediate previous program to provide ideas for improvement and change.
- d. Seek to complement and support the on-going programs of the Assembly.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.

- f. Meet regularly with the Executive Board.

43

Director of Housing

The Director of Housing shall:

- a. Be responsible for assisting individuals and churches in obtaining cabins or rooms as needed at the most advantageous rental prices that can be negotiated.
- b. Work with the Director of Special Attendance Promotion to coordinate the housing needs of those who have indicated an interest in attendance.
- c. Work with the staff of Falls Creek Conference Center who manage some of the churches' cabins and with those churches who manage the rental of their own cabins to provide favorable rental rates, as well as accessibility to these housing facilities.
- d. Evaluate the immediate previous program to provide ideas for improvement and change.
- e. Seek to complement and support the on-going programs of the Assembly.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- g. Meet regularly with the Executive Board.

44

Director of Volunteers

The Director of Volunteers shall:

- a. Plan for the enlistment of volunteers as needs are indicated by other Directors and direct the placement of such volunteers.
- b. Evaluate the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and these By-Laws.
- e. Meet regularly with the Executive Board.

45

Editor of "Splashes"

The Editor of "Splashes" shall:

- a. Publicize and disseminate the news and activities of the Indian Falls Creek Baptist Assembly throughout the year.
- b. Assist the Administrative Assistant I in compiling, maintaining and expanding the mailing list as described in the position description for that office.
- c. Publish the "Splashes" quarterly or as news necessitates throughout the year and daily, during the Assembly.
- d. Evaluate the immediate previous program to provide ideas for improvement and change.
- e. Seek to complement and support the on-going programs of the Assembly.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- g. Meet regularly with the Executive Board.

46

Assistant Editor(s) of “Splashes”

The Assistant Editor(s) of “Splashes” shall:

- a. Assist the Editor in gathering, organizing, preparing for print, and other tasks as the Editor may assign in disseminating the news throughout the year and publishing “Splashes.”
- b. Assist the Administrative Assistant I in compiling, maintaining and expanding the mailing list as described in the position description for that office.
- c. Evaluate the immediate previous program to provide ideas for improvement and change.
- d. Seek to complement and support the on-going programs of the Assembly.
- e. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- f. Meet regularly with the Executive Board.

47

Director of National Prayer Network

The Director of National Prayer Network shall:

- a. Develop an e-mail or other immediately accessible mailing list for the purpose of contacting as wide an audience as possible to enlist prayers for specific purposes as they may arise.
- b. Forward to such a network the prayer requests of missionaries and other Christian workers of interest to Native peoples, including prayer requests for those who are having special events, illnesses or grief.
- c. Include in those prayer requests the principle leaders of Indian Falls Creek, including the year’s preacher by name, each time the message is sent out.
- d. Evaluate the immediate previous program to provide ideas for improvement and change.
- e. Seek to complement and support the on-going programs of the Assembly.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- g. Meet regularly with the Executive Board.

48 Director of Special Projects

The Director of Special Projects shall:

- a. Be responsible for the organization and implementation of what is needed to fulfill the special projects as they may be adopted by the Executive Board.
- b. Evaluate the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board.
- e. Meet regularly with the Executive Board.



49. Director of Veterans Ministry

The Director of Veterans Ministry shall:

- a. Be responsible for planning and conducting the Veteran's service program with the intent of honoring military service men and women for all veterans that attend Indian Falls Creek.
- b. Be responsible for providing veterans with opportunities to be a part of Indian Falls Creek attending the camp into other programs throughout the years.
- c. Assist in promoting Indian Falls Creek Assembly with various veterans organizations, veterans events, and ministry needs.
- d. Seek to complement and support the on-going programs of the assembly.
- e. Seek to develop, propose, and conduct plans that utilize veterans attending the assembly into other programs throughout the years such as forming a color guard to promote Indian Falls Creek.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and these By-Laws.
- g. Meet regularly with the Executive Board.

50. Assistant Director of Veterans Ministry

The Assistant Director of Veterans Ministry shall:

- a. Assist the Director of Veterans Ministry in planning and conducting the Veteran's service program with the intent of honoring military service men and women for all veterans that attend Indian Falls Creek.
- b. Assist the Director of Veterans Ministry in being responsible for providing veterans with opportunities to be a part of Indian Falls Creek attending the camp into other programs throughout the years.
- c. Assist the Director of Veterans Ministry in promoting Falls Creek Assembly with various veterans organizations, veterans events and ministry needs.
- d. Assist the Director of Veterans Ministry in complementing and supporting the ongoing programs of the assembly.
- e. Assist the Director of Veterans Ministry in seeking to develop, propose, and conduct plans that utilize veterans attending the assembly into

other programs throughout the years such as forming a color guard to promote Indian Falls Creek.

- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and these By-Laws.
- g. Meet regularly with the Executive Board.

51. Director of IFC Website

The Director of IFC Website shall:

- a. Create, revise, update, manage and otherwise administer a website on the internet for the benefit and promotion of Indian Falls Creek Baptist Assembly.
- b. Evaluate the immediate previous program to provide ideas for improvement and change.
- c. Seek to complement and support the on-going programs of the Assembly.
- d. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- e. Meet regularly with the Executive Board.

52. Young Adult Representatives (at least two ((2)) ).

The Young Adult Representatives shall:

- a. Be elected at the same time as all the other officers and directors of the Assembly and shall be between the ages of 18 and 31 during the time of their service.
- b. Participate in Executive Board meetings with full voice and vote.
- c. Contribute their own viewpoints during the discussions and presentations of the Directors, especially of those affecting the age group they represent.
- d. Evaluate the immediate previous year's program to provide ideas for improvement and change.
- e. Seek to complement and support the on-going programs of the Assembly.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- g. Meet regularly with the Executive Board.

53. Youth Representative(s) (at least two (2)).

The Youth Representatives shall:

- a. Be elected at the same time as all the other officers and directors of the Assembly and shall be between the ages of 13 and 18 during the time of their service.
- b. Participate in Executive Board meetings with full voice and vote.
- c. Contribute their own viewpoints during the discussions and presentations of the Directors, especially of those affecting the age group they represent.

- d. Evaluate the immediate previous year's program to provide ideas for improvement and change.
- e. Seek to complement and support the on-going programs of the Assembly.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- g. Meet regularly with the Executive Board.

54. "Indian" Association Representatives

The "Indian" Association Representatives shall:

- a. Be representatives from and chosen by the various Indian associations and fellowships within the State of Oklahoma.
- b. Participate in all Executive Board meetings with full voice and vote.
- c. Communicate with the churches of the associations they represent concerning the planned activities and programs of the coming year's assembly.
- d. Evaluate the immediate previous program to provide ideas for improvement and change.
- e. Seek to complement and support the on-going programs of the Assembly.
- f. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.
- g. Meet regularly with the Executive Board.

55. Designated State Representatives

The Designated State Representatives shall:

- a. Be members of churches of like faith and order from states outside of Oklahoma.
- b. Be elected by the Executive Board.
- c. Participate in all Executive Board meetings with full voice and vote, if they can attend at their own expense or participate by virtual access (such as Zoom).
- d. Communicate with the churches from the states they represent concerning the planned activities and programs of the coming year's assembly.
- e. Evaluate the immediate previous program to provide ideas for improvement and change.
- f. Seek to complement and support the on-going programs of the Assembly.
- g. Assume other duties specifically assigned to this office by the Chairperson of the Executive Board and/or the Executive Board and the By-Laws.

Article III. Executive Director and Assistant Executive Director

Section 1. The Executive Director

- a. Duties: The Executive Director shall:
  - i. Serve a six-year term, except as provided for in these By-Laws.
  - ii. Be eligible to serve successive terms.
  - iii. Be a non-voting member of the Executive Board.

- iv. Be responsible for the training of new Executive Board members and assisting the Executive Board in an orderly transition of Assembly business from year to year, and carrying out such business during the Assembly week.
- v. Be responsible for the general oversight of the Indian Falls Creek Baptist Assembly programs by making recommendations to the Executive Board in a timely manner with respect to the general growth and development of the Assembly, as well as changes which may affect the Assembly.
- vi. Be responsible for selecting personnel to serve in the various programs as leaders and other specific volunteers not provided for in these By-Laws, and these personnel shall be subject to the approval of the Executive Board.
- vii. Assume other duties specifically assigned by the Executive Board.
- viii. Meet regularly with the Executive Board.

**b. Compensation.**

The Executive Board shall make recommendations to the Assembly each year for compensation to the Executive Director for the succeeding year to cover time and expenses he or she incurs in the discharge of duties of this position. Fiscal ability of the Assembly shall always be considered in making such recommendations.

**Section 2. The Assistant Executive Director.**

**a. Duties: The Assistant Executive Director shall:**

- i. Serve a six-year term, except as provided for in these By-Laws.
- ii. Be eligible to serve successive terms.
- iii. Be a non-voting member of the Executive Board.
- iv. Assist the Executive Director in any of the duties assigned by the Executive Director.
- v. Assume other duties specifically assigned through the Executive Board.
- vi. Meet regularly with the Executive Board

**b. Compensation.**

The Executive Board may make recommendations to the Assembly each year for compensation to the Assistant Executive Director for the succeeding year to cover time and expenses he or she incurs in the discharge of duties of this position. Fiscal ability of the Assembly shall always be considered in making such recommendations.

**Article IV. The Grievance Committee**

**The Grievance Committee.**

- a.** The composition of the Grievance Committee shall be three (3) people appointed by the Executive Board. These people cannot be members of the Executive Board nor should they be relatives of members of the Executive Board, the Executive Director, nor the Assistant Executive Director.
- b.** This Committee shall have the authority to conduct hearing(s) and review all matters that prompted the decisions concerning the removal of personnel from office, or the disqualification of individuals or church bodies from participation as full voting members of this Assembly.

- c. In such case where an individual or church body considers they are unduly removed from the privileges afforded them by this Constitution and By-Laws, they shall present their grievance(s) in writing to both the Executive Board and to the Grievance Committee. The Executive Board shall have thirty (30) days to present its reasons for removal or disqualification of said person(s) to the Grievance Committee. The Grievance Committee shall then have thirty (30) days to act on the information presented by the Executive Board and the letter of grievance. The Committee's action shall then consist of a recommendation to the Executive Board to concur with the action of the Executive Board, to restore the privileges of the aggrieved, or to defer the decision to the next annual Assembly Business Meeting when the matter shall be an early item on the agenda for the voting delegates of the Assembly. The Executive Board can either reject or accept the Committee's recommendation by a simple majority vote in a meeting where a quorum of eight (8) officers present has been established.

#### Article V. Conflict of Interest

In keeping with the principle of there being no conflict of interest, the Executive Board or the corporate whole of this assembly shall not employ any member of the Board nor any parent, grandparent, sibling, spouse, child, grandchild or relative to the third degree of any member of the Executive Board or any member of any of its committees, or the Executive Director, or the Assistant Executive Director. It may, however, provide funds to members of the Board, its committees, or Executive Director or Assistant Executive Director to cover expenses for the operation of that person's program responsibilities by public authorization of the Executive Board in one of its announced meetings.

#### Article VI. Amendments

Amendments to the Personnel Manual may be made in the following manner:

- a. The proposed changes are to be publicized in a meeting of the Executive Board meeting prior to the meeting when consideration of the change is to be discussed.
- b. The consideration of a change should be a part of the agenda for the next meeting of the Executive Board.
- c. The proposed changes may be approved by a majority vote of those members of the Executive Board during that next regularly scheduled meeting.