

BYLAWS FOR THE RESIDENTS AND RESIDENT COUNCIL OF THE COVENANT VILLAGE OF THE GREAT LAKES

Preamble

In an effort to promote a harmonious relationship between the residents and administration, foster a feeling of Christian caring and concern among residents, and encourage an environment that spiritually, physically, intellectually and socially enriches the lives of residents and staff, we establish and approve these Bylaws for the Covenant Village of the Great Lakes.

Article I

NAME

This document shall be known as: The Bylaws for the Residents of Covenant Village of the Great Lakes and the Resident Council.

Article II

STATEMENT OF PURPOSES

The purposes for this organization are as follows:

- A. To encourage the expression of Christian love among the residents in order to maintain a cooperative Christian Community.
- B. To foster a deeper understanding of the needs and problems of residents and staff; and to offer suggestions for the resolution of these needs and/or problems.
- C. To welcome new residents and assist them in the adjustment to living here.
- D. To promote the development of programs designed to meet the physical, intellectual, spiritual, and social needs of the residents and staff.
- E. To assist in providing outlets for the talents of residents as well as opportunities to develop these talents.
- F. To provide two-way communication between residents and staff through suggestions, advice and recommendations for the improvement of group and individual lives here at Covenant Village of the Great Lakes.
- G. To administer and be responsible for auditing any funds entrusted to the Resident Council.
- H. To promote a satisfying lifestyle for the residents of this community.

Article III
ORGANIZATION

A. Resident Group Meetings

1. Voting Privileges:

All residents of the Village shall be entitled to vote at regular resident group meetings.

2. Resident Group Meetings

- a. A meeting of all of the residents shall be convened at least once (1) a year and more often if deemed necessary by the Resident Council. Notice for special meetings and the agenda for the meetings will be posted on the bulletin board at least thirty (30) days before the meeting is to be held.
- b. The date for the Annual Meeting of the Residents shall be the last Tuesday of September of each year.

B. Resident Council

1. Membership

- a. There shall be thirteen (13) members on the Resident Council with two (2) members elected from each of the building wings, plus one (1) member to be elected at large.
- b. Candidates for election to the Resident Council must indicate whether they are running for election as “Wing Representative” or as a “Representative-at-Large”.
- c. If there are no residents from a wing willing to serve as candidates for election to the Council, Representative-at-Large candidates with the most votes will be selected to represent that wing.

2. Meetings

- a. The Resident Council shall meet at least once (1) each month; however, the Council President may call additional meetings as necessary.
- b. Individual Resident Council meetings shall last no more than one (1) hour unless the Council votes to extend the meeting.
- c. Any resident may attend any Resident Council meeting but shall not be entitled to vote.
- d. Meetings shall be conducted according to Robert’s Rules of Order.
- e. At least seven (7) Council members must be present at a meeting to constitute a quorum and conduct business.
- f. The Campus Executive Director or his designee is to attend all meetings of the Resident Council and other staff members can be invited to attend.

- c. To establish Standing and Ad Hoc committees as needed.
- d. To conduct business on behalf of the residents.
- e. To make recommendations for action to the residents and/or Administration.

6. Elections

- a. Any member of the resident group may nominate candidates for election to the Resident Council; however, no nominations will be considered unless the nominee has agreed to run for office.
- b. Nominations are to be submitted on a written form obtained from the Secretary of the Resident Council.
- c. Nominations must be turned in to the Secretary of the Resident Council at least thirty (30) days prior to the Annual Meeting of the residents.
- d. The names and room numbers of all nominees shall be printed on a list and distributed to all residents at least two (2) weeks prior to the election.
- e. An "Elections Committee" composed of one (1) representative from each of the building wings and appointed by the Resident Council, shall arrange the printing of ballots prior to the Annual Meeting of the Residents.
- f. Separate ballots for each building wing shall include only the candidates for election from that wing plus the names of "candidates for Representatives-at-Large".
- g. Absentee ballots shall be printed and made available two (2) weeks before the election, so that residents having to be away will be able to vote.
- h. Candidates in each wing receiving the largest number of votes shall be elected.
- i. For the "At Large" position, the candidate with the largest number of votes from the entire membership will be elected.
- j. In the event of a tie vote the candidates shall draw straws; the candidate with the longest straw shall be elected.

Article IV COMMITTEES

A. Rules

- 1. The Resident Council is authorized to establish Standing and Ad Hoc Committees.
- 2. Each Committee will cooperate with the campus administration and shall be responsible to the Resident Council.
- 3. It is recommended that each Committee should have a membership of at least three (3) people.

3. Officers:

a. The officers of the Resident Council shall be:

- 1) President: Prepares meeting agendas, leads Resident Council and Resident Group meetings, appoints Chairs of Standing and Ad Hoc Committees, and replaces Committee Chair persons when needed.
- 2) Vice-president: Assists the President and coordinates the work of committees. Substitutes for the President in his/her absence. Serves as an ex officio member of committees.
- 3) Secretary: Keeps minutes of all meetings; posts copies of the minutes on the residents' bulletin board, prepares and distributes nominating forms and election ballots.
- 4) Treasurer: Keeps financial records and reports on the receipts and expenditures of the Resident Council. Pays bills as directed by the Resident Council.
- 5) Representative to the Management Advisory Committee: The Resident Council shall elect a representative from the Resident Council (RC) to represent the RC on the Management Advisory Committee (MAC). The elected representative will report to the RC on business transacted by the MAC and will forward information, requests and questions from the Resident Council. This position will be a two (2) year term.

4. Terms of Office

- a. The term of office shall be two (2) years for the Resident Council members.
- b. Officers will be elected for one (1) year terms, but may be re-elected for a second term.
- c. Representatives shall be elected for no more than two (2) consecutive year terms, but may be elected after being off the Resident Council for at least one (1) year.
- d. The Resident Council may appoint replacement officers should the elected officer be unable to complete his/her term.
- e. The Resident Council shall meet at least once each month, however, the Council may call additional meetings.

5. Duties

- a. The primary task of the Resident Council is to implement the goals identified in the STATEMENT OF PURPOSES in Article II.
- b. To elect Officers from the Resident Council.

4. Committee Chairpersons will attend those Resident Council meetings when business concerning their Committee is on the agenda and be ready to report to the Resident Council regarding activities of the Committee.
5. The President of the Resident Council shall notify Committee Chairpersons at least a week in advance when their Committee is scheduled to be on the agenda.
6. Committee Chairpersons wishing to be included on the agenda of a Resident Council meeting must notify the Resident Council President at least two (2) weeks prior to the scheduled date of the meeting.

B. Standing Committees

1. The Activities Committee will assist the Director of Life Enrichment in planning educational, musical, artistic, and recreational activities for residents.
2. The Library Committee will be responsible for staffing and operating the Library and will screen donations to the Library.
3. The Store Committee will establish policies and procedures for the operations of the Resident Store and will forward profits from the store to the Resident Council Treasurer.
4. The Sunshine Committee will establish and manage a program of volunteer residents to welcome and assist new residents of CVGL. They will also provide support and encouragement to residents facing illness or tragedy.
5. The Dining Services Committee will serve as a liaison between the residents and the Director of Food Services so that interests and concerns of all parties are understood.
6. The Spiritual Life Committee will work with the Chaplain to help promote the spiritual welfare of residents and staff and to encourage Christian love. The Committee will help to organize and operate prayer chains to support the residents and staff facing crisis situations.
7. The Village History Committee will collect and maintain artifacts such as photos, scrapbooks, newsletters, souvenirs, and other items that can document the development and history of CVGL.
8. The Woodshop Committee will supervise the planning, operation and use of the Woodshop. They may complete projects to be sold in the "Resident's Store" or perform simple repairs for residents for a fee, with profits to be applied to the purchase of supplies and tools for the woodshop. They shall develop training and safety rules for the use of the Woodshop.

Article VI
AMENDMENTS

Amendments to this Bylaws document may be considered at a Resident Council meeting prior to a meeting of the residents group. If an amendment is approved by two-thirds (2/3) of the Resident Council, it shall be presented on a printed ballot to all residents of CVGL. An amendment approved by a two-thirds (2/3) majority of ballots cast at an annual meeting or a special meeting of the CVGL residents shall be considered approved.

END OF DOCUMENT.

These By Laws replace the original By Laws.

Article VII
RULES OF ORDER

Parliamentary procedures governing the meetings of the Residents Group and the Resident Council shall follow the rules and directions included in the most recent edition of ***Robert's Rules of Order***, insofar as they are in agreement with this Bylaws document.

This Amended Bylaws document was approved at the meeting of the Residents Group on Tuesday, January 29, 2008.