

BYLAWS

OKLAHOMA CAMPERS ON MISSION

ARTICLE I

Administration

Section 1. PRESIDENT

1. Shall ensure that the plan and purpose of OKCOM is carried out in accordance with the constitution/bylaws and official actions of the general membership and Executive Committee.
2. Shall be expected to attend and oversee all state rallies while in office.
3. Shall preside at all business sessions in accordance with the procedures described in Robert's Rules of Order. When it is not possible for the President to be present, the Vice President shall moderate. In the event neither the President nor the Vice President is present the Secretary/Treasurer shall moderate.
4. Shall be responsible for keeping a correct copy of the constitution and bylaws of the organization and shall make sure the organization operates within the guidelines of the documents.
5. The President is encouraged to attend the national rally and represent OKCOM on the Chapter Presidents board while he or she is in office.
6. Shall be an ex officio member of all committees.
7. Is responsible for scheduling and coordinating the Spring and Fall Rallies.
8. Should coordinate with the staff of Partnership and Volunteer Missions with sufficient lead time to assure the availability of facilities at a desirable time in the spring and in the fall.
9. Shall work with the Vice President to develop a program for the rallies.
10. Is responsible for obtaining speakers, special music, devotions, etc. for the rallies.
11. Shall prepare a mail-out giving details of an upcoming rally and provide it, along with the rally sign-up sheet, to the staff of Partnership and Volunteer Mission with sufficient lead time for a timely notification to members. The same information should be provided to the Communications Volunteer so that e-mail notification can also be made.

Section 2. VICE PRESIDENT

1. Shall be expected to attend all state rallies while in office.
2. Shall fulfill the duties of the President in the absence of the President and shall assist the President as assigned.
3. The Vice-President is encouraged to attend the national rally while he or she is in office.

Section 3. SECRETARY/TREASURER

1. Shall keep the minutes of all OKCOM business meetings and Executive Committee meetings.
2. At the Spring and Fall rallies, the Secretary/Treasurer shall collect payments for camping fees, meals, and merchandise. He/she shall also receive any receipts for expenditures, caterers, W9's for speakers, etc for reimbursement. Following the rally, funds and receipts should be turned in to BGCO within one week.
3. Shall receive, appropriately distribute, and file mission project forms sent in by the membership and by the project coordinators.

Section 4. SPECIALIST FOR PARTNERSHIP AND VOLUNTEER MISSIONS

1. The Baptist General Convention of Oklahoma (BGCO) has designated the Specialist for Partnership and Volunteer Missions as liaison between Campers on Mission and BGCO.
2. The Specialist serves as a line of communication between OKCOM and BGCO.
3. The Specialist serves as a consultant to all phases of OKCOM work.
4. The Specialist is an ex officio member of the OKCOM Executive Committee.

Section 5. RALLY COORDINATOR

1. Is responsible for contacting and arranging catering as required and determining the arrangements for non-catered meals, e.g. the Wednesday night meal.
2. Is encouraged to recruit a team of volunteers to assist with setting up the rooms for the rally and assist in setting up beverage service each day.
3. Shall designate a volunteer who will, on the Wednesday of a rally, get keys and order tables and chairs from the Expo office, open buildings for campers to unload project materials and arrange to retrieve flags, ice chests, etc. from the Associational Office storage shed. The volunteer would also be responsible for seeing that the items are returned to storage at the end of a rally and that the rooms are cleaned and keys are left locked in the rooms.

Section 6. CONSTRUCTION PROJECT COORDINATOR

1. Shall be responsible for identifying, reviewing, and scheduling potential construction projects.
2. Shall work with a local representative to assure that all necessary materials needed for the project will be onsite.
3. Will work with a local representative to provide adequate facilities for RVs, including, where possible, electrical service.
4. Will be responsible for onsite supervision of the construction project and will be responsible that all work is done to appropriate code standards.
5. Will provide the Secretary/Treasurer with project report sheets showing time worked for all volunteers.

Section 7. LADIES SEWING/CRAFT COORDINATOR

1. Shall be responsible for identifying projects suitable for the ladies who accompany the construction crew. These could include sewing, crafts, or projects with a missions and/or service emphasis.
2. Shall be responsible for making sure that materials needed for the projects are available.
3. Shall work with the Construction Project Coordinator to assure a suitable workplace for the ladies.
4. Will provide the Secretary/Treasurer with project report sheets showing time worked for all volunteers.
5. May recruit others to assist, e.g. to be responsible for Ladies Projects at Spring & Fall Rallies.

Section 8. MISSION PROJECT COORDINATOR

1. Shall be responsible for identifying, reviewing, and scheduling non-construction related projects. These could include, but are not limited to, driving golf carts for the Ladies Retreat at Falls Creek, church surveys for mission churches, backyard Bible schools at campgrounds, etc.
2. Would be responsible for coordinating OKCOM activities with a local representative to assure that needed supplies and/or equipment would be available.
3. Will work with a local representative to provide RV hookup facilities, and/or housing for volunteers.
4. Will provide the Secretary/Treasurer with project report sheets showing time worked for all volunteers.
5. May recruit others to assist, e.g. to be responsible for Ladies Retreat golf cart project.

Section 9. PUBLIC RELATIONS COORDINATOR

1. Shall develop, coordinate, and direct the OKCOM public relations program as directed by the President and Executive Committee.
2. Shall be responsible for news releases and feature articles and arranging interviews between OKCOM members and members of the press.
3. Shall assist in developing a program and materials to be used in presenting Campers on Mission and specifically OKCOM to churches and other interested groups.
4. Shall set up and maintain a display promoting OKCOM and showing recent projects and activities.
5. Shall make the display available to members to use in local mission fairs and other pertinent gatherings.
6. Shall arrange for someone to provide photographs of each rally and work project.
7. Shall provide photographs and memorabilia to the Historian to keep the historical albums up to date.

Section 10. COMMUNICATIONS COORDINATOR

1. Shall maintain the mailing list and e-mail list of members.
2. Shall E-mail information about upcoming events and work projects.
3. Shall E-mail information about prayer requests.
4. Shall work with Secretary to identify Active members.
5. Shall create and maintain a membership directory and arrange for it to be duplicated and distributed to the members.

Section 11. HISTORIAN

1. Shall maintain custody of historical photo/memorabilia albums.
2. Shall update albums with photos and memorabilia from current projects.

Section 12. WEBSITE ADMINISTRATOR

1. Shall develop and maintain OKCOM's website. This includes, but is not limited to the following:
 - Add content as needed
 - Review content for relevancy
 - Keep website updated
 - Respond to user comments
 - Insure website is running well
 - Renew domain name annually

Section 13. EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the Officers of OKCOM plus the Specialist for Missions and Volunteers from BGCO.
2. The Executive Committee shall be responsible for the administration of OKCOM to accomplish the objectives of the organization as set forth in the Constitution.
3. The President shall call a meeting of the Executive Committee at least once per year and shall call other meetings as is necessary.
4. The spouse of each officer is encouraged to attend each Executive Committee meeting and participate in the discussion of issues before the Committee. However, only the officer may vote on any issue.

Article II
Messenger

1. The President shall serve as messenger to all national rallies. If the President is unable to attend, the Vice President will serve as messenger. In the event neither the President or Vice President can attend, the President may appoint any member to represent the Chapter. All members are encouraged to attend the national rallies.

Article III
Rallies

1. OKCOM shall endeavor to hold at least two rallies per year, one in the spring and one in the fall.
2. Notice of the rallies, giving time, place and tentative agenda shall be provided to the members at least 30 days prior to the rally and no earlier than 60 days prior to the rally.

Article IV
Amendment of Bylaws

1. The Bylaws may be amended by a two-thirds (2/3) majority vote of members present at any regularly called Business meeting of OKCOM.

March 13, 2013

Approved: May 17, 2013

Secretary: Delores Iretan