

**FOX VALLEY PRESBYTERIAN CHURCH
LIVING WATERS FOR THE WORLD SUB-COMMITTEE CHARTER**

- 1. MINISTRY.** The Fox Valley Presbyterian Church (“FVPC”), Living Waters for the World Sub-Committee’s (“LWWSC”) ministry is to joyfully proclaim the good news of Jesus Christ and commit to nurturing God’s creation by working with Living Waters for the World to train, equip, and send mission teams to share the gift of clean sustainable water with communities in need.
- 2. AUTHORITY.** LWWSC is a sub-committee of and reports to the FVPC Mission Committee. While LWWSC is referred to as a sub-committee, it shall have no legal authority to bind FVPC. However, LWWSC is vested with the authority to implement FVPC’s LWWSC ministry and its related programs and expend funds designated by FVPC for this purpose. Either the Mission Committee or Session may amend or revoke this Charter and alter or disband the LWWSC at any time, for any reason or no reason, in their sole and absolute discretion.
- 3. COMPOSITION.**

 - 3.1. Voting Members.** LWWSC shall be composed of SEVEN (7) volunteer voting members who shall be appointed annually on or before January 1 of each year to a one (1) year term by the Mission Committee (“Voting Members”).
 - 3.2. Terms and Term Limits.** Voting Member terms shall commence on January 1 of each year and continue until their successors are duly appointed and qualified. Voting Members are generally expected to serve for at least three (3) consecutive one (1) year terms. After serving three (3) consecutive one (1) year terms a Voting Member will generally not be nominated to serve as a Voting Member again for at least (1) year.
 - 3.3. Voting Member Qualifications.** Voting members shall be members of or regularly attend FVPC.
 - 3.4. Voting Member Nominations.** On or before December 1st of each year, the Voting Members shall compile and transmit to the Mission Committee a slate of seven (7) nominees for election as Voting Members for the upcoming year. At least one (1) Voting Member nominee shall also be a member of the Mission Committee and shall be designated by the Mission Committee as the Mission Committee Liaison. In addition, when compiling the slate of nominees, the Voting Members shall strive to nominate a slate which in the aggregate will result in a LWWSC with the following composition: (i) at least half (1/2) the Voting Members attended Clean Water U.; (ii) at least two-thirds (2/3) of the Voting Members served as Voting Members during the previous year; (iii) at least one-third (1/3) of the Voting Members did not serve as Voting Members during the previous year; and (iv) at least half (1/2) of the Voting Members have participated in a LWWSC mission trip to a site.
 - 3.5. Resignation.** Any Voting Member of the LWWSC may resign at anytime by giving written notice to either the Secretary or the Chair.
 - 3.6. Removal.** A Voting Member may be removed at the discretion of the Mission Committee.
 - 3.7. Vacancies.** A vacancy in any Voting Member position because of death, resignation, removal, disqualification or otherwise, may be filled by the Mission Committee for the unexpired portion of the vacant term.

3.8. Non-Voting Members. Anyone interested in and committed to working to advance the ministry of FVPC in general and LWWSC's ministry in particular may join LWWSC as a non-voting member ("Non-Voting Member"). Non-Voting Members may attend and participate in LWWSC meetings, serve in LWWSC leadership positions other than those reserved for Voting Members, and participate in the work of LWWSC. Non-Voting Members may not vote on matters brought before the LWWSC for action and may not serve as Chair, Vice Chair, Secretary, Treasurer, or Mission Committee Liaison. Non-Voting Members may be removed from the LWWSC by the Voting Members if they determine such action is necessary to advance LWWSC's ministry.

4. LWWSC LEADERSHIP

4.1. Leadership. The LWWSC leadership will be a Chair, a Vice-Chair, a Secretary, a Treasurer, a ~~Publicity-Communications~~ Coordinator, a Training Coordinator, a Website Coordinator, Site Coordinator(s), Trip Coordinator(s), the Mission Committee Liaison, and such other LWWSC leadership positions as may be designated by the Voting Members from time to time. The Voting Members may elect or appoint individuals to such other leadership positions, as the Voting Members deem desirable, such leadership positions to have the duties as prescribed, from time to time, by the Voting Members. Any two or more leadership positions may be held by the same person, except the leadership positions of Chair, Vice Chair, Secretary, and Treasurer. Only Voting Members may serve as Chair, Vice Chair, Secretary, Treasurer, and Mission Committee Liaison. Other LWWSC leadership positions may be held by Voting Members or Non-Voting LWWSC members. All individuals serving in a LWWSC leadership position shall be volunteers.

Comment [SF1]: Correct title.

4.2. Election and Term of Office. The LWWSC leadership will be elected annually by the Voting Members at LWWSC's regular January meeting. If the election of LWWSC leadership cannot be held at such meeting, such election will be held as soon thereafter as is convenient. New leadership positions may be created and filled at any meeting of the LWWSC. Each LWWSC leader will hold office until the next regular LWWSC January meeting and until his or her successor is duly elected and qualified.

4.3. Removal. Any leader elected or appointed by the Voting Members may be removed by the LWWSC Voting Members, the Mission Committee, or Session whenever in the judgment of any of these bodies the best interests of FVPC's ministry or the LWWSC's ministry would be served thereby.

4.4. Vacancies. A leadership vacancy may be filled by the Voting Members for the unexpired term of the of the vacant leadership position.

4.5. Chair. The Chair has the following responsibilities: (i) preparing an agenda for each LWWSC meeting in advance of each LWWSC meeting; (ii) presiding at all LWWSC meetings at which he or she is present; (iii) overseeing and ensuring the activities of LWWSC are conducted consistent with the governing documents, policies, procedures, and budgets of FVPC, this Charter, LWWSC's policies and procedures, and any specific direction provided by the Mission Committee or Session from time to time; and (iv) performing all other duties as may be specified by Session, the Mission Committee, or Voting Members from time to time. While the Chair serves at the pleasure of the Voting Members, the Chair is generally expected to serve for three (3) consecutive one (1) year terms. After an individual has served as Chair for three (3) consecutive one (1) year terms, it is encouraged, but not required, that another individual serve as Chair for at least one (1) year.

4.6. Vice Chair. In the absence of the Chair or in the event of his or her inability or refusal to act, the Vice Chair will perform the duties of the Chair, and when so acting, will have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair will perform such other duties as from time to time may be assigned to him or her by the Chair or by the LWWSC Voting Members.

4.7. Treasurer. The Treasurer has the following responsibilities: (i) assisting with the development of LWWSC's annual budget; (ii) Preparing and distributing at each LWWSC meeting the financial reports specified by LWWSC; (iii) assisting with the development of appropriate financial policies and procedures for LWWSC; (iv) overseeing the financial activities of LWWSC are conducted consistent with the governing documents, policies, procedures, and budgets of FVPC, this Charter, LWWSC's policies and procedures, and any specific direction provided by Session, the Mission Committee, or LWWSC; (v) preparing all financial reports required by Session and the Mission Committee; and (vi) performing such other duties as may be specified by Session, the Mission Committee, or the Voting Members from time to time. While the Treasurer serves at the pleasure of the Voting Members, the Treasurer is generally expected to serve for three (3) consecutive one (1) year terms. After an individual has served as Treasurer for three (3) consecutive one (1) year terms, another individual shall serve as Treasurer for at least one (1) year.

Comment [SF2]: Typos.

4.8. Secretary. The Secretary has the following responsibilities: (i) distribute the agenda and any related reports and documentation for each LWWSC meeting; (ii) keep the minutes of the meetings of the Voting Members; (iii) see that all notices are duly given in accordance with the provisions of this Charter; (iv) ensuring a system is established and implemented to maintain LWWSC's records; (v) develop and maintain a directory of Voting and Non-Voting Members, operating partners, and other individuals and organizations related to LWWSC's ministry; (vi) develop, maintain, and distribute the LWWSC calendar; (vii) ensure all reports required of LWWSC by the Mission Committee or Session are timely provided to each; and (viii) performing such other duties as from time to time may be assigned to the Secretary by LWWSC.

4.9. Communications Coordinator. The Communications Coordinator is responsible for preparing FVPC Messenger and Newsletter inserts, announcements, and stories related to the work of LWWSC. The Communications Coordinator is also responsible for preparing or overseeing the preparation of press releases, presentations, and other informational items regarding the work of LWWSC for publication to groups and individuals outside of FVPC.

4.10. Website Coordinator. The ~~Communications~~ Website Coordinator shall have primary responsibility for ~~along with the Secretary shall be responsible~~ for creating, updating, and maintaining LWWSC's website or web pages. Among other things the LWWSC website or web pages shall include: (i) this Charter; (ii) LWWSC Policies and Procedures; (iii) all LWWSC Agendas and Minutes; (iii) the LWWSC calendar; (iv) LWWSC budget and financial and activity reports; and (v) LWWSC Trip Reports. The LWWSC website or web pages and any updates to the same shall be approved by LWWSC

Comment [SF3]: Reflects that we now have Website Coordinator.

Formatted: Font: Bold

Formatted: Font: Bold

~~4.10. Fund Raising Coordinator. The Fundraising Coordinator shall have primary responsibility for.~~

Comment [SF4]: This is not a position we have filled and has not been a focus of the LWWSC. If in the future we need this position we can add it then.

4.11. Training Coordinators. The Training Coordinators shall have primary responsibility for overseeing education and training opportunities related to the LWWSC ministry including, but not limited to, training opportunities provided by Living Waters for the World. In addition, the Training Coordinators shall perform such other duties as may be assigned to the Training Coordinators by LWWSC from time to time.

4.12. Site Coordinators. Before LWWSC decides to ~~send a team to survey a potential~~ commit to a new site, two (2) volunteers must be appointed as Site Coordinators for that site. ~~Ideally, a~~ At least one (1) ~~and preferably both~~ Site Coordinators will participate in the ~~initial survey~~ trip to the site. Thereafter, if possible, at least one (1) of the Site Coordinators will participate in each subsequent trip to the site. If a Clean Water Covenant is signed with the site, Site Coordinators are expected to serve for at least (3) years and until FVPC's fulfills its Initiating Partner commitments under the site's Clean Water Covenant. The

Comment [SF5]: The revisions to this section allow for greater variation in the process used to approved a site.

Site Coordinators responsibilities include, but are not limited to: (i) serving as the principal liaison between the site and LWWSC; (ii) preparing a multi-year budget for the site covering LWWSC's financial obligation for the site as the Initiating Partner ("Site Budget"); (iii) preparing and maintaining records regarding the site and LWWSC's activities at the site; (iv) overseeing the preparation, execution, and implementation of the site's Clean Water Covenant; (iv) overseeing the planning and execution of all trips to the site and the work of LWWSC at the site; (v) developing an annual budget for the site covering site related costs which the Site Coordinators anticipate will be incurred in a given year; (vi) preparation of monthly and year end written site reports; and (vii) performing such other duties as may be assigned to the Site Coordinators by LWWSC from time to time.

4.13. Trip Coordinators. For each trip to a site one (1) participant shall be appointed Lead Trip Coordinator and another Assistant Trip Coordinator. The Lead Trip Coordinator shall have primary responsibility for organizing the trip and communicating all information related to the trip to the other trip participants and LWWSC. The Assistant Trip Coordinator shall assist the Lead Trip Coordinator. In the event the Lead Trip Coordinator is unable to fulfill his or her responsibilities, the Assistant Trip Coordinator shall become the Lead Trip Coordinator.

4.14. Mission Committee Liaison. The Mission Committee shall annually appoint a member of the Mission Committee to serve as a Voting Member. The Mission Committee Liaison shall be responsible for presenting all reports prepared by LWWSC to the Mission Committee and for generally reporting on the activities of the LWWSC to the Mission Committee.

5. MEETINGS

5.1. Regular Meetings. Generally, LWWSC shall hold regular monthly meetings on the third (3rd) Wednesday of each month at 7:00 P.M. at Fox Valley Presbyterian Church or on such other dates and at such times and locations as may be specified by the Chair or the Voting Members.

Formatted: Superscript

Comment [SF6]: States LWWSC's standard meeting day, time and location.

5.2. Special Meetings. Special meetings of LWWSC may be called by or at the request of the Chair or any two (2) Voting Members. The person or persons authorized to call special meetings of the LWWSC may fix any place in Geneva, Batavia, or St. Charles, Illinois, as the place for holding any special meeting of the LWWSC called by them.

5.3. Notice. Notice of any regular ~~and~~ special meeting of the LWWSC Voting Members will be given at least THREE (3) calendar days in advance previously thereto by written notice delivered personally or sent by mail or e-mail to each LWWSC Voting Member at his or her address as shown on the records of the LWWSC. If mailed, such notice will be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice is given by e-mail, such notice will be deemed to be delivered when the notice is e-mailed. Any Voting Member may waive notice of any meeting. The attendance of a Voting Member at any meeting will constitute a waiver of notice of such meeting, except where a Voting Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The notice for each regular and special meeting must include an agenda outlining the business to be transacted at and the purpose of the meeting.

Comment [SF7]: Typos.

5.4. Quorum. A majority of the Voting Members shall constitute a quorum, and the act of a majority of the Voting Members present at a meeting at which a quorum is present shall be the act of the LWWSC.

5.5. Agenda. The agenda for each regular LWWSC meeting shall generally follow the following format and include, but not be limited to, the following information:

From: LWWSC Chair
To: LWWSC
Re: Meeting Agenda
Date:
Time:
Location:

Agenda

- Call to Order
- Opening Prayer
- Review and Approve Meeting Agenda
- Secretary's Report
 - LWWSC Meeting Minutes
 - LWWSC Calendar
 - LWWSC Directory
- Treasurer's Report
- Site Coordinator(s) Reports
- Training Coordinator(s) Report
- Communications Coordinator(s) Report
- Website Coordinator(s) Report
- Mission Committee Liaison Report
- Old Business
- New Business
- Next Meeting:
 - Date:
 - Time:
 - Location
- Closing Prayer
- Adjourn

5.6 Minutes. The Secretary shall cause minutes of each LWWSC meeting to: (i) be kept, (ii) distributed to all LWWSC members prior to the next LWWSC meeting, and (iii) reviewed and approved by the Voting Members at the next LWWSC meeting. Approved minutes shall be distributed to the Mission Committee monthly and posted on the LWWSC website or web pages.

6. LWWSC DUTIES AND RESPONSIBILITIES. The LWWSC shall have the following duties and responsibilities:

- Carryout the ministry and purpose of the LWWSC;
- Report monthly to the Mission Committee regarding the work and finances of the LWWSC;
- Provide regular reports to FVPC regarding the work of the LWWSC; and
- Annually provide a written report to the Mission Committee summarizing the work and finances of LWWSC during the past year; the goals and financial needs of the LWWSC for the upcoming year; and recommendations to improve this Charter or the work of the LWWSC.

7. PARLIAMENTARY PROCEDURE. The conduct of meetings will be governed by Robert's Rules of Order as most recently revised. In case of conflict between Robert's Rules of Order and this Charter, this Charter will govern.

8. CHARTER AMENDMENTS. The power to alter, amend, or repeal this Charter is vested exclusively in the Mission Committee and Session. The LWWSC may not amend this Charter. However, the LWWSC may adopt additional rules and procedures for governing its work which are not inconsistent with the governing documents, policies, procedures, and budgets of FVPC; this Charter; and any specific direction provided by the Mission Committee or Session from time to time.

9. CHARTER CERTIFICATE. The undersigned certifies that he/she is the Chair of the Fox Valley Presbyterian Church ("FVPC") Mission Committee, and that, as such, he/she is authorized to execute this Certificate on behalf of FVPC, and further certifies that the foregoing Living Waters for the World Sub-Committee Charter, consisting of SIX (6) pages, including this page, constitutes the Charter for the Living Waters for the World Sub-Committee Charter as of this date, duly adopted by the FVPC Mission Committee, at its ~~September~~ December 20119 meeting.

Comment [SF8]: Anticipated Approval Date.

Mission Committee Chair

Date