

CAMP ST. ANDREWS

*Bylaws, Rules and Regulations
Amended September 22, 2007*

ARTICLE I: Name

Section 1. Name

The name of this organization shall be Camp Saint Andrews (Camp St. Andrews, CSA).

Section 2. Principle Office

The Camp Board of Directors may by resolution fix the principal office for the transaction of business at such place as they may select in the Diocese of California. Until so selected and fixed, said office shall be 1055 Taylor Street, San Francisco, California.

Section 2. Mailing Address

The Camp Board of Directors may by resolution fix the primary mailing address for the transaction of business to include the Principle Office or not. Until so selected and fixed, said mailing address shall be P.O. Box 1555, Millbrae, CA 94030.

ARTICLE II: Purpose

Section 1. Primary Purpose

The purpose is to provide for a carefully planned and fully programmed week of recreation, emphasizing group and individual activities for children from diverse backgrounds; conducted in an outdoor setting that encourages reflection on nature, the environment, and building a closer relationship with God.

Section 2. Mission

We are a camp dedicated to providing a positive, loving and accepting environment where we serve as examples of Christian living, especially for children.

We dedicate ourselves to creating and fostering an exciting spiritual, developmental and recreational programs.

We are striving for long-term stability, efficiency, and security.

We pledge to share this mission more deeply with our current community and look forward to growth, and the opportunity to offer that mission to others.

Section 3. Diocesan Program

This organization is organized to operate as a nonprofit Diocesan program of the Protestant Episcopal Church in the Diocese of California. So long as it is accepted and certified by the Diocese as a Diocesan program, it will function as such and, to the extent permissible under the laws of the State, observe and conform to all provisions of the Constitution and Canons of the Episcopal Church in the United States of America and in said Diocese.

ARTICLE III: *Camp Community Membership***Section 1. Categories of Membership**

This organization shall have the following categories of membership: Camp Community Member, Camp Committee Member, Camp Board Member, Camp Staff, Camper, and Honorary Camp Member. The terms for all members shall begin each year on January 1, and end on December 31 of that year, unless an exception is noted.

Section 2. Definition of Membership Categories

2.1 Camp Community: Any Camp Board Member, Camp Committee Member, Camp Staff, Camper or Honorary Camp Member.

2.2 Camp Committee members: Currently and actively serving on one or more of the following committees:

- 2.2.1 Campfire Committee.
- 2.2.2 Chapel/Spiritual Worship Committee.
- 2.2.3 Facilities Committee.
- 2.2.4 Fundraising Committee.
- 2.2.5 Interview Committee.
- 2.2.6 Materials Committee.
- 2.2.7 Program/Theme Committee.
- 2.2.8 Promotion Committee.
- 2.2.9 Recruiting Committee.
- 2.2.10 Scarf Committee.
- 2.2.11 Staffing Committee.
- 2.2.12 Supplies/Procurement Committee.
- 2.2.13 Training Committee.
- 2.2.14 Transportation Committee.

2.3 Camp Board: Members who are currently and actively serving as a one of the following Camp Board positions:

- 2.3.1 Camp Director.
- 2.3.2 Assistant Camp Director/Director Appointee.
- 2.3.3 Treasurer.
- 2.3.4 Secretary/Registrar.
- 2.3.5 Program Director.
- 2.3.6 Spirit/Campfire Director.
- 2.3.7 Medical Director/Nurse/Medic.
- 2.3.8 Spiritual Advisor/Priest/Deacon/Chaplain.
- 2.3.9 Scarf Director.
- 2.3.10 Camp Community Representative/Member-at-Large (three- (3) year term).
- 2.3.11 Camp Community Representative/Member-at-Large (three- (3) year term).
- 2.3.12 Camp Community Representative/Member-at-Large (three- (3) year term).
- 2.3.13 Past Camp Board President (non-voting).
- 2.3.14 Supporting Parish Representatives.
- 2.3.15 Camp Staff Liaison (one- (1) year term).
- 2.3.16 Camp Staff Liaison (one- (1) year term).
- 2.3.17 Camp Staff Liaison (one- (1) year term).

2.4 Camp Staff Member: Anyone who is currently registered, has paid their application and camp fees and actively serves Camp Saint Andrews in a leadership position of Program Aid or above for the current year, or has paid their application and camp fees and served in a leadership position at Camp Saint Andrews in the past two years.

2.5 Camper: Anyone who is currently registered and has paid their registration and camp fees to attend Camp Saint Andrews as a camper for the current year, or has paid their registration and camp fees and attended Camp Saint Andrews as a camper in the past two years.

ARTICLE III: *Camp Community Membership (continued)*

2.6 Honorary Camp Member: Anyone with an interest in supporting the purpose, mission and/or activities of Camp St. Andrews but does not:

- A) Serve on a committee.
- B) Serve as a Camp Board Member.
- C) Attended camp.

2.7 Compensation

2.7.1 No members of the Camp Committee or Camp Board shall receive compensation for their services as volunteer members.

2.7.2 Any member may be reimbursed by Camp St. Andrews for expenses directly pertaining to conducting the business of camp, including, but not limited to:

- A) Purchase of postage, copy expenses, or other materials.
- B) Purchase of supplies.
- C) Purchase of equipment.
- D) Deposits left for services or equipment.
- E) Emergency services.

Section 3. Voting Rights

3.1 Each member of this organization must be a Camp Board Member, Camp Committee Member or Camp Staff Member before they are entitled voting privileges.

3.2 In order to be considered a voting member for the current year, you must either:

- A) meet the conditions specified in Article III, Sections 2.2, 2.3, or 2.4 --OR--
- B) be registered for Camp Saint Andrews and have paid the current year's registration fees, for a leadership position.

3.3 Each voting member shall be entitled to one and only one vote in General Camp Meetings and elections, unless an exception is noted.

3.2.1 Exceptions:

- A.) Camp Director, and Assistant Camp Director/Director Appointee shall be excluded from the approval of the in-coming Camp Director for the new year.
- B.) Camp Board Members shall be excluded from any veto voting by the voting members of the Camp Community.

3.4 Each Camp Board Member shall be entitled to one and only one vote in all Camp Board Meetings, General Camp Meetings, referenda and elections, unless an exception is noted.

3.3.1 Exceptions:

- A.) The Camp Board President only votes in situations of a tie for Camp Board meetings.

3.5 Any decision of the Camp Board may be vetoed by a greater than two-thirds majority vote of the voting Camp Community Members through a mail referendum.

3.6 Any vote of the Camp Board by Camp Board members shall be made public, and noted in the minutes.

3.7 Camp Board members may also submit votes through written proxy, in the event of an absence. Furthermore, any action requiring written authorization, may be submitted via email or other electronic means, providing the electronic means can uniquely and securely be associated with the respective Camp Board Member.

3.8 Under special circumstances requiring immediate action of the Camp Board, the Camp Board President or Camp Director may solicit verbal votes via phone or other means, for the purpose of acting on behalf of Camp St. Andrews in a situation where time is critical. While the vote and action may be executed based upon a verbal response, the verbal tallies will be made public in the minutes and be verified by the Secretary/Registrar. It is the responsibility of each Camp Board Member to provide a written confirmation of their verbal vote within 10 days from the verbal vote.

ARTICLE III: *Camp Community Membership (continued)***Section 4. Background Checks**

- 4.1** Each adult (18 years of age or older) staff member who will have direct supervision over campers, or will serve in a Camp Board position, will have a background check performed prior to their being accepted as a Camp Staff Member and/or Board Member. These background checks will conform to the following:
- 4.1.1 Be conducted by use of the California Department of Justice LiveScan Program.
 - 4.1.2 Levels of background checks will be as follows:
 - A) Staff Member Application In State: California DOJ
 - B) Staff Member Application Out of State: California DOJ & FBI
 - C) Board Member Application: California DOJ & FBI
 - 4.1.3 Background submission results shall be obtained prior to accepting Staff and/or Board Member unless noted in exceptions below, and applicants shall be rejected for any conviction of the following:
 - A) Felony Violent Crime
 - B) Felony Drug Crimes
 - C) Sex Crimes
 - D) Crimes Against Children
 - E) Any other just cause
 - 4.1.3.1 EXCEPTIONS:
 - A) If an existing In State Staff Member, who has a current background check, is elected or appointed to a Board Position, they will have 30 days from the date of election or appointment to submit a new background application to meet the requirements of Article III, Section 4.1.2
 - 4.1.4 Use of Subsequent Arrest Notification will be used with all submissions, and any future notification of conviction of crimes listed in Article III, Section 4.1.3 will result in the barring of future participation of that member with Camp Saint Andrews.
 - 4.1.5 If a Staff or Board Member is inactive with Camp Saint Andrews (does not attend a camp session as a registered and paid participant) for a period of 3 years, Subsequent Arrest Notification will be cancelled and the member must submit a new background check prior to returning as an active member.
 - 4.1.6 In addition to background checks as outlined in sections 4.1.1 – 4.1.5, all adult (18 years of age or older) staff members shall also have background checks as required in accordance with direction from the Diocese of California Department of Camps and Conferences.

ARTICLE IV: *Meetings***Section 1. General Camp Meetings**

Meetings of the Camp Community shall be held at least four times during the fiscal year. The first must take place within 60 days prior to the beginning of the week of camp. The second meeting must be held within 30 days after of the last day of camp. The purpose of this meeting will be to discuss any and all issues surrounding the week of camp, positives, negatives, and discuss ideas for improvement.

The third meeting must be held prior to November 1st for the election of the Camp Director, and to nominate and elect the positions of Medical Director/Nurse/Medic, Chaplain, Scarf Director, and Camp Community Representatives/Members-at-Large to the Camp Board for the new fiscal year. The fourth and final meeting must be held prior to December 20th to approve the nominations of the Camp Director for the positions of Secretary/Registrar, Treasurer, Program Director, and Spirit/Campfire Director, and review the camp records for the prior year.

General Camp Meetings shall be held at any place determined by the Camp Board. Written notice of the time and place of the General Camp Meetings must be sent to all Camp Community members at least 30 days before the date of the meeting.

ARTICLE IV: Meetings (continued)**Section 2. Special Camp Meetings**

Special meetings of the Camp Community members may be called at any time by the President of the Camp Board, majority of Camp Board members, or by written petition of not less than 10% of the voting members of Camp St. Andrews. Notification of Special Camp Meetings must be posted at least 15 days before the date of the meeting.

Section 3. Camp Board Meetings

The Camp Board shall meet at least six times during the calendar year, with the first meeting to be held after January 1st but prior to January 23rd, to review the prior year's activities, and to begin board planning for the new year. This meeting will also serve to review the fiscal year end financial reports, approve closure of the years books, to approve camp budgets and financial planning for the new fiscal year, review and approve reports to be submitted for audit, and finalize the financial data and reports to be published to the Camp Community, the Diocese, and any other required party. The second meeting to be held by March 20th, to finalize estimated camp size, expected number of campers and required number of staff. The third meeting is to be held by May 1st, the fourth must be held prior to June 30th. The fifth board meeting must be held prior to October 1st, but after the second General Camp Meeting, so that the board may review the comments from the General Camp Community and make recommendation for the future years. The sixth and final board meeting must take place prior to December 1st, to approve the date and location of next year's camp. In addition, this final meeting will also serve to review and make recommendations to the Camp Community of the Camp Board positions nominated by the Camp Director Elect.

Camp Board Meetings shall be held at any place determined by the Camp Board President. Written notice of the time and place of the Camp Board Meetings must be sent to all Camp Board Members and Camp Community members at least 21 days before the date of the meeting. All Camp Board meetings will be open to the camp community, however, the Camp Board President or a majority of the Camp Board may decide at any time to postpone any meeting, after the issues of any camp community members have been heard, and resume in a closed session.

Section 4. Special Camp Board Meetings

Special meetings of the Camp Board may be called by the President of the Camp Board, or by a majority of the Camp Board members, with either written notice or phone contact at least 5 days in advance. Special meetings may be open or closed to the Camp Community, based upon a majority decision of the Camp Board.

Section 5. Quorum for General Camp Meetings

A Quorum of the Camp Community will exist when the number of Community members present equals not less than 50% the number of Board members for the current term, plus one (eg. A 14-member board, a quorum of the Camp Community would exist with 8 members present at any General Camp Meeting). Camp Staff Liaison (1 year term) are not counted towards a Quorum. Except where noted, motions and elections shall be passed with a simple majority of the voting members present at the start of the meeting.

Section 6. Quorum for Camp Board Meetings

A Quorum of the Camp Board will exist when the number of Board members present equals not less than 50% of the current term Board members, plus one (eg. A 14-member board, a quorum of the Camp Board would exist with 8 members). Except where noted, motions and elections shall be passed with a simple majority of the voting members present at the start of the meeting.

Section 7. Action without a Camp Board Meeting

Any action by the Camp Board may be taken without a meeting if all members of the Camp Board individually or collectively consent in writing to the action, or by means meeting the conditions set in Article III, Section 3.8. Such written consent shall be submitted to the President of the Camp Board, with a copy going to the Secretary/Registrar, and consent shall be made public in the meetings.

ARTICLE V: Camp Board Roles and Responsibilities

Section 1. Purpose

The Camp Board shall act as the governing body of Camp St. Andrews. They shall be the trustees of the Camp St. Andrews monies, and they will act with a fiduciary responsibility to the Camp St. Andrews Community, program, purpose, mission and Christian values. The Camp Board shall be acquainted with the operation, potential, and needs of the camp. This familiarity enables the Camp Board to make decisions regarding:

- 1.1 Necessary financial support from the Church and Community.
- 1.2 Prices for Camp.
- 1.3 Purpose and Mission
- 1.4 Direction of Camp.
- 1.5 Budget Approval.
- 1.6 Parish Representatives.
- 1.7 Fundraising.
- 1.8 Promotion.
- 1.9 Interviews.
- 1.10 Training.
- 1.11 Facility.
- 1.12 Materials.
- 1.13 Program.
- 1.14 Scarf.
- 1.15 Campfire.
- 1.16 Staffing.
- 1.17 Recruiting.
- 1.18 Supplies and Procurement.
- 1.19 Chapel and worship.

Section 2. Expectations

Any member of the Camp Board, is among the highest representation of Camp St. Andrews and what Camp St. Andrews stands for. Therefore, it is not only expected, but required that any Camp Board member act in a way that reflects wholesome Christian values and morals, the purpose of Camp St. Andrews, and share and emulate its mission when associated with camp activities. As representatives of Camp St. Andrews, the Camp Board Members may be called upon to make personal appearances before any group or persons within the community for the purpose of supporting Camp.

Section 3. Termination/Removal from Office

With good cause, any Camp Board member may be removed from office, for reasons other than attendance, by a two-thirds majority vote of the remaining Camp Board members. Before such action, however, the Camp Board member in question must be notified in writing that his/her removal is being considered by the Camp Board, and an opportunity must be given to the Camp Board member in questions to address the Camp Board in his/her defense.

A Camp Board member may be removed from office for attendance, by a majority vote of the remaining Camp Board members. Before such action, however, the Camp Board member in question must be notified in writing that his/her removal is being considered by the Camp Board, and an opportunity must be given to the Camp Board member in questions to address the Camp Board in his/her defense.

Section 4. Number of Camp Board Members

The Camp Board shall be made up of the Camp Director, the Assistant Camp Director/Director Board Appointee, Secretary/Registrar, Treasurer, Program Director, Spirit/Campfire Director, Medical Director/Nurse/Medic, Spiritual Advisor/Priest/Deacon/Chaplain, Scarf Director, and three Camp Community Members-at-Large. In addition, the prior years Camp Board President may serve in a non-voting position, up to three Camp Staff liaisons may be elected by the Camp Board, and the Camp Board may invite supporting parishes to select a member from their parish to serve as a member of the Camp Board. These Camp Staff Liaison and parish-selected members will be approved by a majority vote of the Camp Board.

ARTICLE V: Camp Board Roles and Responsibilities (continued)

The Camp Board composition must always remain with a majority of Camp Board Members being of the Camp Community that has attended the week of Camp St. Andrews within the last two years. In the event that Parish members or non-camp attending members outnumber those Camp Board members that have attended Camp, the Camp Community must appoint more new members from the Camp Community until a majority is reached. These newly added Camp Board positions would be active in yearly increments, for a maximum of three years. At the beginning of each fiscal year, the necessity of these new positions will be evaluated by the camp board. If the position(s) are still needed to maintain a majority, then they will remain for the entire fiscal year. If they are no longer needed, then they will be relieved of their board responsibility in reverse order of how they were elected. I.e. third new member will be the first relieved. Their term begins in the fiscal year they were elected, as the first year of service. If the position is still necessary after the third fiscal year from the election of the new position, then the Camp Community will elect a member for the new position during the normal October Community meeting with the rest of the elections.

Section 5. Terms of Camp Board Members

Terms of the Camp Board Members are one-year terms, to coincide with Camp Saint Andrews Fiscal year (Article VIII, Section 4). An exception exists with the Camp Community Representatives/Members-at-Large, which are three year, staggered terms, so that in any given year, there will be at least two members on the Camp Board who have previous knowledge of prior Camp Board happenings.

Section 6. Vacancies

Vacancies in the Camp Board shall be filled by a majority vote of the remaining Camp Board members in order to continue the conduction of Camp business. The Camp Board must notify the Camp Community within 14 days of the official announcement of the vacancy, and may schedule a Special Camp Meeting within a reasonable amount of time of the vacancy, in order to gain approval of the Camp Community, or to allow the Camp Community to nominate and elect a new person, depending upon the position vacated and the timing. If the vacancy occurs within 120 days prior to the start of the week of Camp St. Andrews, then the Camp Board has authority to fill the vacancy by majority vote of the Camp Board, without approval of the Camp Community, but notification of the vacancy and the Camp Board's decision of replacement must still be made.

The replacement will assume all of the rights and responsibilities of the vacated position, except if the vacated position is that of Camp Director. In the case of Camp Director, the replacement may not replace other Camp Board members, unless it is only to fill a vacancy created by the replacement in fulfilling the vacancy of Camp Director. (e.g. The Camp Director is not able to complete his/her term. The Assistant Camp Director fulfills the position vacated by the Camp Director, and assumes the responsibilities of that position. The 'new' Camp Director may appoint a 'new' Assistant Camp Director to fulfill the position he/she left behind, but may not remove and re-appoint the other positions normally nominated by the Camp Director, such as Treasurer, Secretary/Registrar, etc.).

6.1 Vacancy of Camp Director:

- A) If an Assistant Camp Director has been selected, that person will assume the role of Camp Director, and may appoint an Assistant Camp Director or a Director Camp Board Appointee as he/she so desires.
- B) If there is a Co-Camp Director (Article VI, Section 5a) then the remaining Co-Camp Director will assume the role of Camp Director, and may appoint an Assistant Camp Director, or a Director Camp Board Appointee as he/she so desires.
- C) If no Assistant Camp Director has been selected, then the Camp Board will nominate and elect a 'new' Camp Director for the remainder of the Camp year. The 'new' Camp Director may opt to retain the existing Director Camp Board Appointee (if the position is filled) or may appoint a new person for that position, or elect to appoint an Assistant Camp Director.
- D) If the Camp Board cannot come to any conclusion, then the Camp Board President will assume the responsibilities of Camp Director, until such time that a Special Camp Meeting can be called to elect a replacement.

6.2 Vacancy of the Assistant Camp Director/Director Camp Board Appointee

- A) Camp Director may appoint someone to fill the position.

6.3 Vacancy of the Secretary/Registrar, Treasurer, Program Director, or Spirit/Campfire Director

- A) Camp Director may nominate someone to fill the position, and the Camp Board approves the position.

ARTICLE V: Camp Board Roles and Responsibilities (continued)

6.4 Vacancy of the Scarf Director, Spiritual Advisor, or Medical Director/Nurse/Medic

- A) Camp Board will elect a temporary replacement in order to conduct the business of camp
- B) This temporary replacement is to be approved by the Camp Community through either a Special Camp Meeting or the next General Camp Meeting,
- C) Notification must follow guidelines set in Article V, Section 6, paragraph 1, to allow the Camp Community to nominate and elect a replacement.

6.5 Vacancy of one of the three Camp Community Representative/Member-at-Large

- A) A Special Camp Meeting of the Camp Community must be called to replace that position.
- B) The Camp Board may still conduct business with the vacancy, however, any voting conducted during the period of vacancy must pass with a greater than two-thirds majority while the seat is open.

6.6 Vacancy of a Parish Representatives

- A) The respective parish will be responsible for electing a new representative, subject to approval by the Camp Board majority.

Section 7. Applicants for Camp Director

It is the responsibility of the Camp Board, to interview and approve or reject the applications of those who apply for the position of Camp Director for the new year, and relay their findings to the Camp Community, to be presented on or before the last General Camp Meeting. The Camp Board may also elect to designate their recommendation of approved applicants, if the majority of the Camp Board feels strongly in favor of one applicant over another. Camp Board votes on this matter will be made public, and it is expected that the Camp Board's decision will be objective and based primarily on qualifications, experience, and the demonstrated abilities and actions of the applicant.

Section 8. Dual / Shared positions

As situations dictate, the potential exists for any one person to be elected/nominated for more than one position during the year. While it is not desirable, anyone who is willing to accept the responsibilities of both positions, and is capable of fulfilling the duties of both without detriment to either or both positions, may do so with approval of the Camp Board. Even though that person holds two positions, they still only get one vote (Article III, Section 3.4), and the Camp Board will continue with the adjusted Board Member count. The Camp Board reserves the right to re-assign responsibility of one of the positions, if conditions exist to make it possible, and it will be the decision of the Board Member holding the positions which one to re-assign.

Conversely, as situations dictate, the potential exists for two persons to be elected/nominated for a single position. This case may arise due to abundant staff resources, training new members, or just because two people make a great team. Any two parties willing to share the responsibilities of one position, and is capable of doing so without detriment the week of Camp St. Andrews, may do so with approval of the Camp Board. Even though two people hold one position, they will each get one vote (Article III, Section 3.4), and the Camp Board will continue with the adjusted Board Member count. The Camp Board reserves the right to re-assign responsibility of the position to one person, if the sharing proves to be a detriment to Camp St. Andrews, and it will be the decision of the Camp Board which person to retain responsibility. If neither one is capable of retaining the position, then Removal rules under Article V, Section 3 apply to both parties, and the Camp Board may continue with Vacancy replacement under Article V, Section 6.

Due to the duties and responsibilities of certain positions, as well as the importance of a "single source" of accountability, the following positions shall not be shared: Treasurer, Diocesan Liaison, Medical Director/Nurse/Medic. Secretary/Registrar may be shared, so long as the duties of the Registrar remain with one person (i.e., making deposits and handling registration). Please refer to Article VI, Section 5a for special exclusion regarding the sharing of the Camp Director position.

ARTICLE VI: *Camp Board Members and their Duties***Section 1. Camp Board President**

The Camp Board President shall:

1. be elected by the membership of the Camp Board, from amongst the current membership of the Camp Board, once the Camp Board and all of its positions are filled.
 - 1.1 any current member of the Camp Board may be eligible to hold the position of Camp Board President.
2. preside at and run all Camp Board meetings.
3. determine the time and place of all Camp Board meetings.
4. set agenda items.
5. entertain notions for discussion.
6. ensure that the focus of the meetings remain on-track and in-line with the Camp purpose.
7. keeps order at all Camp Board meetings.
8. shall not vote unless to break a tie at Camp Board meetings.
9. perform these duties in addition to the assigned duties of their respective position.
10. act as the camp representative at diocesan functions, trusted to make decisions on behalf of camp and attend the Camps and Conferences meetings in a decision making capacity representing Camp Saint Andrews.
11. have passed a background check as outlined in Article III, Section 4.

Section 2. Camp Secretary/Registrar

The Camp Secretary/Registrar shall:

1. be nominated by the Camp Director and approved by the Camp Community.
2. attend at all Camp Board meetings.
3. keep the minutes of all camp Board meetings, general camp meetings and any special meetings called.
4. notify all Camp Board members and camp community members of all general camp meetings and Camp Board meetings.
5. keep all minutes filed.
6. be responsible for the registration duties of Camp St. Andrews.
7. be responsible for collecting the mail, disseminating the mail to appropriate members.
8. be responsible for making deposits of monies received and reporting details of deposits to the Treasurer.
9. be the Chair of the Materials Committee.
10. fill in for the President in case of absence during Camp Board Meetings.
11. be responsible for all mailings with regards to camp business.
12. take direction from the Camp Board on Camp Board related issues, provided that the direction is not in direct conflict with the purpose and mission set in these bylaws.
13. take direction from the Camp Director on Camp related issues, provided that the direction is not in direct conflict with the purpose and mission set in these bylaws, or in conflict with the Camp Board.
14. have passed a background check as outlined in Article III, Section 4.

ARTICLE VI: *Camp Board Members and their Duties (continued)***Section 3. Camp Treasurer**

The Camp Treasurer shall:

1. be nominated by the Camp Director and approved by the Camp Community.
2. attend all Camp Board meetings.
3. be responsible for the finances and issuing checks on behalf of Camp St. Andrews.
4. maintain all accounts for the Camp.
5. report all finances to the Camp Board as follows:
 - a) maintain monthly income and expenditure reports.
 - b) maintain and report the financial status to the Camp Board, including balances in all accounts.
 - c) prepare an annual budget by the Second Camp Board meeting.
 - d) prepare actual year-end financial reports to the Camp Board.
 - e) prepare all reports required by the Diocese for audit purposes.
6. be responsible for the billing of members as required for camp activities.
7. be responsible for approving expenditures and reimbursements.
8. be the Chair of the Fundraising Committee.
10. fill in for the Secretary/Registrar in case of absence during Camp Board Meetings.
11. take direction from the Camp Board on Camp Board related issues, provided that the direction is not in direct conflict with the purpose and mission set in these bylaws.
12. take direction from the Camp Director on Camp related issues, provided that the direction is not in direct conflict with the purpose and mission set in these bylaws, or in conflict with the Camp Board.
13. have passed a background check as outlined in Article III, Section 4.

Section 4. Camp Director

The Camp Director shall:

1. be elected by the Camp Community.
2. attend all Camp Board meetings.
3. be responsible for all activities associated with the execution of the week of Camp St. Andrews.
4. take direction from the Camp Board, and structure the week of Camp St. Andrews in accordance with the agreed upon . direction and purpose decided by the Camp Board, provided the direction set is not in direct conflict with the purpose and mission set in these bylaws.
5. appoint the following positions with approval of the Camp Community (Exception Article V, Section 6).
 - a) Secretary/Registrar.
 - b) Treasurer.
 - c) Program Director.
 - d) Spirit/Campfire Director.
6. appoint, without approval of the Camp Community, the Assistant Camp Director/Director Camp Board Appointee (See Special Exclusion in Article VI, Section 5a).
7. be the Chair of the Facilities Committee.
8. act as the camp representative at diocesan functions, trusted to make decisions on behalf of camp and attend the Camps and Conferences meetings in a decision making capacity representing Camp Saint Andrews.
9. have at least two years of experience attending the week of Camp St. Andrews
10. have passed a background check as outlined in Article III, Section 4.

ARTICLE VI: *Camp Board Members and their Duties (continued)***Section 5. Assistant Camp Director/Director Camp Board Appointee**

The Assistant Camp Director/Director Camp Board Appointee shall:

1. be appointed by the Camp Director.
2. attend all Camp Board meetings.
3. be responsible for assisting in all activities associated with the execution of the week of Camp St. Andrews as directed by the Camp Director.
4. take direction from the Camp Director, and structure the week of Camp St. Andrews in accordance with the agreed upon direction and purpose decided by the Camp Board, provided the direction is not in direct conflict with the purpose and mission set in these bylaws or in conflict with the Camp Board.
5. Assume the responsibilities of the Camp Director in the event of absence at Camp Board Meetings or during the week of Camp St. Andrews.
6. be the Chair of the Staffing Committee.
7. have passed a background check as outlined in Article III, Section 4.

Section 5a. Special Exclusion--Co-Camp Director

In the event that the Camp Community chooses to nominate and elect two Camp Directors, these directors will share the full responsibilities of the Camp Director equally. It is expected that these two parties will be able to work together to ensure the successful week of Camp St. Andrews, and fulfill the duties required. In this event, neither party may appoint an Assistant Camp Director/Director Camp Board Appointee, and the duties and responsibilities of both positions (Article VI, Sections 4 and 5) shall be combined and divided equally to the satisfaction of the two parties elected.

Section 6. Program Director

The Program Director shall:

1. be nominated by the Camp Director and approved by the Camp Community.
2. attend all Camp Board meetings.
3. be responsible for directing all of the program activities associated with the week of Camp St. Andrews, as directed by the Camp Director.
4. take direction from the Camp Director, and structure the programs for the week of Camp St. Andrews in accordance with the agreed upon direction and purpose decided by the Camp Board, provided the direction is not in direct conflict with the purpose and mission set in these bylaws or in conflict with the Camp Board.
5. be the Chair of the Program Committee.
6. have passed a background check as outlined in Article III, Section 4.

Section 7. Spirit/Campfire Director

The Spirit/Campfire Director shall:

1. be nominated by the Camp Director and approved by the Camp Community.
2. attend all Camp Board meetings.
3. be responsible for scheduling and running campfire during the week of Camp St. Andrews, and keeping the 'Spirit' at camp alive through theme participation, announcements, involving the campers and staff in exciting activities during non-program activities.
4. take direction from the Camp Director, and structure 'Spirit' and Campfire programs for the week of Camp St. Andrews in accordance with the agreed upon direction and purpose decided by the Camp Board, provided the direction is not in direct conflict with the purpose and mission set in these bylaws or in conflict with the Camp Board.
5. be the Chair of the Campfire Committee.
6. have passed a background check as outlined in Article III, Section 4.

ARTICLE VI: *Camp Board Members and their Duties (continued)***Section 8. Medical Director/Nurse/Medic**

The Nurse/Medic shall:

1. be elected by the Camp Community.
2. attend all Camp Board meetings.
3. be responsible for acting as the primary safety contact for all of camp, and ensuring that the week of Camp St. Andrews, campers and staff, comply with all safety and medical regulations.
4. take direction from the Camp Board, and structure safety and training programs for the week of Camp St. Andrews in accordance with the agreed upon direction and purpose decided by the Camp Board, provided the direction is not in direct conflict with the purpose and mission set in these bylaws.
5. be the Chair of the Training Committee.
6. possess the required and necessary certification in First Aid/Lifesaving and CPR, plus whatever other certification necessary for the position as required by ACA, the Episcopal Diocese, and./or our insurance agreement.
7. have passed a background check as outlined in Article III, Section 4.

Section 9. Spiritual Advisor/Priest/Deacon/Chaplain

The Spiritual Advisor/Priest/Deacon/Chaplain shall:

1. be elected by the Camp Community.
2. attend all Camp Board meetings.
3. be responsible for acting as the spiritual advisor for all of camp, and ensuring that the week of Camp St. Andrews maintain a purpose to promote Christian values, fulfill our mission, and never lose sight of our primary purpose.
4. take direction from the Camp Board, and structure a spiritual programs for the week of Camp St. Andrews in accordance with the agreed upon direction and purpose decided by the Camp Board, provided the direction is not in direct conflict with the purpose and mission set in these bylaws.
5. be the Chair of the Chapel/Spiritual Worship Committee.
6. be a working member of the clergy.
7. act as representative for the Diocese and be responsible for acting as a contact with the Diocese for matters involving Camp St. Andrews.
8. have passed a background check as outlined in Article III, Section 4.

Section 10. Scarf Director

The Scarf Director shall:

1. be elected by the Camp Community.
2. attend all Camp Board meetings.
3. be responsible for directing all of the scarf activities associated with the week of Camp St. Andrews, both during camp and before camp, as directed by the Camp Director.
4. take direction from the Camp Director, and structure the programs for the week of Camp St. Andrews in accordance with the agreed upon direction and purpose decided by the Camp Board, provided the direction is not in direct conflict with the purpose and mission set in these bylaws or in conflict with the Camp Board.
5. be the Chair of the Scarf Committee.
6. have passed a background check as outlined in Article III, Section 4.

Section 11. Past Camp Board President

The Past Camp Board President shall:

1. maintain a non-voting position on the Camp Board, for the purpose of ensuring a smooth transition between Camp Boards, and along with two of the three Camp Community Representatives/Members-at-Large, serve as a reference for the new Camp Board on past activities.
2. have right of refusal to continue with the new Camp Board, once the transition has taken place.

ARTICLE VI: *Camp Board Members and their Duties (continued)***Section 12. Supporting Parish Representatives**

Supporting Parish Representatives shall:

1. be elected by the Camp Board.
2. represent the interest of their respective parishes, and serve as primary contact between Camp St. Andrews and their own parish.

Section 13. Camp Community Representative/Member-at-Large (3)

The Camp Community Representatives/Members-at-Large shall:

1. be elected by the Camp Community.
2. attend at all Camp Board meetings.
3. be responsible for representing the needs and wishes of the Camp Community.
4. take direction from the Camp Board for issues directly related to their Camp Board involvement and duties with respect to the assigned committee responsibilities, provided the direction is not in direct conflict with the purpose and mission set in these bylaws or in conflict with the Camp Board.
5. take direction from the Camp Director for all camp issues, provided the direction is not in direct conflict with the purpose and mission set in these bylaws.
6. be the Chair of one each of the following: Interview Committee, Recruiting Committee, or Supplies/Procurement Committee.
7. have passed a background check as outlined in Article III, Section 4.

Section 14. Camp Staff Liaison (3)

The Camp Staff Liaison shall:

1. be an optional position not to be used unless all other Camp Board positions, with the exception of Supporting Parrish Representative, are currently filled.
2. be a member of the Camp Community who served as a Staff member (not Program or Board) during the previous year's camp session (i.e. Unit Director, Counselor, C.I.T., Program Aid.)
3. be elected by the Camp Board by a majority vote.
4. attend at all Camp Board meetings.
5. be responsible for representing the needs and wishes of the Camp Community.
6. take direction from the Camp Board for issues directly related to their Camp Board involvement and duties with respect to the assigned committee responsibilities, provided the direction is not in direct conflict with the purpose and mission set in these bylaws or in conflict with the Camp Board.
7. take direction from the Camp Director for all camp issues, provided the direction is not in direct conflict with the purpose and mission set in these bylaws.
8. have passed a background check as outlined in Article III, Section 4.

13.1 EXCEPTIONS:

- a) If there are no Staff members who wish to fill a Camp Staff Liaison position the Camp Board may elect a Camp Community member who served as a Program Staff member during the previous years camp session by a 2/3 vote of the current Camp Board.

ARTICLE VII: *Camp Committees and their Duties***Section 1. Facilities Committee**

The Facilities Committee is responsible for locating and securing a facility to house the week of Camp St. Andrews. Facility must meet minimum safety requirements, and provide sufficient area to maintain a program befitting of Camp St. Andrews reputation, as well as follow in the direction set by the Camp Board.

Section 2. Staffing Committee

The Staffing Committee is responsible for assigning staff positions and making cabin assignments.

ARTICLE VII: *Camp Committees and their Duties (continued)***Section 3. Fundraising Committee**

The Fundraising Committee is responsible for generating fundraising for Camp St. Andrews, either in the form of volunteer events, grants, donations, etc. These funds could be from the Church, foundations, business, industry professional communities, and educational communities as well as from the public at large.

Section 4. Materials Committee

The Materials Committee is responsible for generating all of the forms, brochures, fliers, and any other paper material for the purpose of conducting business for Camp St. Andrews.

Section 5. Recruiting Committee

The Recruiting Committee is responsible for generating interest in staff positions for Camp St. Andrews, and making every effort to recruit those persons that show the ability of leadership for the administration and staffing of Camp.

Section 6. Promotions Committee

The Promotions Committee is responsible for generating interest in camper positions for Camp St. Andrews, and making every effort to promote Camp St. Andrews and it's mission to Churches, Youth Groups, schools, and parents who wish to send their children to our camp.

Section 7. Campfire Committee

The Campfire Committee is responsible for generating interest and ideas for the Camp St. Andrews Campfire program, including, but not limited to, skits, fillers, competitions, stunts, music, timing, scheduling, and supplies.

Section 8. Chapel/Spiritual Worship Committee

The Chapel/Spiritual Worship Committee is responsible for generating interest and ideas for the Camp St. Andrews Chapel program, including, but not limited to, skits, music, delivering a spiritual message, scheduling, and supplies. Events outside of Chapel should also be considered and encouraged, where God's message may be demonstrated by everyday examples in people, nature and the environment.

Section 9. Interview Committee

The Interview Committee is responsible for deciding which people should be interviewed, and conducting those interviews. People who should be interviewed include, but are not limited to, any new staff member, any old staff member after a long absence, any current staff member moving into a new position, and current staff members that received an average or below average review from the prior year, or anyone that the Camp Board suggests needs an interview. Interviews need to be objective, and if for performance inquiries, should be backed up by facts documented for the purpose of clearly defining the issues of concern, and detailing specific outcome resolutions to come out of the interview process.

Section 10. Program/Theme Committee

The Program/Theme Committee is responsible for generating interest and ideas for the Camp St. Andrews Program activities, including, but not limited to, swimming, archery, fishing, boating, sports, dance, photography, nature, climbing, adventure, arts & crafts, hiking, quiet games, etc. In addition, the Program/Theme committee is responsible for composing the schedule of events for the entire week, including the timing of activities, what supplies will be needed, inventories, etc. The 'Theme' for the week should also be created, but is not necessary. If it is decided that a Theme is desirable, then the program activities and schedule of events should align with the chosen theme, and should also be tied to Christian living, and improving the character and esteem of the campers and staff.

Section 11. Supplies/Procurement Committee

The Supplies/Procurement Committee is responsible for purchasing supplies, including, but not limited to, Program supplies, Canteen, Scarf supplies, Chapel supplies, Theme supplies, and medical supplies.

ARTICLE VII: *Camp Committees and their Duties (continued)***Section 12. Scarf Committee**

The Scarf Committee is responsible for determining the eligibility of those receiving scarves, preparing scarves prior to camp, purchasing necessary supplies, cutting and hemming scarves, screening scarves, embroidery, deciding on ceremonies changes and making sure that all materials are prepared before the week of Camp St. Andrews. Most importantly, is the promotion of the Scarf program, wherever it is appropriate.

Section 13. Training Committee

The Training Committee is responsible for scheduling and conducting the training required of Camp St. Andrews staff. Topics to be covered, certification requirements, insurance requirements, and diocesan requirements.

Section 14. Transportation Committee

The Transportation Committee is responsible for scheduling and securing transportation to and from camp, including but not limited to, busses, chaperones, staff driving arrangements, carpools, check-in volunteers, receiving check-out volunteers, etc.

ARTICLE VIII: *Camp Funds***Section 1. Operational Fund**

The operational fund is established mainly to pay the regular operating expenses for the week of Camp St. Andrews and to ensure that the funds are available to execute an week of camp. This would include, but not be limited to, financial aid monies, supply purchases, expenses, camp facility fees, etc.

Section 2. Endowment Fund

The endowment fund was established to provide a long term investment opportunity for Camp St. Andrews to allow the monies in this fund to appreciate to provide a yearly camper ship grant based on interest earned for future years to send children to camp, who would otherwise be unable to attend.

Section 3. Bank Accounts

There must be four signatures on all accounts, and each account requiring at least two signatures for a transaction to be valid. The signatures should include, the Treasurer, Camp Director, Co-Camp Director (if applicable), Camp Board President, and Spiritual Advisor.

Section 4. Fiscal Year

The Fiscal Year for Camp Saint Andrews shall begin each year on January 1st , and end on December 31st of the same year.

ARTICLE IX: *Amendments***Section 1. Bylaws**

These bylaws may be amended by a majority vote of the Camp Board at any regular Camp Board Meeting. Any changes to any Articles or sections must be approved by the board, with an exception for Article XII. Article XII is only to be used as a checklist of events, activities, or processes that need to occur at certain times for reminder reasons only. No actions, requirements, and/or decision-making verbiage can be placed in this Article. It's purpose will carry no relevance to the conducting of business and adherence to of regulations as listed in these bylaws.

ARTICLE X: *Reference*

Section 1. Situations not listed

In the event that these bylaws, their contained purpose or mission, does not provide enough direction for the Camp Board or Camp Community to be able to come to a decision, "Robert's Rules of Order" shall be adopted as the source of reference. In the event that "Robert's Rules" does not apply, then it is the responsibility of the Camp Board to make recommendations of a course of action to the Camp Community, and the Camp Community shall vote, and approval shall be the greater of a two-thirds majority.

ARTICLE XI: *Week of Camp Saint Andrews*

Section 1. Week of Camp

The week of camp consists of an eight (8) day period beginning on Saturday and ending the following Saturday. This week shall take place within the months of June, July or August, with priority given to the later part of July and the early part of August. Everyone arrives on the beginning Saturday, EXCEPT Campers who arrive the next day, Sunday. Program Aids may be required to arrive either Saturday or Sunday based on the needs of the camp, and as determined by the Camp Board

Section 2. Authority

It will be understood, that the Medical Director/Nurse/Medic has the ultimate authority during week of camp, whenever there is a concern for safety. Any decision, direction, activity or event may be overturned, revised, stopped or cancelled, by the Nurse/Medic if he/she feels that complying would endanger the health and welfare of anyone at camp.

All other matters concerning camp fall under the leadership direction of the Camp Director. The Camp Director, if needed, reports to the Camp Tribunal.

The Camp Tribunal is a 5-member panel consisting of the Camp Director, Assistant Camp Director, (or Co-Camp Directors), Spiritual Advisor, Medical Director/Nurse/Medic, and Program Director. In the event that the any of the afore mentioned positions are not occupied, or one person is holding two of the afore mentioned positions, the Scarf Director or another member of the Camp Board, will be selected as the fifth member. At any time, the Camp Director, or any member of the Camp Tribunal, may call the Tribunal to session to resolve any serious matter. The decision of the Tribunal will be final.

Should the Tribunal be called to session to resolve any serious matter involving one or more members of the Tribunal, the voting rights of the member(s) in question shall be suspended. The Camp Director will select member(s) of the Camp Board present to act as member(s) of the Tribunal until the matter is resolved. Should the serious matter include the Camp Director, responsibility for selecting additional Camp Board members to act as members of the Tribunal shall fall onto to the Assist. Camp Director (or Co-Director), Program Director, Medical Director/Nurse/Medic, and Spiritual Advisor, in the afore mentioned order.

Section 3. Rules and Policies

The following rules and policies apply to ALL members of Camp St. Andrews from the time of departure to camp, to their return from camp.

3.1 Rules

It is necessary to establish rules to ensure the safety and well being of each individual at camp. To increase your understanding of the camp's rules, they have been outlined as follows:

- 3.1.1 Possession or use of alcoholic beverage, illegal drugs, and/or weapons is prohibited.
- 3.1.2 All possibly dangerous equipment, tools, and supplies will be registered and approved with the Camp Director prior to the start of camp.
- 3.1.3 Physical punishment or mental abuse of campers and/or other staff members is prohibited.
- 3.1.4 To prevent unauthorized use or access by campers, all prescription drugs, over-the-counter drugs and medical supplies shall be held and dispensed by the camp's medical staff or designee. All exceptions must be pre-approved by BOTH the Medical Director/Nurse/Medic and the Camp Director.
- 3.1.5 All persons must remain on camp premises unless given prior specific permission by the Camp Director or Assistant Camp Director. The Program Director may give permission for supervised groups to leave camp premises in

connection with scheduled activities.

ARTICLE XI: *Week of Camp Saint Andrews (Continued)*

Section 3. Rules and Policies (Continued)

- 3.1.6 No food may be brought to camp. Any special dietary concerns, must be noted on your medical history and/or medical update forms, and should be addressed with the Camp Director at least 21 days prior to camp.
- 3.1.7 All persons must agree to respect the needs and property of others
- 3.1.8 Due to the enormous responsibility of the safety and welfare of everyone attending camp, but especially with the children, any inappropriate sexual or violent behavior will not be tolerated, and persons violating this condition will be sent home immediately, or turned over to the custody of their parents or authorities depending upon the specifics of the situation.

3.2 Policies

Policies are necessary to maintain a well-run camp, providing safety and a positive experience for all involved. The basic policies of Camp Saint Andrews are:

- 3.2.1 Use of tobacco products is discouraged, as it is a poor example to the campers and younger staff. If the director has granted permission, use will be in designated areas and out of sight of the campers. In no case should any staff member under the legal age use tobacco products.
- 3.2.2 Radios, tape recorders, CD players, MP3 players, Ipods, cell phones, game-boys, and other electronic devices are not allowed at Camp Saint Andrews. They are disruptive to others and their use detracts from the overall camp experience. In addition, the conditions at camp are not conducive to their proper operating environment.
- 3.2.3 For the sake of modesty and privacy, a segregated living arrangement is maintained. Males are not allowed in the female living areas and vice versa.
- 3.2.4 U.D.'s, Counselors, and C-I-T's are expected to participate in all planned activities with their unit. The location and activities of all staff is limited to scheduled activities and their assigned duties.
- 3.2.5 To ensure sufficient rest and proper supervision of the camper, a time for lights out and all campers in bed will be set and adhered to.
- 3.2.6 Daily free time for Counselors and C-I-T's should be scheduled with their U.D. Free time for the U.D. should be scheduled with the Camp Director. People on free time shall remain on camp premises.
- 3.2.7 Behavioral problems are expected to be dealt with promptly at the lowest level. Counselor's should seek help from their U.D. and the U.D. should seek help from the Assistant Camp Director, Assistant Camp Director should seek help from the Camp Director.

3.3 Violations

All of camp is responsible for and expected to follow the rules and policies of Camp Saint Andrews. A violation of the rules and/or policies will reduce privileges and may result in the prompt return of the offender to his/her home at his/her own, or their parents expense. The Camp Director will administer the Camp Tribunal's final resolution of any dispute over any action resulting from a violation of a rule and/or policy.

All of camp's staff is expected to act in a responsible manner. All staff members are expected to use relatively good judgment in determining what actions and activities may result in injury to others or work to the detriment of camp.

Section 4. Job Descriptions

It is demanded that all staff must put the Campers' needs first. In order to fulfill our Primary Purpose and Mission, all staff will be required to participate enthusiastically, be responsible to their positions and the duties contained therein, attend all required training sessions and abide by the rules and policies of Camp Saint Andrews. It is expected that all staff will be able to work with young people and adults in a camp setting, be mature enough to take positive action in situations when needed, and agree to respect the needs and property of others. It is desirable that our staff have prior camp experience, and/or experience working with children.

The following positions should serve as guide, and the descriptions include, but are not limited to, duties and responsibilities listed.

ARTICLE XI: *Week of Camp Saint Andrews (continued)*

Section 4. Job Descriptions (continued)

4.1 Program Aides (PA's)

The Program Aide position is designed to use as a learning role for young adults to participate with activity instruction and as an introduction to additional responsibility.

- 4.1.1 14 years old and/or previous experience at Camp Saint Andrews.
- 4.1.2 Must be able to work with campers and staff and assist Program Specialist.
- 4.1.3 Should be able to accept suggestions and must take directions readily from the adult staff.
- 4.1.4 Assist the program staff in the various activities.
- 4.1.5 Must be available to fulfill any additional duties asked of you by the Activity Leaders, Program Director, or PA Leaders.
- 4.1.6 Shall have the privileges of a camper when not given specific assignment.
- 4.1.7 Shall be responsible for their own conduct.
- 4.1.8 May be required to work with Counselors instead of Program staff, as needed.
- 4.1.9 Shall be responsible to the Program staff, as well as camper staff.
- 4.1.10 Shall have passed a background check as outlined in Article III, Section 4

4.2 Counselor-In-Training (CIT's) / Program-Staff-In-Training (PSIT's)

This position is designed to serve as an apprenticeship for those who are ready to accept the responsibility of learning to be an activity leader or counselor for future years.

- 4.2.1 16 years old and/or previous experience at Camp Saint Andrews.
- 4.2.2 Must be able to unite campers and work with them as a team and assist the Counselor/Program Specialist.
- 4.2.3 Assumes responsibility for the welfare of all campers assigned to your program area and/or cabin.
- 4.2.4 Assist the program staff in the various activities.
- 4.2.5 Attend all camp gatherings and functions with your unit, such as meals, flag, campfire, etc.
- 4.2.6 Remind Counselor of special assignments, such as flag or hopping—he/she needs your help.
- 4.2.7 Shall be responsible for their own conduct.
- 4.2.8 Assist the counselor/program specialist in activities and in the care and teaching of the program.
- 4.2.9 Meet with Counselor and U.D. daily to coordinate activities and discuss problems with campers or staff.
- 4.2.10 Shall have passed a background check as outlined in Article III, Section 4

4.3 Counselor

A counselor is a key-person in helping the staff to achieve the purpose and mission of Camp Saint Andrews. We are dependent upon counselors for the effectiveness of the camp, but we also want this to be a satisfying experience for everyone. There is no position more important than that of Counselor. As Counselor, you are responsible for the campers in your care at all times. Because the position is so demanding, Unit Directors and/or Program Staff will give breaks when needed, at least one session daily.

- 4.3.1 18 years old, a senior high school graduate, or Counselor-In-Training (C.I.T) experience.
- 4.3.2 Must be able to unite your assigned cabin groups and work with them as a team.
- 4.3.3 Assumes responsibility for the welfare of all campers assigned to him/her.
- 4.3.4 Must be on duty at all times, even if it is your session off.
- 4.3.5 Attend all camp gatherings and functions with your unit, such as meals, flag, campfire, etc.
- 4.3.6 Insist that campers wash and clean up before each meal, shower regularly and sleep in suitable attire.
- 4.3.7 Shall be responsible for their own conduct.
- 4.3.8 Responsible to and works with the Unit Director.
- 4.3.9 Meet with CIT and U.D. daily to coordinate activities and discuss any problems with campers or staff.
- 4.3.10 Take opportunities to coach and mentor counselor skills with your CITs.
- 4.3.11 Shall have passed a background check as outlined in Article III, Section 4

ARTICLE XI: *Week of Camp Saint Andrews (continued)*

Section 4. Job Descriptions (continued)

4.4 Unit Director

A Unit Director is responsible for a group of cabin counselors. The primary role serves to act as intermediary between the Camp Director/Assistant Camp Director and Camper staff, relieve Counselors for breaks, and handle conflict resolution and appropriate disciplinary actions with Counselors, CIT's and/or Campers. It is also the responsibility of the Unit Directors to stay with and watch the unit in place of the Counselors and CIT's on for the Camp Dance.

- 4.4.1 21 years old, and/or have proven leadership skills.
- 4.4.2 Must be able to unite your assigned cabin groups and work with them as a team.
- 4.4.3 Assumes responsibility for the welfare of all campers assigned to him/her.
- 4.4.4 Must be on duty at all times, even if it is your session off.

- 4.4.5 Attend all camp gatherings and functions with your unit, such as meals, flag, campfire, etc.
- 4.4.6 must spend at least one session each day with the campers as relief for the counselor's session off (mandatory) and/or the Counselor-In-Training (C.I.T.) session off (if counselor needs assistance).
- 4.4.7 Shall be responsible for their own conduct.
- 4.4.8 Responsible to Camp Director/Assistant Camp Director.
- 4.4.9 Meet with CIT and Counselors daily to coordinate activities and discuss any problems with campers or staff.
- 4.4.10 Take opportunities to coach and mentor counselor skills with your Counselors.
- 4.4.11 Must always be available to relieve counselors (or find relief) whenever requested for Scarf, emergencies, etc.
- 4.4.12 Give wake up calls to counselor(s) and make sure everyone is up and getting ready.
- 4.4.13 Insure that campers receive their medications from camp nurse.
- 4.4.14 Shall have passed a background check as outlined in Article III, Section 4

4.5 Program Staff/Activity Leaders

- 4.5.1 Must have knowledge and experience in leading your designated program.
- 4.5.2 Expected to serve as relief for cabin sitting, when not in session, if requested for emergencies by the UD's.
- 4.5.3 Assumes responsibility for the welfare of all campers assigned to him/her.
- 4.5.4 Reports to and work in cooperation with the Program Director.
- 4.5.5 Shall be responsible for their own conduct.
- 4.5.6 Shall have passed a background check as outlined in Article III, Section 4

4.6 Spirit/Campfire Director

- 4.6.1 Reports to Program Director
- 4.6.2 Serves as Assistant to the Program Director, and must be capable of filling in and assuming the responsibilities if needed.
- 4.6.3 Responsible for the scheduling and conducting of Campfire in a manner befitting and appropriate to Camp St. Andrews and its purpose, mission, and good taste.
- 4.6.4 Responsible for the "Spirit" level at camp, and coordinate all non-session activities with Program Director.
- 4.6.5 Shall be responsible for their own conduct.
- 4.6.6 Shall have passed a background check as outlined in Article III, Section 4

4.7 Scarf Director

- 4.7.1 Reports to Program Director
- 4.7.2 Must have accepted the challenge of the White Scarf.
- 4.7.3 Responsible for the preparation, and execution of the entire scarf program.
- 4.7.4 Responsible for the scheduling scarf ceremonies to minimize the impact of camper activity or conflict with program staff or counselor staff responsibilities.
- 4.7.5 Responsible for conducting scarf discussions in a group or individual setting.
- 4.7.6 Shall be responsible for their own conduct.
- 4.7.6 Shall have passed a background check as outlined in Article III, Section 4

ARTICLE XI: *Week of Camp Saint Andrews (continued)***Section 4. Job Descriptions (continued)****4.8 Medical Director/Nurse/Medic**

- 4.8.1 Reports to Camp Director
- 4.8.2 Responsible for the safety of everyone at camp.
- 4.8.3 Responsible for securing the medications of those attending, and distribution of said medications.
- 4.8.4 Must have current First Aid and CPR certification.
- 4.8.5 Must be on duty or on call at all times.
- 4.8.6 Shall be responsible for their own conduct.
- 4.8.7 Shall have passed a background check as outlined in Article III, Section 4

4.9 Spiritual Advisor/Priest/Deacon/Chaplain

- 4.9.1 Reports to Camp Director
- 4.9.2 Responsible for the spiritual influence and delivering the Christian message in a manner appropriate and understanding to children.
- 4.9.3 Shall be responsible for their own conduct.
- 4.9.4 Shall have passed a background check as outlined in Article III, Section 4

4.10 Chapel Leader

- 4.10.1 Reports to Spiritual Advisor/Priest/Deacon/Chaplain
- 4.10.2 Responsible for the preparation, and execution of chapel, each day, and presenting a program in a manner appropriate and understanding to children. Program should try to involve the children as much as possible.
- 4.10.3 Shall be responsible for their own conduct.
- 4.10.4 Shall have passed a background check as outlined in Article III, Section 4

4.11 Assistant Camp Director

- 4.11.1 Reports to Camp Director
- 4.11.2 Responsible for the Camper Staff, and staffing/cabin assignments
- 4.11.3 Assumes responsibility for the welfare of all campers, and Camper staff assigned to him/her.
- 4.11.4 Must be on duty at all times.
- 4.11.5 Meet with CITs, Counselors and Unit Directors daily to coordinate activities and discuss any problems.
- 4.11.6 Take opportunities to coach and mentor leadership skills with Camper Staff.
- 4.11.7 Must always be available to relieve any Camper Staff position (or find relief) as needed for emergencies.
- 4.11.8 Shall be responsible for their own conduct.
- 4.11.9 Shall have passed a background check as outlined in Article III, Section 4

4.12 Camp Director

- 4.12.1 Responsible for the welfare of everyone at camp.
- 4.12.2 Serves as primary contact with facility management and Camp St. Andrews.
- 4.12.3 Must be on duty at all times.
- 4.12.4 Meet with Program Director, Assistant Camp Director, Spiritual Advisor, and Nurse/Medic daily to coordinate activities and discuss any problems
- 4.12.5 Take opportunities to coach and mentor leadership skills with all Staff.
- 4.12.6 Must always be available to relieve any position (or find relief) as needed for emergencies.
- 4.12.7 Shall be responsible for their own conduct.
- 4.12.8 Shall have passed a background check as outlined in Article III, Section 4

ARTICLE XI: *Week of Camp Saint Andrews (continued)*

Section 5. Hierarchy

5.1 Example of Camp Director with Assistant Camp Director Organization Hierarchy
(See end of document)

5.2 Example of Co-Camp Director Organization Hierarchy
(See end of document)

Section 6. Reality Clause

As situations dictate, the potential exists for any one person to hold more than one position during the week of camp. While it is not desirable, anyone who is willing to accept the responsibilities of both positions, and is capable of fulfilling the duties of both without detriment to either or both positions, may do so with approval of the Camp Director. The Camp Director or Medical Director/Nurse/Medic reserves the right to re-assign responsibility of one of the positions, if conditions exist to make it possible, and it will be the decision of the Camp Director as to which one to re-assign.

Conversely, as situations dictate, the potential exist for two persons to hold a single position. This case may arise due to abundant staff resources, training new members, or just because two people make a great team. Any two parties willing to share the responsibilities of one position, and is capable of doing so without detriment the week of Camp St. Andrews, may do so with approval of the Camp Director. The Camp Director reserves the right to re-assign responsibility of the position to one person, if the sharing proves to be a detriment to week of Camp St. Andrews, or if the services could be better utilized somewhere else, and it will be the decision of the Camp Director which person to retain responsibility and which to transfer.

Also, it may be necessary for positions and responsibilities to be altered during the week of camp, in order to accommodate special circumstances or conditions. It is trusted that the Camp Director may invoke such changes, as needed, with approval of the Camp Tribunal.

ARTICLE XII: *Calendar of requirements for Camp Saint Andrews*

Section 1.

January	Board Meeting, First Review Prior year activity Issue first newsletter of fiscal year Leadership Retreat (optional) NAA Membership Renewal Registration Brochures Mailed
February	Board Meeting, Second Finalize estimated Camp size, number of campers, number of required staff Start Deanery Grant Process
March	San Mateo Deanery Grand Request Due Camps & Conferences Meeting ? Issue second newsletter of fiscal year Begin securing Transportation/Chaperones/Check-in/Check-out people
April	Board Meeting, Third Review and secure Insurance Certificate for training facility and camp Church Insurance Company/Insurance Certificate/Accident Policy Start Background checks for new staff
May	Finalize Transportation

ARTICLE XII: Calendar of requirements for Camp Saint Andrews (continued)**Section 1. (continued)**

June	Board Meeting, Fourth Camp Community Meeting, First Verify Church Insurance Company/Insurance Certificate/Accident Policy Start Gellert Grant Proposal NAA (National Archery Association) Insurance renews Camps & Conferences Meeting ? Issue third newsletter of fiscal year Begin 3Com/49ers Fundraising Campaign
July	Camp Training Week of Camp
August	Camp Community Meeting, Second Week of Camp Review Gellert Grant Due Secure Location for next years Training and Camp
September	Board Meeting, Fifth Post Camp Review Camps & Conferences Meeting ?
October	Camp Community Meeting, Third Election of Camp Director Elect Camp Community Representative, Medical Director/Nurse/Medic, Spiritual Advisor, Scarf Director Positions
November	Board Meeting, Sixth Review financials Approve closure of fiscal years books Review and approve reports submitted for audit Finalize financial data to be published to the Camp Community Recommend Camp Director Nominees to Camp Community Approve budgets, dates & location for next camp Review Prior year activity Finalize January Retreat (optional) Issue final newsletter of fiscal year
December	Camp Community Meeting, Fourth Approve Camp Director Nominees for Board positions