

**STATE CHAPTER COMMITTEE
OPERATING PROCEDURES**



Vision

**A Community
Spiritually Freed
From the Effects of Imprisonment
Reaching all Impacted by Incarceration,
Through the Love, Hope, and Faith
Found in Jesus Christ.**

The mission of the Kairos Prison Ministry is to share the transforming love and forgiveness of Jesus Christ to impact the hearts and lives of incarcerated men, women and youth, as well as their families, to become loving and productive citizens of their communities.

January, 2015

State Chapter Committee Operating Procedures

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PREAMBLE

The Executive Director, as Chief Executive Officer of the corporation, is responsible for operations of the ministry. To carry out operational responsibilities, the Executive Director is granted the authority by the Kairos Prison Ministry International (Kairos) Bylaws and the Board of Directors to make decisions, pursue goals, issue directives, and allocate resources to ensure ministry operations objectives are achieved. This authority includes oversight and supervision of the State Chapter Committee (SCC), which are the operating units of the ministry.

The Executive Director is accountable to the Board of Directors for the actions and performance of the SCC. This includes compliance with ministry administrative, program policies and guidance. The chain of command runs from the Board of Directors to the Executive Director to the SCC to/Advisory Councils (Area Committees). For checks and balances, SCC representatives form the majority of the International Council which selects the members of the Board of Directors and ratifies the Board appointment of the Executive Director.

The lines of communications directly link the Executive Director and State Chapter Committee. Direct, frequent and open communications are encouraged. The Executive Director is assigned disciplinary powers stated in the Bylaws. The Executive Director may direct reports on operational activities and compliance from SCCs as needed. The Executive Director may gather information on SCC operations through personal visits, staff visits, inputs from the International Council Committees, and self-assessments by the SCCs as deemed appropriate by the Executive Director. The relationships described in this Operational Line Authority apply to all ministry and program elements as part of the State Chapter Covenant Agreement. This document does not apply to International Affiliates; however, International Affiliates are encouraged to create a similar document and may use this document as a template.

I. Purpose.

The purpose of the State Chapter Committee (SCC) is to provide assistance, guidance and direction to the Advisory Councils (AC), Area Committees where applicable, in their state in accordance with the manuals and policies of Kairos Prison Ministry International, Inc. The SCC is responsible to conduct the operations of Kairos fully within their State in compliance with the Kairos Operating Procedures, Policies, Manuals, and within state/federal law. Any questions concerning the interpretation of these procedures shall be resolved by the Board of Directors of Kairos Prison Ministry International, Inc.

II. State Chapter Committee.

A. Composition. Membership on the State Chapter Committee is divided into three categories:

1. Advisory Council (or Area Committee Representatives where applicable),
2. At-large Members, and
3. Advisory Members.

Every effort should be made to have representation from multiple Christian denominations on the SCC.

B. Selection of Members.

- 1. Advisory Council Representative.** Each Advisory Council shall elect 1 person (or each Area Committee may elect up to 3 persons where applicable) to be representative(s) to the SCC in accordance with the Advisory Council Operating Procedures (ACOP).
- 2. At-large Members.** At-large is a designation for representative members of the SCC who are elected to represent the entire state membership, rather than an Advisory Council (or Area Committee where applicable).
 - a. Officers.** All officers are at-large members. With the exception of the International Council Representative(s) all officers will stand for election annually (see Section IV, Nominations and Term of Service). Officers will not hold simultaneous positions as an officer of the SCC, and an Advisory Council (Area Committee Representative) or officer, or a member of the Kairos Board of Directors.
 - b. Subcommittees.** The SCC Chair nominates and the full SCC elects at-large members to fulfill designated roles on subcommittees such as Programs, Outreach & Volunteer Recruitment, Fundraising, Clergy Recruiting/Training, etc.). Such persons, if not Advisory Council Representatives, serve as members at the pleasure of the sitting SCC Chair. They may be re-elected.
- 3. Advisory Members.** The SCC may elect up to five (5) uniquely qualified individuals, who by virtue of their experience, expertise, or gifts, will bring special talents to the SCC. Advisory members have no voting rights and are not counted toward reaching a quorum in any meeting. Their tenure on the SCC shall be specified at the time of their appointment as one, two or three years. Examples may include representatives of other 4th Day ministries, state corrections officials, etc. Advisory members need not be active Kairos volunteers.

C. Qualification of Members. With the possible exception of Advisory members, all members of the SCC shall be active Kairos volunteers meeting the basic qualifications required of Kairos volunteers. Those qualifications are:

1. A Christian that is active in their church community.
2. Have served on a Kairos team within the past two years and/or have been active in the continuing ministry during the past two years.
3. Adhere to Kairos Core values and Statement of Faith, along with the Mission and Vision.

Kairos encourages members to be active in a Christian Accountability Group. It is recommended that leaders have had their own 4th day experience through one of the various 4th day ministries.

D. Governing Powers. The SCC shall have all of the powers and duties that are consistent with the Kairos State Chapter Covenant Agreement for the administration of the affairs of the ministry within their state. All other powers and authority are reserved for the Board of Directors of Kairos Prison Ministry International, Inc. or as directed by the Bylaws. The SCC reports to the Executive Director. The SCC cannot vote to change the manuals, policies, operating procedures, or general direction of Kairos in any way.

E. Meetings. Regular meetings of the SCC may be held at such times and places as determined by the SCC or Chair, but not less than four (4) times during each calendar year. At times, electronic teleconferences may be necessary. Special meetings may be called by the Chair or by one-third (1/3) of the SCC. Written or electronic notice of regular meetings of the SCC shall be given to each member at least thirty (30) days prior to the meeting. Such notice shall give the date, time, place, and purpose of the meeting. Notice of such special meetings shall be attempted with all members who can be reached.

F. Voting, Quorum, and Procedure. The voting members of the SCC are: the officers, Advisory Council Representatives, and the required subcommittee Chairs. The SCC Chair votes only in events of a tie. All non-required subcommittees chairs and advising members are non-voting. A majority (more than 50%) of the individual voting SCC membership shall constitute a quorum for conducting the Ministry's business. A quorum which exists at the beginning of any meeting does not lose such status upon the departure of any number of members before adjournment. Voting by proxy is not allowed. In a spirit of Christian love, every effort should be made to achieve true consensus in the decision-making process of the SCC.

G. Removal from Membership. At a properly called meeting of the SCC a member(s) may be removed for cause by two-thirds vote from voting members. Any member who has three (3) absences from the regular meetings of the SCC in a calendar year shall automatically be considered to have resigned from the SCC. Vacancies in the SCC shall be filled by a simple majority vote of the SCC or applicable Advisory Council/Area Committee at the next meeting after the vacancy occurs.

H. Resignation, Illness, or Incapacity of Representative to International Council. In the event that an IC Representative shall resign, become ill or otherwise incapacitated and unable to fulfill their duty of attending the IC meetings, the SCC shall be empowered to replace an IC Representative to complete the remaining term. They shall immediately notify the IC Secretary and the Kairos office of such appointment, in writing (including by email).

III. Officers, Representatives and Subcommittees.

- A. Designation.** The principal officers of the SCC shall be a Chair, Vice Chair, IC Representative(s), Secretary, Financial Secretary and a Treasurer, all of whom shall be elected by majority vote by the State Chapter Committee. The offices of the Secretary and Treasurer may be held by the same person. Otherwise, no two offices may be held by the same person. No SCC officer can hold positions in other areas of Kairos. All of these offices must be filled every year per terms of office. Without these positions, the State is deemed to not be properly functioning and can be placed on probation or suspended until proper leadership is in place. No officer or representative can legally bind the ministry in any way, thus signatures are required from the International office.
- B. Chair.** The Chair shall be the chief servant of the Ministry for the State. The Chair shall preside at all meetings of the SCC. The Chair is not an executive officer and cannot legally bind the ministry, but shall otherwise have the power to appoint, such committees to assist them in the conduct of the affairs of the Ministry. The Chair shall remain an at-large member of the SCC for one (1) year following the end of their year(s) in office. The Chair will ensure that the Excellence Initiative is implemented and reported for each program weekend in accordance with Kairos Board policy defining the Excellence Initiative and the appropriate Program Manual. Refer to the appropriate EI instructions/ PDF form for clarification.
- C. Vice Chair.** In the absence, or disability, of the Chair, the Vice Chair shall perform the duties and exercise the powers of the Chair. The Vice Chair shall also perform such other duties as shall be prescribed by the Chair or SCC. This position does not automatically become the Chair.
- D. Secretary.** The Secretary shall keep the minutes of all meetings of the SCC and the Executive Committee. The Secretary shall disseminate the minutes of the meeting to the SCC within 15 days after the SCC meeting. All SCC & Executive Committee minutes shall be made available upon request to Advisory Council members. The Secretary shall also maintain a current roster of the SCC membership, including each member's name, address, phone number, date of appointment to the SCC, record of attendance at Committee meetings, type (see § II, B) and term of membership, religious affiliation, and, if an officer, date of election. This list must be reported to the International office following elections each year and with each change throughout the year. The Secretary shall be responsible for ensuring that the composition of the SCC conforms to these procedures and shall alert the SCC whenever members should be added or replaced. The Secretary must keep the International office informed of all officers, rosters, contacts, and changes following elections and throughout the year for the state. The Secretary also monitors that Weekends are reported through MyKairos.org by the Advisory Council secretaries.

- E. Treasurer.** Performs duties as directed in the *Financial Policies and Practices* document, including ensuring multiple counters for funds, handling bank relations, and writing checks.
- F. State Financial Secretary.** Performs duties as directed in the *Financial Policies and Practices* document, including all financial reporting to the State, Advisory Councils and the International office. With preapproval and if qualified in QuickBooks and financials to be in the position, the State Financial Secretary does not have to be a current Weekend volunteer to serve in this position.
- G. International Council (IC) Representative(s).** Each SCC is authorized to have one representative for every 15 Advisory Councils, (i.e., 1-15 Advisory Councils equals one representative; 16-30 equals a second representative; 31-45 equals a third representative; and 46-60 equals a fourth representative). Every state will have at least one representative. Advisory Councils qualify in this calculation if they have presented at least one weekend in the previous 18 months.

The IC Representative(s) shall represent the SCC at meetings of the International Council, and shall at the subsequent SCC meeting present oral and written reports of International Council activities of which the SCC needs to be aware. At-large IC Representatives who are elected to the International Council to provide a program balance have no official connection to the SCC but represent the program element for which they were elected. They may only be elected to serve on the SCC as an Advisory member in the state in which they reside.

IV. Nominations and Term of Service.

- A. Nominating Committee.** On or about August of each year, a Nominating committee, numbering at least three (3) persons (and preferably outgoing members) selected by the Chair, shall actively publish and seek volunteers from the State's Kairos programs who are willing to be nominated for election as an officer for the coming year for a specific position. More than one nominee per position is preferable so that there may be an actual election between 2 or more nominees for each position.

The Nominating Committee shall publish the names of all nominees to the SCC at least thirty (30) days prior to the election. Additional nominations from the floor of the SCC are allowed.

The election shall be held and reported to Kairos International office no later than December 1st of each calendar year.

Immediately following the election of officers, a new slate shall be proposed to the SCC for service on the Executive Committee (see § V. Designation).

B. Term of Service. The officers, except the IC Representative(s), shall be elected annually. Unless replaced by the SCC, they shall serve for one (1) year or until their successors take office. The IC Representative(s) shall be elected for a 3 year term of service.

All officers (except the Chair and IC Representative(s)) may be elected from outside the present committee. The Chair and IC Representative must, except for new SCCs, have served as SCC members for at least one (1) year before assuming office. Each office begins January 1.

All officers (except the Chair) may serve more than one (1), but not more than six (6) years. The Chair may not serve in that office for more than three (3) consecutive years.

The IC Representative(s), if elected to that position during his/her fourth or fifth consecutive year on the SCC, may continue to serve in such capacity for the remainder of the three (3) year IC Representative(s) term as a voting member on the SCC.

Any officer vacancy shall be filled by the SCC. The SCC shall elect such temporary or acting officers as may be necessary during the temporary absence or disability of the regular officers. Temporary replacements for IC Representative(s) are not allowed.

V. Executive Committee.

A. Designation. The Chair, Vice Chair, Secretary and any even (2, 4, 6, etc.) number of SCC members elected by the SCC shall constitute the Executive Committee. The Chair of the SCC shall be the Chair of the Executive Committee.

B. Authority. During the intervals between meetings of the SCC, the Executive Committee shall exercise all the authority of the SCC in the management of the Ministry within the SCC; provided that the Executive Committee will not use its authority to avoid full SCC discussion of potentially controversial issues. The Executive Committee shall make a full report of its actions at the next meeting of the SCC.

VI. Subcommittees.

A. Outreach / Volunteer Recruitment. An Outreach Volunteer Recruitment Subcommittee shall be established to be responsible for the coordination of volunteer recruitment, maintenance of a statewide database of active volunteers, and act as liaison between Kairos and all 4th Day and non-4th Day communities in the state. The Chair shall be appointed by the SCC Chair.

- B. Fundraising.** A Fundraising Subcommittee is responsible for coordinating Advisory Council (or Area Committee where applicable) fundraising efforts (i.e., programs for individual, group and corporate sponsorship) and shall be established to achieve the mission of Kairos Prison Ministry International, Inc. The Chair shall be appointed by the SCC Chair. This subcommittee is responsible for leading the fundraising for the ministry and all Weekends.
- C. Agape.** An Agape Subcommittee shall be established to coordinate the solicitation and sharing of (non-financial) agape between the Advisory Councils/Area Committees and all 4th Day communities, including other Kairos communities. The Chair shall be appointed by the SCC Chair.
- D. Programs.** A Programs Subcommittee shall be established to encourage the presentation of the Kairos programs in their state consistent with the manuals and policies of Kairos Prison Ministry International. The Programs Subcommittee shall have representation from the Kairos programs (Kairos Inside, Kairos Torch, & Kairos Outside) that exist in their state. The Chair shall be appointed by the SCC Chair. The Chair position of the Programs Subcommittee will rotate annually among the Kairos programs being presented in that state.
- E. Website Development.** As long as there are Kairos websites within the state at any organizational level, a Website Development Subcommittee shall be established to coordinate the development and maintenance of those websites using the standards set and developed by Kairos Prison Ministry International. This includes proper use of registered ministry and program logos and approved images of Kairos events. Website Developers will use standardized terminology describing various aspects of the ministry, including program descriptions, history of the ministry, mission and vision statements, so as to present a consistent and unified message. These standards and a style guide are available on the Kairos Volunteer website (www.MyKairos.org).
- F. Clergy Recruiting/Training (optional).** A Clergy Recruiting/Training Subcommittee may be established to foster clergy recruiting through the governing bodies of established Christian denominations. The Clergy Recruiting/Training Committee will also support training recruited clergy in the ecumenical nature of serving on Kairos weekends. The Chair shall be appointed by the SCC Chair and will meet the qualifications of clergy as defined by Kairos Prison Ministry International. They may also be called upon to serve as spiritual counselors in matters coming before the SCC, and provide or coordinate prayer and worship activities at SCC planned meetings and events. However, as to matters involving spiritual or theological policy, the decision of the Kairos Prison Ministry International Board of Directors is acknowledged as the final authority.
- G. Advisory Council Coordination (optional).** An Advisory Council Subcommittee may be established to assist the SCC Leadership with issues

concerning Advisory Councils not covered elsewhere. The Chair shall be appointed by the SCC Chair.

VII. Fiscal Management.

A. Fiscal Year. The fiscal year of the Ministry shall be January 1 through December 31. Reporting from every Advisory Council and State within 30 days of months closing is required. Every Advisory Council and State receiving funds from any source must use KairosDonor to track donations, provide receipts and end of year statements, and for fundraising purposes in accordance to IRS regulations.

B. Books and Accounts. Books and accounts of the Ministry must be kept in accordance with the requirements of Kairos Prison Ministry International, Inc. They are to abide by the policies and procedures of Kairos Prison Ministry International, Inc. Ministry funds may only be spent in accordance with the Kairos Prison Ministry International, Inc. Financial Policy and Practices Manual and IRS regulations for a 501(c) (3) non-profit ministry. All funds, programs and materials are the property of Kairos Prison Ministry International, Inc. and operate under the ministry.

C. Affiliation Agreement and Accompanying Reports. A State Chapter Covenant Agreement between the SCC and Kairos Prison Ministry International, Inc. shall be signed annually by all members of the SCC; any new members shall sign the joinder agreement, and these shall be sent to Kairos Prison Ministry International, Inc. by January 1 of each year.

1. At the close of each fiscal year, the Chair (in office for that year) shall prepare a full and correct statement of the affairs of the Ministry including the following:
 - a. SCC membership and contact information
 - b. Advisory Council activity report (past year, and upcoming year)
 - c. Report on Advisory Councils having only retreats and reunionsThe SCC Chair report is due to, the Kairos Executive Director, all members of the SCC and all Advisory Council/Area Committee Chairs no later than January 31st.
2. The State Financial Secretary will submit the monthly and annual reports required by the Ministry Financial Policy and Practices. All financial reports are due at the office of Kairos Prison Ministry International, Inc. by the date specified in the Kairos Financial Policy and Practices.

III. Discipline and Suspension of Advisory Council Authority.

The discipline or temporary suspension of Advisory Council authority may be made by the SCC Executive Committee or the Executive Director; permanent suspension may only be determined by the Kairos Board of Directors or Executive Director. The impacted person or group will have the opportunity to speak on their own behalf.

IX. Amendments.

Except as otherwise required by law, these operating procedures cannot be amended without the prior written approval of the Executive Director of Kairos Prison Ministry International, Inc. or Kairos Prison Ministry International Board of Directors.

List of Approved Changes

<u>Date of Change</u>	<u>Page/Paragraph Reference</u>	<u>Summary of Change</u>
2/21/12		Document Approved by KAIROS Board of Directors
7/27/12	Page 3, Preamble Page 4, Section II, D. Page 9, Section VII, C.	Change references from the State Chapter Agreement to the State Chapter Covenant Agreement.
8/14/12	Page 3, Preamble	Clarified the applicability of the document to International Affiliates and encouraged them to use this document as a template.
1/13/2014	Cover page Page 4, Section II, C, 3 Page 9, Section V, C.	Added Vision on cover page. Added adhere to Core Values and Statement of Faith. Clarification of ownership. Throughout document clean-up of acronyms and addition of style guide.
7/1/14	Section III, G. Misc. Additions for clarity,	Added election specifics for International Council Representatives. Clean-up of details, voting, and roles throughout. Change of EI.
1/2015	Page 4, Section III, A	Clarified dual roles by making two sentences.