



The Principle Foundation promotes inspired benevolence in accordance with the teachings of Christian Science.

Sample Standing Rules

Standing Rules may be thought of like traffic rules that permit everyone to progress quickly and efficiently toward a common goal. They should not be restrictive or punitive. Standing Rules are not bylaws; they should be easy to add, delete, and amend.

Be sure to review the Local Committee [Policies & Procedures](#) regarding Standing Rules.

Following are examples of Standing Rules that have been adopted by different Local Committees. We do not advocate any Committee adopting all or even most of these Rules. Rather, we offer sample wording to help facilitate the process when needed.

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Introductory Statement

At its initial meeting on June 27, 2009, the Greater Kansas City Committee of The Principle Foundation was established to serve the western half of Missouri and the eastern half of Kansas. The Committee reviewed and agreed to the Policies & Procedures of the Foundation. Initial Standing Rules were adopted, and as occasion has necessitated, the Committee has amended these rules.



Meetings

The Committee meets at least once per quarter. At the conclusion of every meeting, the date, time, and location for the next meeting are determined. One week prior to the meeting, the Chair notifies the Committee via email of the date, time, and location of the meeting (including phone-in instructions). When possible, the email also includes a preliminary agenda, minutes of the previous meeting, and Treasurer's report. Readings rotate alphabetically among all Committee members.

Participation

We expect members of the Committee to participate in the work of the Committee. This means responding to emails and phone calls and attending meetings. Should a member not respond to the Committee for a period of six months, the Committee will assume that the individual is no longer a member of the Committee.

Adding Members

Any member may nominate a potential member at any time to join the Committee. Nominations should be emailed to the entire Committee at least one week prior to a meeting so as to give the members time to voice any concerns prior to inviting a nominee to a meeting. If no concerns are voiced, then the nominee is lent a copy of the LC Primer, encouraged to review the public website (principlefoundation.org), and invited to the meeting. After the nominee is excused, the Committee votes. If approved, the Chair extends an invitation to the nominee to join the Committee. If the nominee accepts, the Secretary adds the new member to the LC roster and notifies the National Office.

Corrective Action

It is each member's responsibility to ensure that he or she faithfully perform the duties he has agreed to. Should the Officer or member find him- or herself out of compliance with the Foundation's Policies & Procedures or this Committee's Standing Rules, he will voluntarily take a leave of absence or, if necessary, resign from the Office or from the Committee. Should an Officer or member fail to take corrective action on his own, any member who is aware of the infraction will lovingly address his fellow member directly. The "Matthew Code" (Matt. 18:15-17) will be strictly followed.



Officer Elections

We elect Officers at the first meeting of the year. Elections are taken in order: Administrator, Chair, Treasurer, Secretary:

1. For each Office, members write the name of a candidate on a ballot. A majority of the votes cast will elect the Officer.
2. If no majority, the nominations are read in alphabetical order. A second ballot is taken. A majority of the votes cast will elect the Officer.
3. If no majority, the name with the fewest votes is dropped, and a new list of nominees is read in alphabetical order.
4. Continue until an election is achieved.

Handling Benevolence Cases

When the Administrator receives a case, he or she will immediately notify the entire Committee via email. Case emails will include “TPF Case #” and the case number in the subject.

After speaking with the requester, the Administrator will email a more specific request for prayerful support to the full Committee, and will email the details of the case only to the members of the Grant Committee.

Upon receipt, members of the Grant Committee will acknowledge that they have received the email. Within 24 hours of receipt, members of the Grant Committee will use “reply all” to communicate support, concerns, or questions. If the replies are varied, discussion continues under the facilitation of the Administrator until a clear direction emerges. At any time in the process, a phone conference may be requested by any member of the Grant Committee.

When the case is closed, the Administrator will notify the full Committee of the outcome.

Amending Standing Rules

Any member may suggest a modification to these Standing Rules. Suggested changes should be sent to the members in the call letter at least one week prior to the next regularly scheduled Committee meeting. A majority vote of the members present is necessary to accept the revision.

Standing Rule Review

At the Spring meeting, the Chair will appoint a member of the Committee to review the Standing Rules and The Principle Foundation’s Policies & Procedures. This individual will report back any noteworthy findings at the Summer meeting.



Grant Committee

The Grant Committee is composed on the four Officers (Administrator, Chair, Treasurer, and Secretary) plus the two Assistants (Assistant Administrator and Assistant Chair). For any case, there shall be a minimum of three members. If three members are not available, a member of the National Office staff may be asked to fill the third position.

Officer Availability

If an Officer will be unavailable to take cases, he must notify the Administrator via email and copy the remaining Officers.

If the Administrator will be unavailable to take cases, he must notify the Assistant via email and copy the remaining officers and the National Office.

Assistant Officers

The Chair, as a signer on the bank account, will act as Assistant Treasurer, filling in when the Treasurer is unavailable.

The Administrator and Chair may select their own Assistants to fill in for them as needed.

Officer Vacancy

When a vacancy opens for an Officer, the Chair will notify the full Committee of the opening and ask if any of the Officers are interested in filling the position until the next meeting. If no officers are interested, the Chair will ask if any members of the Metaphysical Committee are interested in filling the position until the next meeting. If no one on the Committee is interested, the Chair will ask the full Committee for recommendations. The Chair should give a reasonable time frame for allowing Committee members the opportunity to contact others who may be willing to serve. Members must have consent of the person they are nominating before giving the name to the Committee.

If more than one individual is nominated, the Chair will schedule a phone conference of the full Committee, and elections will be held following the standard officer election procedure.

If only one individual is nominated, at the next regularly scheduled meeting, a vote will be taken, with a simple majority of those present required to elect the individual to complete the term.



Meeting Agenda

All meetings are facilitated by the Chair, or in his or her absence, the Administrator. All meeting shall include:

- Metaphysical readings and time for sharing of inspiration
- Approval of minutes from previous meeting
- Administrator's Report of grant activity
- Treasurer's Report of income and expenses

Administrator Reports to the Committee

At the regular quarterly meetings, the Administrator will give a verbal report of grant activity including any fruitage.

Treasurer Reports to the Committee

At the regular quarterly meetings, the Treasurer will prepare a written report of income and expenses for both the checking account and consolidated fund. Any unusual activity will be noted. All grant payments will be identified by case number. The report will also include a list of contributors, but without dollar amounts.

Treasurer's Reimbursement Authority

Given proper documentation (Check Request Form and receipts), the Treasurer is authorized to reimburse Committee-related expenses up to \$50. Payments of any amount may be made to the National Office. All payments will be reviewed at regular meetings as part of the Treasurer's report.

Thank You Notes

The Treasurer will promptly communicate to the Secretary any gifts sent directly to the Committee. Upon receipt of information (either from the Treasurer or the National Office) about gifts received by the Committee, the Secretary will send a thank you note.

Benevolence Notes

The Treasurer will include a note of encouragement with each benevolence check sent.

Form Letters

Form letters that the Treasurer and Secretary use on an ongoing basis should be revised annually and presented to the Committee. Handwritten notes of a more personal nature do not require Committee review.