

ARTICLE XIV. HUS ENCAMPMENT BOARD OF TRUSTEES, GENERAL MANAGER AND YOUTH DIRECTOR

- A. The Unity of the Brethren and its affiliate organizations shall maintain an encampment known as the Hus-Encampment, five miles east of Caldwell, Texas.
- B. The Hus Encampment shall be incorporated under the law of the State of Texas as an organized service of the Unity of the Brethren.

NOTE: Removing “School” from the official name will require an amendment to the current Articles of Incorporation at the Texas Secretary of State Office.

- C. The Hus Encampment shall be governed by a Board of Trustees of eight (8) members to ensure proper administration:
 - 1. A Chairperson is elected by the Convention. This Chairperson may be a member of the Synodical Committee.
 - 2. The Treasurer and six (6) other members shall be appointed by the Synodical Committee recognizing interest, commitment, previous involvement in the Hus Encampment and its programs, as well as demographic and geographic distribution.
 - 3. A majority of the Board of Trustees (five of the eight) shall be members in good standing of a church of the Unity of the Brethren. The remaining three may have other denominational affiliations if they meet the qualifications in C.2. above.
 - 4. Terms: two years; may be reelected/re-appointed for a maximum of four terms or eight years.
 - 5. If a vacancy is created on the Board of Trustees it shall be filled by appointment of the Synodical Committee.
- D. The Board of Trustees shall, at its discretion, retain the services of a General Manager and a Youth Director and:
 - 1. Develop job descriptions for these positions.
 - 2. Set salaries and other compensation.
 - 3. The Board Chairperson shall supervise both positions.
- E. The General Manager, Youth Director, and any other approved positions shall serve as staff at the Hus Encampment at the behest of the Board.
- F. The Board of Trustees shall formulate rules and regulations by which it and the Hus Encampment shall be governed, which are subject to approval by the Synodical Committee. (See Appendix A)
- G. The Treasurer of the Synodical Committee shall disburse funds appropriated for the Hus Encampment from the Brethren Fund and all other funds designated for the Hus Encampment from other sources at the end of each quarter of the fiscal year.
- H. The Board of Trustees is responsible to the Synodical Committee. The third vice-president shall serve as the Synodical Committee liaison with this board. (By-Laws Art. VIII, Sec. F, p.1)
 - 1. The liaison shall maintain contact by communication between the board and the Synodical Committee to ensure concerted action, cooperation, and to relay information at the executive level.
 - 2. The liaison position is a non-voting position..

Appendix A

BY-LAWS OF THE HUS ENCAMPMENT

ARTICLE I — NAME

- A. The official name of this Church Encampment is: “THE HUS ENCAMPMENT OF THE UNITY OF THE BRETHREN.” References in these by-laws to “Encampment” or “Camp” are shortened versions of this official name and refer to the same entity.
- B. The property is located five miles east of Caldwell, Burleson County, Texas, and its address is 3635 CR 225, Caldwell, Texas 77836.
- C. The Hus Encampment of the Unity of the Brethren is incorporated under the laws of the State of Texas, Charter No. 149795, dated May 4, 1962.

NOTE: Removing “School” from the official name will require an amendment to the current Articles of Incorporation at the Texas Secretary of State Office.

ARTICLE II — PURPOSE

- A. The Hus Encampment is an agency of the, the Unity of the Brethren, and as such has its primary and ultimate purpose the advancement of the Kingdom of God on earth according to the commandment of its Heavenly Bishop, Jesus Christ.
- B. In general, the Hus Encampment seeks to accomplish this by means of Christian education, mission's emphasis, and evangelism.
- C. In particular, the Hus Encampment seeks to teach and encourage leadership of young people in church activities; to teach and encourage the youth to be good Christian leaders; to teach and encourage young people to become pastors of the church; to teach young people the administration of the church; and to provide a place of wholesome Christian recreation for the young people.
- D. The Hus Encampment serves as a common meeting place for all agencies, committees, and boards of the Unity or its member churches.

ARTICLE III — ADMINISTRATION

- A. Responsibility for supervision and maintenance of the Encampment is vested in a Board of Trustees. (Article XIV of Unity of the Brethren By-Laws is the basis for some of the following administrative details.)
- B. Membership on the Board of Trustees is as follows:
 - 1. The Chairperson who is elected by the Unity Convention,
 - 2. Seven (7) other members appointed by the Synodical Committee,
- C. The Board of Trustees, at its discretion, shall retain the services of a General Manager (GM) and a Youth Director (YD) who will serve to carry out Board policies and directives. The GM and YD will be supervised by the Board Chairperson.
 - 1. The General Manager will
 - a. Oversee all programming, facilities and operations at the Hus Encampment and be responsible for retaining and supervising other staff to assist in these roles. Other staff may include a Facilities Manager, Program Manager, Event Coordinator or others as approved by the Board.
 - b. Be given the authority to make or approve expenditures up to a limit set by the Board.
 - 2. The Youth Director shall be responsible for supporting youth groups on a local, regional, and statewide basis.
 - a. A job description including duties and responsibilities shall be developed by the Board of Trustees. The job description should be re-evaluated as the needs for youth work evolve.

- b. The YD shall be given authority to make expenditures up to a limit set by the Board.
 - c. The YD may retain full-time or part-time staff to assist with these responsibilities when approved by the Board.
- 3. The Vice-Chairman, Secretary, Treasurer and other necessary officers shall be elected by the Board from within its own membership.
- 4. The Board members shall be elected/appointed for a two-year term and may be re-elected/re-appointed (cf. Unity of the Brethren By-Laws, Article XIV, Section C, Paragraph 4). Vacancies are to be filled by appointment from the Synodical Committee.
- 5. Basic duties of the Board are outlined as follows:
 - a. Responsibility for the safety, maintenance, and improvement of all physical properties of the Hus Encampment. This includes securing appropriate insurance for all facilities.
 - b. Custody of, all treasury accounts with sole authority to approve disbursements and manage investments.
 - c. Responsibility to plan, publish and enact the yearly program of summer camping programs.
 - d. Responsibility for administering the Hus Encampment, with authority to act as a clearing and approving agency for all activities taking place on the Encampment grounds.
- 6. The Board shall have both the authority and responsibility of setting all salaries involved in the operation of the Encampment.
- 7. The scheduling of meetings of the Board shall be left to the discretion of the Chairperson, or when requested by at least three members of the Board.
- 8. Final responsibility of the Board is to the Synodical Committee.

ARTICLE IV — FINANCES

- A. The treasury of the Hus Encampment shall consist of the following three overarching funds:
 - 1. Operating Fund includes all funds for the operation and maintenance of the Encampment, including the summer camping programs. It is typically held in a checking account, but the Board may direct the Treasurer to set up other subsidiary accounts to receive and hold donations, memorials, interest payments or other monies given to the Hus Encampment. The Operating Fund shall be supported in the following ways:
 - a. The portion of the Brethren Fund that is appropriated by the Synodical Committee or the Unity Convention.
 - b. Dividends paid from the Hus Encampment Endowment Fund,
 - c. Rental fees charged for the use of the Encampment by outside organizations, and
 - d. Voluntary offerings, donations, bequests, etc.
 - 2. Building Fund consists of all funds held for the purpose of capital improvements such as building, remodeling, or major repairs. The funds may be held in a combination of bank accounts or investment accounts as deemed necessary. The Building Fund shall be supported by
 - a. Dividends paid from the Hus Encampment Endowment Fund, or
 - b. Voluntary contributions that are specifically designated for that purpose.
 - 3. Hus Encampment Endowment Fund is a perpetual endowment designed to provide a consistent, long-term revenue stream to supplement the Operating and/or Building Funds. Endowed funds shall be invested and managed in accordance with the policies of the Board of Trustees.
 - 4. Custody of these three funds described above, and any future funds shall remain with the Chairman and Treasurer of the Board of Trustees. The Board shall have final authority involving disbursements of these funds.
 - 5. The Chairman and the Treasurer shall both be included as authorized officials on all financial accounts.

6. The Treasurer shall be prepared to give a financial report at each meeting of the Board of Trustees, at each Church Convention, and at such other times as the Synodical Committee may require.
7. The General Manager and the Youth Director shall submit their recommendations for an annual budget for their respective responsibilities. The budgets must be submitted no later than November 1st each year and approved by the Board by December 31st. They must include projections for income and expenditures along with changes to camper tuition and building rental fees.

ARTICLE V — PROGRAMMING

- A. Annual activities for which the Board is responsible at the Encampment shall include the summer camping programs, staff training and hosting youth retreats/rallies.
- B. It shall be the responsibility of the General Manager (GM) of the Hus Encampment to formulate a plan for the summer camping programs at the Hus Encampment, and to submit this plan to the Board of Trustees. The Board will make any necessary changes and authorize the GM to enact the approved plan
- C. The GM of the Hus Encampment shall be responsible for selecting all staff necessary to administrate the summer camping programs, subject to the advice and approval of the Board of Trustees.
- D. The Youth Director (YD) shall be responsible for developing and overseeing rallies/retreats throughout the year for youth groups or others who wish to hold such events at the Encampment.

ARTICLE VI — RULES AND REGULATIONS

A. USE OF THE ENCAMPMENT

1. The facilities and grounds of the Encampment are available for use to any agency or group of the Unity of the Brethren, provided the following requirements are met:
 - a. Scheduling availability.
 - b. Written or verbal permission from the General Manager.
 - c. Adherence to all rules and regulations hereunto set forth.
2. Agencies or groups outside the Unity of the Brethren shall be allowed to rent the facilities at the Hus Encampment. The General Manager shall oversee these rentals and report these activities to the Board of Trustees.
3. All agencies or groups that use the Encampment shall assume full responsibility for the care and preservation of all physical properties including electricity and water.
4. All agencies or groups that use the Encampment shall leave it in a clean and orderly condition, with special emphasis given to securing all electrical and water outlets, doors, and windows.
5. Policies regarding the serving of alcoholic beverages, the use of tobacco products and vaping during events at the Hus Encampment shall be set by the Board of Trustees. Agencies or groups that choose to incorporate these activities into their events shall be responsible for all associated costs.
6. Rental contracts, fees, cleaning deposits and other use policies shall be set by the Board of Trustees.

B. SAFETY

1. Every precaution shall be taken to ensure the protection and safety of human life and property.
2. Every precaution to prevent fire must be strictly observed.
3. Reasonable measures shall be taken to ensure protection against snake and insect bites, poison ivy, and other natural hazards.

4. The use or possession of illegal drugs, firearms, or explosives of any kind is strictly prohibited.
5. Pets are generally not allowed at the Hus Encampment except under unusual circumstances as approved by the General Manager.
6. Basic sanitation rules regarding food, clothing, and sewage shall be strictly followed.

C. PERSONAL CONDUCT

1. The Hus Encampment Board of Trustees demand satisfactory Christian conduct from all staff and users while on the campus or when off-campus on approved outings. Reports of unsatisfactory conduct shall be presented to the Board Chairperson who will determine if disciplinary actions should be taken.
2. Property damage resulting from willful destruction or negligence shall be the responsibility of the individual or group involved and will result in the withdrawal of all privileges to use the Encampment. The Board of Trustees can seek compensation for damages from the individual or group that is responsible.
3. Enforcement of these rules and regulations shall be the responsibility of the General Manager with assistance from other Encampment staff as well as camp directors, counselors, and teachers.

D. LIABILITY

In scheduling summer camping programs and retreats, those responsible shall see that proper medical and accident insurance is secured. The Hus Encampment will not be held responsible or liable for illness or accidents occurring on the property by visitors during scheduled annual activities sponsored by the Board, nor will the Encampment be responsible or liable for accidents occurring at other times of the year.