

# Constitution and By-Laws

of

# Roving Volunteers In Christ's Service, Inc.

April, 2024

## ARTICLE I

### Name

This corporation shall be known as ROVING VOLUNTEERS IN CHRIST'S SERVICE, INC. (RVICS):  
a not-for-profit Texas corporation.

## ARTICLE II

### Objectives

- Section 1. To establish and maintain an organization that will provide volunteer labor to qualifying Christian churches, schools, colleges, camps and other Christian organizations as approved by the Board of Directors, or their designate.
- Section 2. To conduct the organization in a way compatible with the New Testament doctrines and ordinances.
- Section 3. To provide Christian fellowship among all RVICS Missionaries.
- Section 4. To provide incentive for continuous Christian witnessing under the direction of the Holy Spirit.
- Section 5. To demonstrate faithful stewardship of time, talents and treasures.
- Section 6. To faithfully acknowledge the Bible as the Word of God.

## ARTICLE III

### Missionaries

- Section 1. Active Missionary - primarily married couples and surviving spouses are RVICS missionaries. We define a couple to be a husband (male by birth) and a wife (female by birth). Such persons shall become missionaries when they are accepted by National Headquarters and begin their first work project.
- Section 2. Voting Missionary – all active missionaries and eligible RVICS Village members.
- Section 3. Inactive Missionary – One who has not actively served the organization for a twelve (12) month period and is not on Leave of Absence.
- Section 4. Retired Missionary – A missionary who has officially notified RVICS Headquarters of their decision to retire from active RVICS service.
- Section 5. Reinstated Missionary – A retired missionary who has been reinstated to active RVICS Service.
- Section 6. Leave of Absence
- A. Sick Leave - granted to a missionary who becomes ill or injured while serving RVICS, such incapacity continuing for a period exceeding thirty (30) days.
  - B. Personal Leave - may be granted to a missionary who leaves active RVICS service for personal reasons.
  - C. Emergency Leave - granted to missionaries on active service for emergency reasons.

## **ARTICLE IV**

### Meetings

- Section 1. Annual Meeting - The annual meeting of the Board of Directors of this corporation shall be held at a place designated by the President of the Corporation, at 9:00 AM, the last Friday of the February Project, and continue each day thereafter until all business has been transacted.
- Section 2. Special Meetings - Special meetings may be called by the President, or by the written request of three (3) members of the Board of Directors. Topics to be discussed will be restricted to those included in the meeting notice.
- Section 3. Notice - Written notice of each meeting shall be sent to each Board member at least thirty (30) days prior to the meeting.
- Section 4. Order of Business - The rules contained in Roberts Rules of Order shall govern the RVICS organization in all cases to which they are applicable and in which they are not inconsistent with the Rules of Order contained in this Constitution and By-Laws.
- Section 5. Quorum - A majority of the Board of Directors shall constitute a quorum for the transaction of business. Failure to achieve a quorum will result in rescheduling of an additional meeting.

## **ARTICLE V**

### Voting

- Section 1. Eligibility - Each voting missionary shall be eligible to vote and be entitled to one vote for each properly submitted proposal.
- Section 2. Nominations - The procedure for nominations shall be as follows: The Vice President or designate shall develop a list of eligible candidates for all vacant offices. Each eligible candidate shall be contacted and requested to select an office to which he or she would be willing to be nominated. From these responses, a ballot shall be prepared for election.
- Section 3. Procedure - Voting shall be by mail or e-mail ballot. Ballots shall be sent out by mail or e-mail the first week of October, to all voting missionaries. To be valid, all ballots must be received in RVICS Headquarters by the close of business the 2<sup>nd</sup> Tuesday of November.
- Section 4. Special Voting - Special voting may be held at the discretion of the Board of Directors. In the event of a Special Election, the completed project qualifications shall be for the period ending two (2) months prior to the election.

## **ARTICLE VI**

### Board of Directors

- Section 1. Number of Directors and Term of Office -  
The Board of Directors shall consist of eight (8) missionaries, elected by the voting missionaries of RVICS, who shall serve for a period of three (3) years; the RVICS Village Operating Council Chairperson, the ninth missionary, with full voting privileges, who shall serve during his/her term of office as noted in the RVICS Village Rules and Regulations; the President and Vice President who shall serve as ex-officio members with full voting privileges. Beginning in the election year 2007, two (2) Board members shall be elected the first year, then three (3) shall be elected during each of the subsequent two (2)

years. This pattern shall be followed every three (3) years thereafter, thus providing for continuity in Board business. A husband and wife are not permitted to serve on the board concurrently. A Board vacancy will be filled with the missionary who received the next largest vote for that office in the previous election. If there are no missionaries available to fill a vacancy under the described condition, the Board of Directors will operate for that year with the number of directors available. The term of office shall coincide with the calendar year, January 1 through December 31. RVICS missionaries may be elected to the Board of Directors for two consecutive terms then must be absent from Board membership for at least one year before they may again be elected as a Director. Board members serving an unexpired term of someone else for one year or less are eligible for re-election without any absence.

- Section 2. Qualifications - Missionaries eligible for election to the Board of Directors must have completed a minimum of six (6) projects and maintain Active Status by serving a minimum of two (2) projects per year each year after election (RVICS-S projects do not count as projects for this qualification); any variance from this must receive permission from the Board.
- A. A husband and wife may not both run for election to the Board of Directors in the same year.
  - B. Due to possible conflict of interest, no RVICS missionary who is also serving in another 'like minded' ministry shall serve on the Board of Directors of RVICS.

- Section 3. Duties - The duties of the Board of Directors shall include the responsibility for:
- A. All business transacted in the name of the corporation.
  - B. The establishment of all fiscal, operational and personnel policies and procedures.
  - C. The guidance of the affairs of the corporation.
  - D. Filling any vacancies of the elected officers for the remainder of the elected term.
  - E. Removing any officer, Director, or team leader from their position, following the procedure of due process. Such action will require a three-fourths (3/4) vote of the entire Board of Directors.
  - F. Elect a member of the Board as Chairman.
    - 1. Qualifications – Shall have served on the Board of Directors for a minimum of one (1) year.
    - 2. Term of office - one calendar year (January 1 through December 31). The election shall take place by ballot following the annual election for board members. Board members interested in serving as chairperson shall submit their names to RVICS Headquarters within one week following posting of the results of the annual board election. Board members will receive a ballot with names of those willing to serve. The ballot shall be returned by December 1. Results shall be mailed to all board members.
    - 3. Duties:
      - a. To preside over the Annual Meeting of the Board of Directors.
      - b. To perform other such duties determined by the Board of Directors.
      - c. To serve on the Executive Committee.
      - d. Assume the duties of the Vice President to maintain efficient operation of the Headquarters staff in the event vacancies occur.

- Section 4. Quorum - The presence of a majority of all Directors shall constitute a quorum necessary to conduct business. The action of a quorum at a regularly scheduled meeting shall constitute action of the Board.

## **ARTICLE VII**

### Personnel

- Section 1. Officers - The officers of this corporation shall consist of the President and Vice-President who shall be elected by ballot. Candidates must be current active

missionaries.

Section 2. Term of Office - The term of each office shall be two (2) years and shall coincide with the calendar year, January 1 through December 31, except that the first general election for President shall be for a term of one year so that the election of President and Vice-President will thereafter occur in alternate years. Missionaries may be re-elected to corporate offices.

Section 3. President

A. Qualifications

1. Shall have:
  - a. Served as a Team Leader a minimum of four (4) completed projects.
  - b. Served on the Board of Directors for a minimum of one (1) year.
  - c. Spouse willing to fulfill a position at RVICS Headquarters.
2. Upon election to the office, be willing to serve at the National Headquarters, working with the Vice-President to maintain constant staffing of Headquarters.

B. Duties

1. Shall be an advisory and voting member of **all** committees.
2. Shall be accountable to the Board for the overall operation of the RVICS organization.
3. Shall be responsible for the selection and scheduling of all RVICS projects in conjunction with the Project Coordinator.
4. Supervise the staff of the National Headquarters.
5. Responsible for the maintenance of the National Headquarters physical plant.
6. Coordinate the public relations efforts of the organization.
7. Coordinate the preparation and distribution of the RVICS newsletter.
8. Perform all such other duties pertaining to the office of the President.

Section 4. Vice President

A. Qualifications

1. Shall have:
  - a. Served as a Team Leader a minimum of four (4) completed projects.
  - b. Spouse willing to fulfill a position at RVICS Headquarters.
2. Upon election to the office, be willing to serve at the National Headquarters, working with the President to maintain constant staffing of the Headquarters.

B. Duties

1. Selection and placement of all RVICS missionaries.
2. Oversee the duties of the Personnel Administrator.
3. Shall work with the Secretary/Treasurer on financial matters.
4. Perform all such other duties pertaining to the office of the Vice President.
5. Shall become President and assume all duties of the President for the remainder of the elected term, in the event the President is unable to fulfill those obligations.

Section 5. Secretary/Treasurer

A. Qualifications - Upon appointment to office, will be required to serve a minimum of three (3) months at National Headquarters.

B. Duties

1. Responsible for the minutes of all Board Meetings.
2. Have custody of the seal of the corporation.
3. Responsible for notices of all meetings of the Board as required by the By-Laws.
4. Shall be custodian of all funds and securities of the corporation.
5. Keep a record of the accounts of the corporation and report thereon at each regular meeting of the Board.
6. Authorize all deposits of monies in a bank designated by the Board, such funds to be subject to withdrawal for authorized purposes up to \$500 upon the signature of the President, Vice-President or Treasurer, or other authorized members of the

Headquarters staff. Expenditures in excess of \$500 will require Executive Committee action.

7. Authorize the preparation and filing of all reports and returns required by governmental agencies.
  8. Shall be in charge of financial matters.
  9. Perform such other duties as may be designated by the Board.
- C. Selection and appointment - The Secretary/Treasurer shall be selected and appointed by the Executive Committee.

Section 6. Team Leaders

A. Qualifications

1. Shall have served for a minimum of four (4) projects before being commissioned.
2. Must agree to support all RVICS policies.
3. No RVICS missionary who is also serving in another like-minded ministry shall serve as an RVICS Team Leader.
4. RVICS missionaries in an inactive or retired status relinquish their qualifications as Team Leaders. Upon requesting reinstatement to an Active status, they may requalify as Team Leaders after meeting all the requirements of this section.

B. Duties

1. Responsible for effective liaison between the project personnel and the RVICS team.
2. Responsible for all personnel service assignments.
3. Responsible for the coordination of team activities.
4. Maintain liaison with RVICS National Headquarters.
5. Prepare and submit all reports as required by RVICS National Headquarters.
6. Perform all such other duties that pertain to this position.

C. Selection and appointment - Team Leaders shall be selected and appointed by the Executive Committee after they have been recommended by at least two (2) working leaders.

D. Training - All potential Team Leaders shall complete a "Team Leader Training Course", followed by a period of one (1) month "hands on training" at an RVICS project in service with a qualified Team Leader couple.

Section 7. Temporary Team Leaders

A. Qualifications

1. Shall have served a minimum of four (4) projects before being asked to serve.
2. Must agree to support all RVICS Policies.

B. Duties

1. Responsible for effective liaison between the project personnel and the RVICS team.
2. Responsible for all personnel service assignments.
3. Responsible for the coordination of team activities.
4. Maintain liaison with RVICS National Headquarters.
5. Prepare and submit all reports as required by RVICS National Headquarters.
6. Perform all such other duties that pertain to this position.

C. Selection and appointment – Temporary Team Leaders shall be selected and appointed by the Executive Committee after they have been recommended by at least one (1) working Team Leader.

D. Training – After a Temporary Team Leader has completed four (4) projects as a Temporary Leader, the Executive Committee may ask them to become Team Leaders by completing the "Team Leader Training Course", followed by a period of one (1) month of "hands on training" at an RVICS project in service with a qualified Team Leader couple.

- Section 8. Personnel Administrator
- A. Qualifications
    - 1. Willing to serve at National Headquarters.
    - 2. Must have served in a minimum of six (6) completed projects.
  - B. Duties – All duties will be performed in conjunction with the Vice President.
    - 1. Selection and placement of all RVICS missionaries.
    - 2. Maintain all personnel records.
    - 3. Execute all election procedures.

- Section 9. Project Coordinator
- A. Qualifications
    - 1. Upon appointment to office by the Executive Committee, be willing to serve at National Headquarters.
    - 2. Must have served in a minimum of six (6) completed projects.
  - B. Duties - All duties will be performed in conjunction with the President.
    - 1. Contact, select and assign all RVICS service projects.
    - 2. Maintain all project records.

- Section 10. Bookkeeper
- A. Qualifications
    - 1. Must be willing to serve at National Headquarters.
    - 2. Must have served a minimum of six (6) completed projects.
  - B. Duties
    - 1. Will be performed in conjunction with the President.
    - 2. Responsible for maintaining accurate records of the corporation's business as transacted by its elected Board of Directors and Officers.

## **ARTICLE VIII**

### Committees

- Section 1. Executive Committee
- A. Composition - The Executive Committee shall consist of the President, Vice President, and Chairman of the Board of Directors.
  - B. Duties - The Executive Committee shall act at the request of the President or Chairman of the Board of Directors. All decisions of this committee must be unanimous in order to constitute action of the Board of Directors. If a unanimous decision cannot be reached, the issue must be decided by the entire Board of Directors.
    - 1. Explore and promote ways of financing the RVICS programs and prepare a budget for submission to the Board of Directors.
    - 2. Prepare all amendments to the Constitution and By-Laws for approval by the Board of Directors.

- Section 2. RVICS Village Operating Council
- A. Composition - The RVICS Village Operating Council shall be a separate committee and shall consist of seven members elected by the missionaries of RVICS Village.
  - B. Duties - The RVICS Village Operating Council shall manage and supervise the operation of RVICS Village. It will adopt the RVICS Village Operating Guidelines, with the approval of the RVICS, Inc. Board of Directors. The RVICS Village Operating Council shall report to the Executive Committee of RVICS, Inc. All other decisions of the RVICS Village Operating Council shall be subject to the approval of the Executive Committee.



- Section 3. Membership Committee
- A. Composition – The Membership Committee shall consist of at least two (2) RVICS Headquarters missionaries. The Chairperson of the Committee, who will appoint and oversee the rest of the committee, shall be the highest-ranking officer serving at Headquarters at that time.
- B. Duties – The duties of this committee shall consist of reviewing documents submitted by couples/individuals that are interested in joining the RVICS ministry. This review will occur when all necessary documents have been submitted and received at Headquarters. As a part of this review process the members of this committee will vote to determine whether a couple/individual will be accepted as RVICS missionary members. Once accepted as RVICS missionary members a Personnel team member will send a letter (either by mail or e-mail) of acceptance to the couple/individual signed by the Membership Committee and they will become eligible for assignment to serve with a team at a project location. If a couple/individual is not accepted as RVICS missionary members a Personnel team member will send a letter (either by mail or e-mail) of non-acceptance to the couple/individual signed by the Membership Committee stating the fact of non-acceptance.

- Section 4. Audit Committee
- A. Composition – The Audit Committee shall consist of five (5) RVICS member missionaries. The Chairperson of the Audit Committee, who will oversee and coordinate all activities of the audit in accordance with standard “review” accounting principles, shall be appointed by the President of RVICS, Inc. The Chairperson of the Audit Committee will appoint four (4) Audit Committee members who will work together in teams consisting of two (2) members each; one team assigned to conduct the RVICS, Inc. ministry audit and the other team assigned to conduct the RVICS Village audit. It is recommended that a staggered rotation of the membership of this committee be established annually to maintain continuity. All personnel of RVICS, Inc. and RVICS Village will provide whatever records, information and assistance requested by the Audit Committee.
- B. Duties – The duties of this Committee shall consist of the review of the financial records for RVICS, Inc. and RVICS Village for the immediately preceding year(s) which will be conducted on an annual basis in January/February. A written Consolidated Audit Report of the findings of the Audit Committee will be presented to the RVICS Board of Directors at the RVICS Board’s February annual meeting.

## **ARTICLE IX**

### **Fiscal Year**

The fiscal year of this corporation shall be from January 1 through December 31.

## **ARTICLE X**

### **Roving Volunteers In Christ’s Service - Selected (RVICS-S)**

- Section 1. Roving Volunteers in Christ's Service-Selected (RVICS-S) is a type of project of the RVICS organization and is governed by the RVICS Board of Directors.
- Section 2. All missionaries of the RVICS ministry shall be entitled to all rights, privileges and responsibilities as outlined in the Constitution and By-Laws.

## **ARTICLE XI**

### **Amendments**



The Board of Directors may amend, revise, repeal or rescind these by-laws and/or adopt new by-laws by a two-thirds (2/3) vote of all the members of the Board of Directors, provided that written notice of such proposed actions shall have been given at least thirty (30) days preceding the voting.

**ARTICLE XII**  
Corporate Seal

The Board of Directors shall provide a suitable seal containing the name of the Corporation and the words "Corporation not-for-profit", which seal shall be in the custody of the Secretary. The Seal of the Corporation shall be affixed to all legal contracts and papers as is deemed necessary.

**ARTICLE XIII**  
RVICS Village

- Section 1. RVICS Village will be and is located at 1700 S.E. 4th Street, Smithville, Texas 78957.
- Section 2. The Chairperson of the RVICS Village Operating Council will attend each Annual Meeting of RVICS, Inc.
- Section 3. The purpose of RVICS Village shall be to provide a quality residential facility for RVICS missionaries at lower cost than is possible with rental or private ownership; to form a community of Christian missionaries based on the concepts of "caring and sharing;" to provide a place for each RVICS Village missionary to park in a self-contained RV or live in an approved dwelling when in, or traveling through, the area. In addition, RVICS Village shall have all of the power, privileges, and rights necessary and convenient to carry out the several purposes for which it was formed.
- Section 4. The RVICS Executive Committee will be responsible for the overseeing of RVICS Village. (See ARTICLE VIII, Section 2.B. of this Constitution and By-Laws.)

**ARTICLE XIV**

Involuntary Termination of an RVICS Member(s)

RVICS, Inc. reserves the right to terminate membership for an RVICS, Inc. member(s) for violation of RVICS, Inc. Constitution and By-Laws and/or the RVICS, Inc. Missionary Members Manual of Policies and Practices by a unanimous vote of the RVICS, Inc. Executive Committee. The non-compliant member(s) must be notified in writing of the specific violation(s). The non-compliant member(s) has the right to challenge the termination within fourteen days in writing or in person, at which time the RVICS, Inc. Board of Directors must vote on the issue with a majority vote to approve the termination.

**ARTICLE XV**

Dissolution

In the event of the dissolution of the RVICS organization, the procedure below shall be followed:

- A. All assets of the RVICS, Headquarters, Inc., including RVICS Village, shall be utilized to satisfy all outstanding debts of the corporation.
- B. All remaining assets shall be contributed to a qualified 501(c)(3) tax exempt organization as designated by the Board of Directors.