

Name of Committee Trustees of Trust Funds

The Trustees of Trust Funds may at its discretion hold ownership of investment property to benefit the fiscal position of the Yearly Meeting. These trustees' by-laws are listed below.

**APPROVED MARCH 1999  
BY-LAWS  
TRUSTEES OF TRUST FUNDS  
NORTH CAROLINA YEARLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS**

Article I

Purpose: The function of the Trustees of Trust Funds is to hold in trust those funds entrusted to North Carolina Yearly Meeting of Friends and to invest these funds in a prudent manner structured to provide the highest return consistent with safety of principal and the stated purpose of the fund.

Article II

Membership: The Trustees of Trust Funds is composed of seven members, plus emeritus members, who are appointed by Representative Body upon recommendation of the Nominating Committee. The term of appointment is seven years with one term to expire each year. The Business Manager for the Yearly Meeting serves as an Ex-officio member.

Article III

Meetings: An annual meeting of the Trustees shall be held on the last Monday in July. Additional meetings may be held periodically throughout the year as set by the Committee or at the request of the Chairman with notice of at least five (5) days prior to the date of such meeting.

Article IV

Quorum: A majority of the Trustees shall constitute a quorum for the transaction of business.

Article V

Officers: Officers shall be as follows: Chairman, Vice-Chairman, Secretary, Treasurer and Representative to Representative Body of the Yearly Meeting. The Trustees of Trust Funds shall elect their officers at the annual meeting for a term of one year or until their successors are elected. Those elected shall carry out the usual and customary duties of their respective offices and such other duties as the Trustees of Trust Funds shall assign from time to time.

Article VI

Other Attenders: Other attenders may attend and act as consultants to the committee upon invitation by the committee.

Article VII

Investment Committee: An investment subcommittee, composed of the Business Manager, Treasurer, and two other members appointed by the Trustees of Trust Funds as a whole, shall have the day-to-day responsibility of selecting the investment instruments as cash resources become available. These transactions shall be reviewed by the Trustees of Trust Funds as a whole at the next meeting at which time such investments shall be approved or recommendations for different investments shall be made.

Article VIII

Investments: Investments shall be made according to the policies outlined below.

1. Efforts are made to avoid investments in companies known to be primarily involved in businesses that are inconsistent with Friend's Testimonies.
2. Bond investments shall be in bonds having a rating of BBB or above when purchased as rated by Standard and Poor (or a comparable rating by Moody) except by unanimous approval of the Trustees.
3. Investments in equities shall not exceed 75% of the total investment portfolio except by unanimous approval of the Trustees.
4. No new purchase of more than ten percent (10%) of the portfolio may be invested in any one stock.
5. The principal amount of donated stocks or bonds will be established by the average bid price for the security on the day received as indicated for that day on the exchange where it is listed. Disposition of these securities will be determined by the Investment Committee.
6. Investments in securities other than those listed and traded on the New York Exchange, The American Exchange, NASDAQ or National over-the-counter markets shall be only by direction of the Trustees of Trust Funds as a whole.
7. All securities shall be held in the name of the Trustees of Trust Funds of North Carolina Yearly Meeting of Friends by the Treasurer or in a brokerage account.

Article IX

Reports: An annual report of income, expenses and income distribution shall be made to the Yearly Meeting as soon as possible after the close of the fiscal year on each March 31.

Article X

Audit: An annual audit of the records of the Trust Funds shall be made by an independent auditor at the end of the fiscal year. Accounting information shall be submitted to the independent auditor by the treasurer as soon as practical after the close of the fiscal year with expectations that the audit will be completed on a timely basis. A copy of the audit shall be submitted to the Yearly Meeting.

Article XI

Amendments: These by-laws shall be effective upon approval by Representative Body of the Yearly Meeting and amendments hereto shall be effective only upon approval by Representative Body.

XIV.B.

Name of Committee	Yearly Meeting Message Committee
Given Oversight by	Representative Body
Membership	
Appointed Members	3
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Ex officio Members	None

Specific Committee Duties

Interpret chief concerns of the Yearly Meeting annually in a message to our sister Yearly Meetings around the world.

Name of Committee                      Memorial Committee

Given Oversight by                      Representative Body

#### Membership

Appointed Members	2 (from same Quarterly Meeting, rotated alphabetically)
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Ex officio Members	None

#### Specific Committee Duties

1. Review memorials received during the year.
2. Plan an appropriate program to give recognition to those Friends who have died during the past year.
3. Cooperate with the Program Committee in selecting a time during the Annual Assembly for this presentation.

### **Guidelines for Memorials**

The Committee on the Care of Yearly Meeting Records has compiled the following guidelines for writing memorials for deceased members. They have been designed to assist writers in determining what information is necessary and useful to include.

It is suggested that memorials be written for all members who have died within the year and that memorials for members who have been active in leadership roles be sent to the Quarterly Meeting and the Yearly Meeting.

#### Include:

Full name, including maiden name of a woman  
 Birth and death dates  
 Names of parents  
 Place of birth  
 Name(s) of spouse and children  
 Principal places of residence  
 Occupation or profession  
 Major contributions to the life of his or her community  
 Brief history of spiritual journey, i.e., when and under what circumstances the deceased came into the Society of Friends, when recorded as a minister if deceased was a minister, specific characteristics of his or her ministry.  
 Major ways in which the deceased contributed to the Society of Friends, i.e., positions held, leadership contributions, specific ministries such as, hospitality, spiritual nurture, religious education.  
 Do NOT list every committee ever held, only those that made a real difference.  
 Anything else that seems important to remember.

AVOID general and vague statements about the deceased.

AVOID overblown praise; let the life speak for itself.

Be succinct.

Name of Committee	Summary of Epistles Committee
Given Oversight by	Representative Body
Membership	
Appointed Members	1
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Ex officio Members	None

Specific Committee Duties

1. Review Epistles received from other Yearly Meetings.
2. Prepare and present summary of Epistles to Annual Assembly.

Name of Committee	Nominating Committee
Given Oversight by	Representative Body
Membership	
Appointed Members	12
Appointed by	Representative Body on recommendation of Committee on Clerks
Term of Appointment	3 year terms (one-third to expire each year)
Quarterly Meeting Members	one from each Quarterly Meeting
Appointed by	Quarterly Meetings
Term of Appointment	1 year
Ex officio Members	None
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
1.	Plan, call and preside at meetings.
2.	Represent Committee as directed by Committee action.
3.	Follow up on Committee actions to insure implementation of decisions.
4.	Present recommended committee appointments to Representative Body
5.	Prepare a complete report, including full address and telephone number of each person named to Yearly Meeting positions for use in the MINUTE BOOK.

#### Committee Purpose and Concern (FAITH AND PRACTICE, p. 97)

“The Nominating Committee shall recommend to the Representative Body the names of persons to serve on each Yearly Meeting Committee, Board, and Commission and affiliated organizations except as may be otherwise provided in this Discipline.”

“It shall be the duty of the Nominating Committee to suggest to the Yearly Meeting the names of persons to serve on committees that may be established to facilitate the purposes of the annual assembly of the Yearly Meeting.”

#### Specific Committee Duties and Guidelines

1. Seek those persons who are willing and able to effectively serve the Yearly Meeting, relating their interests and abilities to the job to be filled.
2. Facilitate representation, no more than one member from a Monthly Meeting should serve on the same committee and, to the extent possible, each Quarter should be represented by at least one member. No person serving as a Quarterly Meeting appointee to a committee should be nominated by the Nominating Committee to that committee.
3. Approach potential new committee members with a description of the member’s responsibilities and expectations regarding attendance at regularly scheduled meetings, plus dates and times of scheduled meetings.
4. Consider the reappointment of present committee members by giving attention to the member’s committee attendance record as supplied from the committee minutes or by report of the chairperson. Moreover, suggestions for possible new members should be solicited from the committee chairperson.
5. Expect a person to serve no more than two consecutive 3-year terms on any committee unless otherwise stated.
6. Appoint no individual to a committee from which that individual or their meeting is receiving financial assistance, i.e. Church Extension Committee, Christian Vocations Committee or Pastor-Meeting Relations Committee.

Name of Committee	Stewardship-Finance Committee
Given Oversight by	Representative Body
Membership	
Appointed Members	9
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Quarterly Meeting Members	one from each Quarterly Meeting
Appointed by	Quarterly Meetings
Term of Appointment	1 year
Ex officio Members	Executive Committee Appointee, Treasurer, Business Manager
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
	<ol style="list-style-type: none"> <li>1. Plan, call and preside at meetings.</li> <li>2. Make budget request.</li> <li>3. Represent committee as directed by committee action.</li> <li>4. Follow up on committee actions to insure implementation of decisions.</li> <li>5. Report to Representative Body as requested.</li> </ol>

#### Committee Purpose and Concerns

Formulate a budget in cooperation with the Executive Committee for presentation to the Representative Body.

Supervise coordination of the financial appeals of all boards, committees, and related organizations authorized to solicit funds in the Yearly Meeting.

Promote common interests and concerns such as raising the Yearly Meeting budget.

#### Specific Committee Duties

1. With the Business Manager, arrange for the annual audit of the Yearly Meeting accounts.
2. Prepare, select and promote the use of stewardship program materials, literature and audio-visual aids.
3. Arrange for conferences and seminars on the local and Yearly Meeting levels.
4. Promote effective methods for meeting the financial needs of the Yearly Meeting and local Meetings.
5. Conduct a continuous program of education relative to
  - a. The needs which exist in the world and our channels of ministering to them.
  - b. The Christian use of time and abilities as well as financial resources.
6. Recommend to the Representative Body the name of a suitable person for Treasurer of the Yearly Meeting at the appropriate time.

Committee Name	Trustees
Given Oversight by	Representative Body
Membership	
Appointed Members	No fewer than 3 nor more than 6
Appointed by	Representative Body on recommendation of Nominating Committee, subject to the pertinent laws of the state
Term of Appointment	6 years, one-third at 2-year intervals
Ex officio Members	None

Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	2 years

Duties of Chairperson

1. Ascertain directions formulated by Representative Body.
2. Obtain agreement of all Trustees to proposed action.
3. Communicate with interested parties (Monthly Meetings and individuals).
4. Report to Representative Body as necessary.
5. Follow up on committee actions to insure implementation of decisions.
6. Represent committee as directed by committee action.

Committee Purpose and Concern

In cooperation with the Representative Body, exercise general oversight of all lands, properties, estates and charitable donations.

Specific Committee Duties

1. Hold title to real estate and personal property.
2. Keep all documents properly recorded.
3. Sign deeds, mortgages and other legal documents relating to real estate.
4. Maintain legal documents in a secure place.

Name of Committee	Friends Cemetery Committee
Given Oversight by	Trustees of Yearly Meeting Representative Body
Membership	
Appointed Members	one from each Quarterly Meeting one at-large member
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Ex officio Member	Chairperson of Trustees
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
	<ol style="list-style-type: none"> <li>1. Plan, call, and preside at meetings.</li> <li>2. Work closely with Yearly Meeting Trustees.</li> <li>3. Collect information on available funds and existing guidelines for care and upkeep.</li> <li>4. Organize and keep records of all correspondence and financial transactions received concerning cemeteries; pass on to next chairperson.</li> <li>5. Visit property when requested or as needed.</li> <li>6. Report to Representative Body as requested.</li> </ol>
Committee Purpose and Concern	
	Provide care for Friends Cemeteries which are no longer connected to an active Friends Meeting in North Carolina Yearly Meeting (FUM).
Specific Committee Duties	
	<ol style="list-style-type: none"> <li>1. Contact all Friends Meetings about location of any abandoned Friends cemeteries in their areas.</li> <li>2. Determine present ownership and seek sympathetic assistance for upkeep and erecting markers.</li> <li>3. Record data: size, location, approximate number of graves, and availability of future plots.</li> <li>4. Work with Yearly Meeting on surveying property, plotting and determining charge for plots.</li> <li>5. Work out financial details whether it be in the form of establishing a trust or working with an existing trust.</li> <li>6. Provide oversight of cemeteries unless nearby Friends Meetings are willing to give oversight; arrange for continued care and upkeep.</li> </ol>

## **Committee on the Care of Yearly Meeting Records North Carolina Yearly Meeting**

### **Guidelines for Yearly Meeting Committees and Administrative Boards**

Committees are advised to carefully keep their records and deposit them on a regular basis in the Friends Historical Collection for future preservation. These records establish legal and financial documentation and provide source material for meeting, personal, and social histories. The Friends Historical Collection Librarian works with North Carolina Yearly Meeting's Committee on the Care of Yearly Meeting Records to insure continued maintenance of the yearly meeting archives and to encourage constituent groups to deposit their minutes and records in a timely manner.

Permanent records that should be deposited in the Friends Historical Collection include:

- Annual reports
- Minutes of all meetings
- Summary financial records of any accounts not covered by the yearly meeting's general accounts
- Key correspondence explaining the decisions and actions of the group and affecting the rights of others
- Files of material about the group and its work (news clippings, etc.)
- Any materials that help document what the group did and why or that otherwise fulfill the goals of keeping records

Groups with larger programs may also generate a significant quantity of records such as:

- Personnel files
- Property records
- Staff correspondence files

It is recommended that committee clerks keep a photocopy set or extra printout of recent records for reference use. Friends Historical Collection staff can assist committees with photocopy requests.

At this time, permanent records are required to be on paper prior to deposit in the Friends Historical Collection. Electronic records, including files on disks, cannot be maintained permanently. Committees are encouraged to print copies of minutes and records of permanent value regularly since computer files are sometimes lost through technological difficulties.

Ideally, minutes should be kept on non-acidic buffered paper. The Friends Historical Collection staff can assist committees in acquiring suitable paper. However, the Friends Historical Collection will accept printed minutes on any type of paper. Care should be taken to use permanent inks. Some inkjet printers use inks that fade rapidly and ballpoint pens are not recommended.

Committees should take care that minutes and other permanent documents are prepared in a way that will not damage the records in the future. Therefore, scotch tape and other adhesive products are discouraged since the adhesives deteriorate the paper rapidly. Metal paper clips and staples rust over time so items should only be clipped together temporarily and staples avoided. Items such as photographs and clippings should be separated from permanent records. Newspaper clippings deteriorate very quickly so it is recommended that they be photocopied onto acid free paper and the original discarded.

Materials deposited in the Friends Historical Collection are placed in archival folders and boxes. Therefore, committees are discouraged from purchasing new folders or notebooks prior to deposit. Records are best deposited in organized folders or neatly stacked in chronological order.

Committees should deposit records on a regular basis but the specific schedule varies according to the type of record and the status of the meeting. More frequent deposits are encouraged to reduce risk of record misplacement or deterioration. Suggested schedules include: annually, every five years, whenever there is a change in the clerk responsible for the records, or when a meeting record book is filled. Any written histories should be deposited when they are produced.

Records may be delivered in person or sent by delivery service to the Friends Historical Collection at Guilford College. It is recommended that items shipped be sent by registered mail or another system that allows for tracking. Deliveries in person should be made during regular business hours and advance contact is recommended to insure that someone will be available to receive them. The Archives Assistant will send a letter of acknowledgement to the committee clerk when the records are received.

Approved 11/26/2002

## **Committee on the Care of Yearly Meeting Records North Carolina Yearly Meeting**

### **Guidelines for Quarterly Meetings**

Quarterly meetings are advised to carefully keep their records and deposit them on a regular basis in the Friends Historical Collection for future preservation. Meeting records establish legal and financial documentation and provide source material for meeting, personal, and social histories. The Friends Historical Collection Librarian works with North Carolina Yearly Meeting's Committee on the Care of Yearly Meeting Records to insure continued maintenance of the yearly meeting archives and to encourage constituent meetings to deposit their minutes and records in a timely manner.

Permanent records that should be deposited in the Friends Historical Collection include:

- Quarterly Meeting Minutes
- Quarterly Meeting Ministry and Counsel Minutes

Other permanent records that a meeting should preserve and may consider depositing in the Friends Historical Collection as space allows include:

- Committee minutes
- Financial papers
- Important correspondence
- Materials documenting special projects

It is recommended that meetings keep a photocopy set or extra printout of recent records at the meeting for reference use. Friends Historical Collection staff can assist meetings with photocopy requests.

At this time, permanent records are required to be on paper prior to deposit in the Friends Historical Collection. Electronic records, including files on disks, cannot be maintained permanently. Meetings are encouraged to print copies of minutes and records of permanent value regularly since computer files are sometimes lost through technological difficulties.

Ideally, minutes should be kept on non-acidic buffered paper. The Friends Historical Collection staff can assist meetings in acquiring suitable paper. However, the Friends Historical Collection will accept printed minutes on any type of paper. Care should be taken to use permanent inks. Some inkjet printers use inks that fade rapidly and ballpoint pens are not recommended.

Meetings should take care that minutes and other permanent documents are prepared in a way that will not damage the records in the future. Therefore, scotch tape and other adhesive products are discouraged since the adhesives deteriorate the paper rapidly. Metal paper clips and staples rust over time so items should only be clipped together.

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Materials deposited in the Friends Historical Collection are placed in archival folders and boxes. Therefore, meetings are discouraged from purchasing new folders or notebooks prior to deposit. Records are best deposited in organized folders or neatly stacked in chronological order.

Meetings should deposit records on a regular basis but the specific schedule varies according to the type of record and the status of the meeting. More frequent deposits are encouraged to reduce risk of record misplacement or deterioration. Suggested schedules include: annually, every five years, whenever there is a change in the clerk responsible for the records, or when a meeting record book is filled. Any written meeting histories should be deposited when they are produced.

Records may be delivered in person or sent by delivery service to the Friends Historical Collection at Guilford College. It is recommended that items shipped be sent by registered mail or another system that allows for tracking. Deliveries in person should be made during regular business hours and advance contact is recommended to insure that someone will be available to receive them. The Archives Assistant will send a letter of acknowledgement to the monthly meeting clerk when the records are received.

Meeting records are periodically microfilmed by an outside vendor under the supervision of the Friends Historical Collection staff. Initial microfilming costs are covered by Committee on the Care of Yearly Meeting Records funds.

Approved 11/26/2002

**Committee on the Care of Yearly Meeting Records  
North Carolina Yearly Meeting**

**Guidelines for Monthly Meetings**

Monthly meetings are advised to carefully keep their records and deposit them on a regular basis in the Friends Historical Collection for future preservation. Meeting records establish legal and financial documentation and provide source material for meeting, personal, and social histories. The Friends Historical Collection Librarian works with North Carolina Yearly Meeting's Committee on the Care of Yearly Meeting Records to insure continued maintenance of the yearly meeting archives and to encourage constituent meetings to deposit their minutes and records in a timely manner.

Permanent records that should be deposited in the Friends Historical Collection include:

- Monthly Meeting Minutes
- Ministry and Counsel Minutes
- Membership Records (including births, deaths, and marriages)

Other permanent records that a meeting should preserve and may consider depositing in the Friends Historical Collection as space allows include:

- Deeds and related property records
- Committee minutes
- Organization minutes (such as a USFW circle)
- Financial papers
- Important correspondence
- Materials documenting special projects

It is recommended that meetings keep a photocopy set or extra printout of recent records at the meeting for reference use. Friends Historical Collection staff can assist meetings with photocopy requests.

At this time, permanent records are required to be on paper prior to deposit in the Friends Historical Collection. Electronic records, including files on disks, cannot be maintained permanently. Meetings are encouraged to print copies of minutes and records of permanent value regularly since computer files are sometimes lost through technological difficulties.

Ideally, minutes should be kept on non-acidic buffered paper. The Friends Historical Collection staff can assist meetings in acquiring suitable paper. However, the Friends Historical Collection will accept printed minutes on any type of paper. Care should be taken to use permanent inks. Some inkjet printers use inks that fade rapidly and ballpoint pens are not recommended.

Meetings should take care that minutes and other permanent documents are prepared in a way that will not damage the records in the future. Therefore, scotch tape and other adhesive products are discouraged since the adhesives deteriorate the paper rapidly. Metal paper clips and staples rust over time so items should only be clipped together temporarily and staples avoided. Items such as photographs and clippings should be separated from permanent records. Newspaper clippings deteriorate very quickly so it is recommended that they be photocopied onto acid free paper and the original discarded.

Materials deposited in the Friends Historical Collection are placed in archival folders and boxes. Therefore, meetings are discouraged from purchasing new folders or notebooks prior to deposit. Records are best deposited in organized folders or neatly stacked in chronological order.

Meetings should deposit records on a regular basis but the specific schedule varies according to the type of record and the status of the meeting. More frequent deposits are encouraged to reduce risk of record misplacement or deterioration. Suggested schedules include: annually, every five years, whenever there is a change in the clerk responsible for the records, or when a meeting record book is filled. Membership files for those whose membership has ended (either by death, transfer, or resignation) should also be deposited on a regular basis. Any written meeting histories should be deposited when they are produced.

Records may be delivered in person or sent by delivery service to the Friends Historical Collection at Guilford College. It is recommended that items shipped be sent by registered mail or another system that allows for tracking. Deliveries in person should be made during regular business hours and advance contact is recommended to insure that someone will be available to receive them. The Archives Assistant will send a letter of acknowledgement to the monthly meeting clerk when the records are received.

Meeting records are periodically microfilmed by an outside vendor under the supervision of the Friends Historical Collection staff. Initial microfilming costs are covered by Committee on the Care of Yearly Meeting Records funds.

Approved 1/22/2002

**Committee on the Care of Yearly Meeting Records  
North Carolina Yearly Meeting**

**Policy Statement**

The Friends Historical Collection of Guilford College, Greensboro, North Carolina is the depository for the permanent records of North Carolina Yearly Meeting (Friends United Meeting) and its constituent meetings.

The following policies on accession, use, and retention were reviewed, amended, and approved on January 22, 2002 by North Carolina Yearly Meeting (Friends United Meeting).

**ACCESS**

The North Carolina Yearly Meeting records are open to all North Carolina Friends without charge. They are also open to anyone under the same terms within the restrictions set down by the Guilford College Library Director, the Friends Historical Collection Librarian, the Faculty Library Committee, and the Committee on the Care of Yearly Meeting Records.

Each visitor is to register and sign any access forms that may be required.

Access is limited to members of the records-issuing body, i.e. monthly, quarterly, yearly meeting, or their constituent committees, for twenty-five years prior to the current date, unless special permission is obtained in writing by the researcher from appropriate representatives of the issuing body.

The issuing body may choose to restrict categories of records that affect the privacy rights of individuals. Such restrictions may apply for a period of time not to exceed seventy-five years from the record date. Examples of records that may fall under this restriction include: Ministry and Counsel minutes, clerks' correspondence, personnel files, and donor records. Meetings should not refrain from depositing records due to any confidentiality concerns.

**USE**

Microfilm copies of original records will be used whenever possible. Original records may be consulted only on the discretion of the Friends Historical Collection Librarian.

No pens may be used with manuscript materials and researchers are required to follow any additional guidelines established by the Friends Historical Collection Librarian.

**REPRODUCTION**

If the purpose of a researcher is to publish significant quantities of manuscript materials (significant is defined as any amount beyond that of a standard quotation), or if large quantities of copies (about 25 pages or more) are requested, the researcher must obtain the permission of the issuing body: North Carolina Yearly Meeting or any constituent

body. Publishing is defined in this document to refer to any widespread dissemination, including but not limited to, books, genealogical compilations, and web page documents. Copy restrictions apply any form of reproduction, including but not limited to, photocopies and digital scans.

The Friends Historical Collection can limit the number of copies they will provide for any one researcher. Photocopy requests from individual researchers are filled at the discretion of the Friends Historical Collection Librarian.

The Friends Historical Collection staff will copy sets of minutes upon request by a meeting for reference copy. Copies made for the use of the issuing body will be paid for by that body unless it no longer exists or is unable to pay. In that event copies will be paid for with records committee funds.

Microfilm is not available for purchase by individuals. Microfilm may be offered for sale or exchange to other centers of Quaker research.

#### **RETENTION**

No records may be removed from the Friends Historical Collection without the written consent of the Committee on the Care of Yearly Meeting Records or by minute of the originating body.

#### **Note to Researchers:**

Please include the following information in your preferred citation method:

Monthly Meeting Name, date(s), North Carolina Yearly Meeting Archives, Friends Historical Collection, Guilford College, Greensboro, NC.

Name of Committee	Committee on the Care of Yearly Meeting Records
Given Oversight by	Representative Body
Membership	
Appointed Members	9
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	3 years
Ex officio Members	Curator of Friends Historical Collection at Guilford College
Chairperson	
Appointed by	Representative Body on recommendation of Nominating Committee
Term of Appointment	1 year
Duties of Chairperson	
	<ol style="list-style-type: none"> <li>1. Call, plan and preside at meetings.</li> <li>2. Make budget requests.</li> <li>3. Actively seek materials suitable for inclusion in the Friends Historical Collection.</li> <li>4. Aid in formulating policy statements for the work of the Committee in conference with members of the NC Yearly Meeting, Superintendent or the Curator of the Friends Historical Collection.</li> <li>5. Coordinate the planning for and execution of any projects which may be requested by the staff of the Friends Historical Collection.</li> <li>6. Keep accurate financial records of receipts and expenditures of funds appropriated to the Committee (When Curator and Chairperson are not the same person, this naturally falls to the Curator).</li> </ol>

#### Committee Purpose and Concerns

Encourage all Meetings to deposit minutes, records, and all official documents for safekeeping in the Friends Historical Collection in the Guilford College Library.

Serve in an advisory capacity to the Curator of the Friends Historical Collection.

#### Specific Committee Duties

1. Aid in soliciting the deposit of official documents of each Meeting in the Friends Historical Collection.
2. Aid in informing members of the Meetings of the resources and needs of the Friends Historical Collection.
3. Aid members of the Friends Historical Collection staff with specific projects, as requested by them.
4. Serve as liaison agents to the Quaker Community at large in seeking financial support for the work of the Friends Historical Collection but only after consultation with the Curator of the Collection, or other designated officers of the Yearly Meeting.

Name of Committee Annual Assembly Program Committee

Given Oversight by Representative Body

Membership

Appointed Members 9

Appointed by Representative Body on recommendation of Nominating Committee

Term of Appointment 3 years

Ex officio Presiding Clerk of Yearly Meeting  
Assistant Yearly Meeting Presiding Clerk  
Chairperson of Executive Committee  
Young Friends Representative

Chairperson

Appointed by Representative Body on recommendation of Nominating Committee

Term of Appointment 1 year

Duties of Chairperson

1. Call regular meetings of the committee, plan, schedule and preside.
2. Serve as liaison for the committee in arranging for speakers.
3. Request budget funds.
4. Implement the program relative to schedule, physical arrangements and leadership.
5. Follow up on committee actions to insure the implementation of decisions.
6. Represent committee as directed by committee action.

Committee Purpose and Concern

Plan the program for the annual assembly of the Yearly Meeting to carry out in full measure the purposes of these sessions as defined in FAITH AND PRACTICE.

Specific Committee Duties

1. Make plans for the annual sessions.
2. Arrange for speakers and other participants in the program.
3. Administer funds.
4. Plan for infant nursery during annual sessions.
5. Oversee Page Coordinator

Name of appointment Yearly Meeting Page Coordinator

Appointed by Program Committee

Term of Appointment 1 year, up to six consecutive terms at the rise of Yearly Meeting sessions. (See Faith and Practice, page 93.)

Given Oversight by Program Committee

General Responsibilities

Recruit, train, supervise and schedule pages for Yearly Meeting sessions.

Specific Duties

1. Contact quarterly meetings to appoint pages.
2. Send a confirmation letter to pages addressing expectations, dress code, etc.
3. Talk with every page in advance to make sure they understand duties and to ascertain arrival times.
4. Attend yearly meeting sessions and be generally available when pages are on duty to oversee and direct.
5. Work in conjunction with Young Friends Activities Committee and schedule pages with attention to Young Friends schedule.

(Approved in Representative Body 3<sup>rd</sup> Month 21<sup>st</sup> Day 2009)

Name of Committee	Committee on Clerks
Given Oversight by	Representative Body
Membership	
Appointed Members	one from each Quarterly Meeting
Appointed by	Quarterly Meetings shall notify the Superintendent of the appointment
Term of Appointment	1 year
Convenor	<p>The Superintendent shall name one person as convenor and set up a meeting of the Committee on Clerks at an appropriate time and place not later than April 15.</p> <p>The committee thus convened shall appoint its own chairperson and secretary as the first item of business. (FAITH AND PRACTICE p. 91)</p>
Committee Duties	
1.	Recommend to the Representative Body the names of four persons each year to serve on the Yearly Meeting Nominating Committee.
2.	Recommend the names of suitable persons to fill the positions of Yearly Meeting Presiding Clerk, Assistant Presiding Clerk, Assistant Presiding Clerk/Program Committee Chairperson, Recording Clerk(s), and Assistant Recording Clerk(s).
3.	Recommend to the first session of Yearly Meeting the names of persons considered suitable for the positions to be filled.