

MANUAL OF PROCEDURE

BALTIMORE YEARLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS

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Table of Contents

I. Introduction	1
II. Structure of Baltimore Yearly Meeting	2
Sessions	2
Functions	3
Officers — Appointment And Duties	4
Trustees	6
Interim Meeting	7
Search Committee	9
Supervisory Committee	10
Staff	11
Committees: Appointment, Terms, Authority, & Responsibilities	12
Advancement and Outreach Committee	16
Camp Property Management Committee	17
Camping Program Committee	18
Committee for Criminal and Restorative Justice	19
Educational Funding Resources Committee	20
Ethel Reynolds Fund Committee	21
Faith and Practice Revision Committee	22
Friends in Education	23
Indian Affairs Committee	24
Manual of Procedure Committee	25
Ministry and Pastoral Care	26
Ministry and Counsel Committee	26
Nurture and Recognition of Ministry, Committee for the	27
Nominating Committee	28
Peace and Social Concerns Committee	30
Program Committee	31
Religious Education Committee	32
Right Sharing of World Resources Committee	33
Stewardship and Finance Committee	34
Sue Thomas Turner Quaker Education Fund Committee	35
Unity with Nature Committee	36
Youth Programs Committee	37
Special Groups	39
Counseling Service	40
Young Adult Friends	41

III. Affiliation with Friends General Conference and Friends United Meeting	
Friends General Conference	42
Friends United Meeting	43
IV. Corporations Affiliated with Baltimore Yearly Meeting	45
Friends House, Inc.	45
Friends Nursing Home, Inc.	45
Miles White Beneficial Society	46
Sandy Spring Friends School, Inc.	47
V. Representatives to Other Organizations	48
American Friends Service Committee	48
Friends Committee on National Legislation	49
Friends Committee on Unity with Nature	50
Friends World Committee for Consultation,	
Section of the Americas	51
Associated Committee of Friends on Indian Affairs	52
Prisoner Visitation and Support	53
William Penn House	54
Young Friends of North America	55
YouthQuake	56
VI. Changes in <i>Faith And Practice</i>	57
VII. Changes in the <i>Manual of Procedure</i>	58
VIII. Appendix	59
Articles of Consolidation	59
Revisions to the Articles of Consolidation	62
Revision to the Articles of Consolidation	63
IX. Index	64

I. INTRODUCTION

The purpose of this *Manual* is to provide a basis for the good order of the Religious Society of Friends within Baltimore Yearly Meeting by outlining the organizational structure of the Yearly Meeting, its officers and committees, and its relations to other Friends' bodies.

Certain responsibilities have traditionally been vested in Yearly and Quarterly Meetings by the members of the constituent Monthly Meetings. Establishment, laying down, consolidation, or division of Monthly Meetings, though initiated locally, is subject to the approval of the Yearly and Quarterly Meetings to which such local Meetings report. Friends have granted the Yearly Meeting the power to determine its budget and to make apportionments thereof to the Monthly Meetings, either directly or through the Quarterly Meetings. This *Manual* deals solely with the organizational structure the Yearly Meeting establishes to handle matters which are entrusted or have been entrusted to it by the constituent Monthly or Quarterly Meetings or by individual Friends.

II. STRUCTURE OF BALTIMORE YEARLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS

Baltimore Yearly Meeting of the Religious Society of Friends is an organization of the members of its constituent Monthly Meetings. In order to assure attendance at the sessions of the Yearly Meeting, all Monthly Meetings regularly appoint representatives. The privileges and responsibilities of attendance at and participation in the sessions of Yearly Meeting and of service on its committees are open to all members of the Yearly Meeting, and, aside from their appointed duties, representatives have no special status or privilege in the sessions or organs of the Yearly Meeting.

Intermediate between Monthly Meetings and the Yearly Meeting there have customarily been bodies such as Quarterly Meetings and Half-Yearly Meetings. Throughout this *Manual of Procedure* the term “Quarterly Meeting(s)” will be used to refer to all such intermediate bodies whether meeting quarterly or in some other pattern.

The Yearly Meeting provides for the appointment of necessary officers as hereinafter outlined and organizes its work through the appointment of committees necessary for the effective carrying out of its concerns. The constitution and duties of the usual committees are provided for in this *Manual*, but nothing stated below is to be construed as requiring the Yearly Meeting to continue any committee beyond the period of its usefulness or as forbidding the establishment of other organs.

SESSIONS

The Yearly Meeting meets at least once a year, at an appointed time and place and for a stated length of time, and, before adjournment, makes provision for the time, place, and period of its next regular meeting.

FUNCTIONS

The functions of the Yearly Meeting are:

- to hear reports from Quarterly Meetings, Monthly Meetings, and the organs established by the Yearly Meeting, and to take action upon these as appropriate.
- to consider and to implement as proper the concerns of groups or of individual Friends.
- to nurture an atmosphere within the Society conducive to the strengthening of the spiritual life of Friends and of the Quarterly and Monthly Meetings, and to the wider dissemination of the principles and testimonies of the Religious Society of Friends.
- to receive and to dispatch epistles from and to other groups of Friends, to accept the minutes of visiting Friends, and to prepare or endorse minutes for its members desirous of visiting among Friends outside the Yearly Meeting.
- to make provision for participation in the work of wider Friends' organizations.
- to approve a budget and to make apportionments thereof to the Monthly Meetings.
- to maintain a central file of information concerning the affairs of the Society within the area of the Yearly Meeting for the use of committees or of individuals in the furtherance of the purposes of the Yearly Meeting.
- to perform such other functions as from time to time shall appear proper to the carrying out of the purposes of the Yearly Meeting.

OFFICERS—APPOINTMENT AND DUTIES

The **Presiding Clerk of Yearly Meeting**, **Recording Clerk of Yearly Meeting**, **Clerk of Interim Meeting**, and **Recording Clerk of Interim Meeting** are selected from members of Baltimore Yearly Meeting. They are appointed by the Yearly Meeting after nomination by the Interim Meeting and take office at the end of the Yearly Meeting sessions at which they are appointed, to serve for terms of two years, or until their successors are appointed. No officer should serve more than six consecutive years in a particular office.

The **Presiding Clerk** serves as Clerk of all business Meetings of the Yearly Meeting and acts as Convener should special sessions be required. The Clerk serves as a member of the Interim Meeting, and as an alternate to the Clerk of Interim Meeting. The Clerk also serves as a member of the Supervisory Committee, the Program Committee, the Trustees, and, in accordance with the provision of Friends General Conference, is a member of the Central Committee of that body. Annually the Clerk nominates and the Annual Session approves an ad hoc Epistle Committee to draft a general epistle to other Friends groups for the Yearly Meeting's review and approval. The Clerk reports to each regular session of the Interim Meeting on activities as Clerk during the intervening period.

A retiring Clerk continues to serve as a member of Interim Meeting and of an ad hoc *Yearbook* Editing Committee for one year.

The Presiding Clerk and all former Presiding Clerks may be invited by a Quarterly or Monthly Meeting to serve as **Listeners** to help the Meeting find clearness on a particular concern, use Quaker process more effectively, and make better use of the resources of the Yearly Meeting. Any one or more of the Clerks may be asked to initiate this process.

The **Clerk of Interim Meeting** convenes and guides the sessions of that Meeting and of the Supervisory Committee, and serves as an alternate to the Presiding Clerk of Yearly Meeting. The Clerk of Interim Meeting receives and expends the funds of the Yearly Meeting as directed whenever neither the Treasurer nor the Assistant Treasurer is able to do so.

The **Recording Clerk** provides for the orderly recording of the proceedings of the sessions of the Yearly Meeting and serves as an alternate to the Recording Clerk of Interim Meeting. The Recording Clerk also serves as a member of an ad hoc *Yearbook* Editing Committee.

The **Recording Clerk of Interim Meeting** provides for the orderly recording of the proceedings of that Meeting and shares the work of recording the proceedings of Yearly Meeting sessions. The Recording Clerk of Interim Meeting also serves as a member of an ad hoc *Yearbook* Editing Committee.

Reading Clerks are appointed by the Presiding Clerk as needed at Yearly Meeting sessions.

Assistants to these officers may be appointed when deemed necessary.

The **Treasurer** and **Assistant Treasurer** are selected from among the members of Baltimore Yearly Meeting. They are nominated to the Yearly Meeting by the Interim Meeting and, when appointed by the Yearly Meeting in session, serve beginning January 1 following the close of the annual sessions at which appointed, for terms of two years, or until their successors are appointed and qualified. As with other officers, the Treasurer and Assistant Treasurer should serve no more than six consecutive years in a particular office. The Treasurer and Assistant Treasurer serve ex-officio as members of the Stewardship and Finance Committee.

The **Treasurer** receives and expends the funds of the Yearly Meeting as directed, and maintains financial records and books as directed by the Stewardship and Finance Committee, setting forth the financial conditions and resources of the Yearly Meeting. The Treasurer serves as a member of the Interim Meeting, the Trustees, the Supervisory Committee, and the Educational Funding Resources Committee.

The **Assistant Treasurer** should become familiar with the procedures of the Treasurer, assist the Treasurer and, whenever the Treasurer is unable to serve, serve as Treasurer. The Assistant Treasurer serves as a member of the Interim Meeting.

TRUSTEES

The Trustees, like other committees of the Meeting, are selected by the Meeting and are expected to act for the whole Meeting in carrying out their responsibilities under the law. Thus, while trustees must be conscious of their fiduciary obligation to preserve the assets of the Meeting, they must also be continuously sensitive to the spirit of the Meeting and its wish to fulfill the social testimonies of the Society of Friends. The Meeting, in turn, should be sensitive to the legal responsibilities of trustees which can, in certain circumstances, make them personally liable for actions taken in the name of the Meeting.

Faith and Practice, III B, 4b

Trustees and other financial officers should seek to be as responsive as possible, within the limits of legally imposed restrictions, to the considered judgment of the whole Meeting on matters of policy.

Faith and Practice, Appendix I, 2b

The Yearly Meeting appoints Trustees in accordance with its corporate charter. These are at present nine in number: the current Presiding Clerk and Treasurer of the Yearly Meeting plus seven persons nominated by the Nominating Committee and appointed by the Yearly Meeting to serve for terms of three years, with the possibility of re-appointment for a second three-year term. Normally one of these seven is from each Quarterly Meeting within the Yearly Meeting. The Trustees may not co-opt additional members.

The Trustees meet at least annually. They are responsible for title to all real property in the care of the Yearly Meeting, such as burying grounds, and for all matters concerned with the invested funds of the Yearly Meeting. All trust funds will, of course, be administered in accordance with the intentions of the original donors following the policy outlined in *Faith and Practice*, Appendix I, 3. The Trustees should report annually to the Yearly Meeting.

The Clerk, or another designated trustee, serves as a member of the Camp Property Management Committee.

INTERIM MEETING

All members of Baltimore Yearly Meeting are members of Interim Meeting and are welcome to attend its meetings. Interim Meeting acts for the Yearly Meeting in the intervals between its sessions. It meets at least three times a year and on call as necessary.

In order to assure wide participation in Interim Meeting, each Monthly Meeting in the Yearly Meeting is requested to appoint one person to attend Interim Meetings. Ordinarily, no person should serve consecutively as Monthly Meeting appointee for more than six years.

Others expected to participate in Interim Meeting are:

- the officers of the Yearly Meeting: the Presiding Clerk, the retiring Presiding Clerk (for one year following retirement), the Recording Clerk, the Treasurer and the Assistant Treasurer. The Presiding Clerk of Yearly Meeting serves as an alternate to the Clerk of Interim Meeting and the Recording Clerk of Yearly Meeting serves as an alternate to the Recording Clerk of Interim Meeting.
- the Clerk and the Recording Clerk of Interim Meeting.
- the clerks selected by each of the standing administrative and functional committees of the Yearly Meeting and the Clerks of Baltimore Yearly Meeting Young Friends Executive Committee and Young Adult Friends.
- Friends selected to serve on the Search Committee of Interim Meeting and on the Supervisory Committee.

The functions of Interim Meeting are:

- to act for the Yearly Meeting when necessary in the intervals between sessions.
- to define staffing needs, set staff compensation policies, and be the employer of record. Interim Meeting selects, employs, and defines the responsibilities of the General Secretary.

- to nominate for approval of Yearly Meeting in session persons to serve as Presiding Clerk, Recording Clerk, Clerk of Interim Meeting, Recording Clerk of Interim Meeting, Treasurer, Assistant Treasurer, members of the Supervisory Committee, and members of the Nominating Committee.
- to fill vacancies among Yearly Meeting or Interim Meeting officers, or on the Supervisory Committee or the Nominating Committee, when such occur between sessions of the Yearly Meeting.
- to recommend to the Yearly Meeting dates and places for its sessions.
- to conduct necessary correspondence in the name of the Yearly Meeting between sessions.
- to make sure that adjustments are made in the number of trustees of any corporation to comply with legal requirements.
- to re-examine the function and structure of any Yearly Meeting committee when necessary and make appropriate recommendations to the Yearly Meeting to enable the committee to carry out the concerns placed upon it.
- to consider proposed changes in the *Manual of Procedure*, report on its actions to those who initiated the proposal, and forward changes to the Yearly Meeting as approved.
- to carry out such other responsibilities as the Yearly Meeting may refer to it.

SEARCH COMMITTEE

The Search Committee is composed of six persons nominated by an ad hoc committee and appointed by Interim Meeting, two appointed each year to serve a term of three years. These persons become members of Interim Meeting. No person may serve for more than six consecutive years. The Committee may not co-opt additional members.

The Search Committee nominates persons to serve as Presiding Clerk, Recording Clerk, Clerk of Interim Meeting, Recording Clerk of Interim Meeting, Treasurer, Assistant Treasurer, members of the Supervisory Committee, and members of the Nominating Committee. These nominations are proposed to Interim Meeting and, if approved, are forwarded to the Yearly Meeting. The Search Committee usually presents these nominations on behalf of Interim Meeting at the Yearly Meeting sessions.

The Search Committee usually reports to Interim Meeting on Summer Yearly Meeting Day. If the Search Committee is able to fill any remaining vacancies after Summer Yearly Meeting Day, it may bring these nominations directly to the Yearly Meeting sessions. At any time the Committee may present to Interim Meeting nominations to fill vacancies which occur during the year.

On Summer Yearly Meeting Day, Interim Meeting appoints from the floor an ad hoc committee of two Friends to nominate Friends for appointment to fill the vacancies on the Search Committee. This ad hoc committee serves for one year or until a new ad hoc committee is appointed. The ad hoc committee usually presents its recommendations to Interim Meeting on Summer Yearly Meeting Day. At any time the ad hoc committee may present to Interim Meeting nominations to fill vacancies on the Search Committee which occur during the year.

As with other nominating bodies, the Search Committee normally does not nominate any of its own members for other responsibility.

SUPERVISORY COMMITTEE

The Supervisory Committee is composed of the Clerk of Interim Meeting, the Presiding Clerk and the Treasurer of the Yearly Meeting, and four additional members of the Yearly Meeting nominated by the Interim Meeting for appointment by the Yearly Meeting. The Committee may not co-opt additional members. The Supervisory Committee is chaired by the Clerk of Interim Meeting.

The four persons appointed by the Yearly Meeting also become members of Interim Meeting. Two of these members are appointed annually for terms of two years. Generally, none of these members may serve on the Supervisory Committee for more than six consecutive years. An individual may again be appointed after a one year break in service. Terms begin at the end of the Yearly Meeting sessions at which the appointment is made.

The General Secretary is responsible to this Committee, specifically to its Clerk. The primary responsibility of the Supervisory Committee is to be in regular contact with the office staff. For this purpose it meets frequently with the office staff. The Supervisory Committee should have a written Personnel Policy with job descriptions for each office staff position.

The Supervisory Committee recommends office staff compensation policies to the Interim Meeting, annually sets specific salaries for office staff, annually reports all salaries and benefits to the Interim Meeting, and provides guidance to the General Secretary in the employment of office staff.

The Supervisory Committee also oversees the maintenance of the office-residence property and grounds and the acquisition and maintenance of office equipment and any other fixed assets, and annually recommends appropriate budget items to the Stewardship and Finance Committee. Authority for the expenditure of funds for normal maintenance up to a stated dollar amount may be delegated to the General Secretary.

In addition, this Committee carries out such duties as Interim Meeting specifically assigns to it, and, between meetings of Interim Meeting, may act upon urgent matters not involving policy nor of such importance as to justify a special session of Interim Meeting. All such actions should be reported to Interim Meeting at its next session.

STAFF

Interim Meeting selects, employs, and defines the responsibilities of the General Secretary. The General Secretary, with the guidance of the Supervisory Committee, may employ such staff as allowed in the budget approved by the Yearly Meeting in session. The Camping Program Committee may employ Directors for each camping program. The Directors, with the guidance of the Camping Program Committee, may employ such staff as the budgets for the various camping programs allow.

Other committees of the Yearly Meeting desiring staff should develop a proposal and present it to Interim Meeting for approval. The proposal should include at least the following: 1) job description; 2) the committee to which the staff is to report; 3) budget and compensation.

After approval of the proposal, the committee interviews candidates and makes a recommendation to the General Secretary, who employs and directs the staff in accord with the proposal and general Yearly Meeting Personnel Policy.

Interim Meeting may require committees employing or directing staff to coordinate personnel policies.

COMMITTEES—APPOINTMENT, TERMS, AUTHORITY, AND RESPONSIBILITIES

The Yearly Meeting establishes committees for the carrying out of its purposes. All committees should report annually. Each committee reports both on its activities and on matters which are seen as needing attention, with some analysis of the health of the committee. If a committee sees no way in which it can carry out the concerns placed upon it, its members should request the Interim Meeting to re-examine the function and structure of the committee and make appropriate recommendations to the Yearly Meeting. Failure of a committee to report is also an indication that a review process should be initiated.

Concerned individuals desiring to establish a new committee or ad hoc committee bring their idea to Interim Meeting, either themselves directly, through their Monthly Meeting(s), or through an appropriate committee if one already exists. If after due consideration there is general support and approval, Interim Meeting recommends to the Yearly Meeting that such a committee or ad hoc committee be established. If the Yearly Meeting approves, the committee or ad hoc committee is established.

Any report, action, or statement of a committee should be approved in the manner of Friends at a meeting of the committee of which all the members of the committee were given reasonable notice.

Unless otherwise provided, nominations of persons to serve on the committees of the Yearly Meeting are made by the Nominating Committee. Nominations of persons to serve on the Nominating Committee, however, are made by the Interim Meeting.

All appointments to committees are made by the Yearly Meeting in session, except that Interim Meeting may make appointments to fill vacancies or to meet other requirements arising between Yearly Meeting sessions.

The Yearly Meeting should evaluate carefully the recommendations of all nominating groups, exercising the responsibility to reject unsuitable names as well as to approve those found acceptable.

Unless other terms are set, approximately one-third of the membership of each committee is appointed annually for terms of three years, such terms to begin at the end of the Yearly Meeting sessions at which the appointments are made. Generally, no one may serve on the same committee for more than six consecutive years. An individual may again be appointed after a one-year break in service.

Any committee, except the Nominating Committee, may co-opt a limited number of Friends for membership for a period not extending beyond the following sessions of Yearly Meeting. Committees may invite other persons, Friends or non-Friends, to serve in a consultative capacity without becoming members of the committee.

Unless otherwise provided, each committee selects its own clerk. Committee clerks are selected from the members of Baltimore Yearly Meeting. Committees are encouraged to make careful provision for their ongoing work by selecting clerks in good time. Committee clerks usually take office at the close of Yearly Meeting's annual sessions, to serve for the coming year. Since it is usually desirable that a clerk have some experience with the particular committee before becoming its clerk, committees may, prior to Yearly Meeting sessions, provide for selecting a prospective clerk from among their continuing members. Committees report the names of their clerks while the Yearly Meeting is still in session. Committee clerks serve as members of Interim Meeting.

Meetings of all Yearly Meeting committees, except the Nominating Committee, are open to all Friends. However, any committee reviewing sensitive matters may hold an executive session.

Yearly Meeting committees are empowered to raise or accept monies only with the prior approval of the Interim Meeting or the Yearly Meeting in session.

All **administrative committees** report their recommendations to the Yearly Meeting or to the Interim Meeting for approval, unless authority has previously been given such committees to act on their own proposals.

Functional committees may act and issue statements on behalf of the Yearly Meeting:

- when such actions or statements have the prior approval of the Yearly Meeting or the Interim Meeting.
- when such actions or statements are clearly in accord with the policy of the Yearly Meeting as enunciated in its minutes or adopted statements.

Other actions or statements not meeting these qualifications should be clearly identified as being the actions or statements of the committee issuing them and not of the Yearly Meeting.

It is the duty of the **functional committees** from time to time, as the occasion demands, to prepare position papers on matters of current interest and concern within their fields of interest and to present these position papers before the Yearly Meeting or the Interim Meeting for approval. Such position papers should have the approval of the interested functional committee at a called meeting of the committee and, if possible, are distributed to members of the Yearly Meeting along with Yearly Meeting committee reports prior to Yearly Meeting sessions at which they will be considered. These papers, as adopted by the Yearly Meeting, will then form the main part of the background of policy on the basis of which the functional committee may act on behalf of the Yearly Meeting.

The scope of authority possessed by an **ad hoc committee** should be included in the charge to the committee; if not included, the committee is governed by the above provisions depending upon whether it is primarily of an administrative or functional character.

As a general practice, the Nominating Committee does not nominate members of an ad hoc committee; the members select themselves. The names of members and the dates of establishment of ad hoc committees are listed in the *Yearbook*.

When an ad hoc committee is established, a time limit is set for its duration. At the end of that time, a decision is made by the Yearly Meeting as to whether the ad hoc committee is to be continued for another specified period of time, made a

standing committee, or laid down. If no decision is made by the Yearly Meeting, the ad hoc committee automatically is laid down when the time limit expires.

Any other groups recognized by the Yearly Meeting which are not standing committees or ad hoc committees are considered **special groups** and are described in that section.

The Committees of Baltimore Yearly Meeting are:

Administrative Committees:

- Camp Property Management Committee
- Faith and Practice Revision Committee
- Manual of Procedure Committee
- Nominating Committee
- Program Committee
- Stewardship and Finance Committee

Functional Committees:

- Advancement and Outreach Committee
- Camping Program Committee
- Committee for Criminal and Restorative Justice
- Educational Funding Resources Committee
- Ethel Reynolds Fund Committee
- Friends in Education Committee
- Indian Affairs Committee
- Ministry and Pastoral Care, formerly
 - Ministry and Counsel Committee
 - Committee for the Nurture and Recognition of Ministry
- Peace and Social Concerns Committee
- Religious Education Committee
- Right Sharing of World Resources Committee
- Sue Thomas Turner Quaker Education Fund Committee
- Unity with Nature Committee
- Youth Programs Committee

Ad Hoc Committees (as needed)

ADVANCEMENT AND OUTREACH COMMITTEE

The Advancement and Outreach Committee consists of approximately nine members nominated by the Nominating Committee and appointed by the Yearly Meeting with care to name Friends who are familiar with Monthly Meetings throughout the Yearly Meeting.

This Committee provides tools and resources to local Meetings looking for outreach ideas, for help starting new meetings and for ways to help those new to Friends learn about the Religious Society of Friends. The Committee works with the Publications Committee to assure that useful information about Baltimore Yearly Meeting, its local Meetings and the Religious Society of Friends is available from the Yearly Meeting web site and other Yearly Meeting publications.

The Committee appoints two of its members to serve on the Ethel Reynolds Fund Committee for one-year terms. It also names one member to serve on the Sue Thomas Turner Quaker Education Fund Committee for a two-year term.

CAMP PROPERTY MANAGEMENT COMMITTEE

The Camp Property Management Committee consists of six members nominated by the Nominating Committee and appointed by the Yearly Meeting. In addition, either the clerk or another member of the Trustees, Camping Program Committee and Stewardship and Finance Committee are ex officio members. The Committee may appoint subcommittees as needed, which may include members from outside the Committee. The Committee will normally meet at least twice a year.

The Committee is responsible for the maintenance and operation of the present and any future properties of the Yearly Meeting used for camping programs, retreats and other similar activities. It may also manage any properties which the Yearly Meeting may lease for the above purposes. While the Committee has full authority to carry out its tasks, the fiduciary responsibility for the Yearly Meeting properties rests with the Trustees.

The Committee will manage the camp properties as one financial entity and will prepare operating and capital budgets which will be listed separately within the Yearly Meeting budget. For this purpose appropriate accounts will be established, including a capital reserve account. The Committee will be responsible for setting the fees for the use of the properties. All income generated by the camp properties, including timber sales, will be available for the operation and development of the camp properties. Gifts and bequests may be received into the Committee's accounts. Financial statements will be prepared annually at the same time as the Yearly Meeting accounts, of which they will form a part.

CAMPING PROGRAM COMMITTEE

The Camping Program Committee consists of approximately 18 persons nominated by the Nominating Committee and appointed by the Yearly Meeting, plus the directors of the camping programs, ex officio.

The Camping Program Committee oversees, coordinates, manages, and operates all of Yearly Meeting endeavors in the field of camping: philosophy, constituency, financing, and program emphasis — seeking to provide for all the various ages and interests of our Yearly Meeting through a variety of camping styles. The Committee is responsible for the employment of camp directors, for establishing specific camp staff salaries, and for evaluation of camp staff.

The Clerk or another member of the Camping Program Committee serves as a member of the Camp Property Management Committee.

COMMITTEE FOR CRIMINAL AND RESTORATIVE JUSTICE

The Committee for Criminal and Restorative Justice consists of not fewer than six members nominated by the Nominating Committee and appointed by the Yearly Meeting. The purpose of the Committee is to address incarceration and criminal justice concerns, especially as they affect the treatment of offenders. The Committee seeks to encourage prison ministry generally across the Yearly Meeting and helps Prisoner Visitation and Support to find volunteers to visit federal and military prisons. The Committee acts as the conscience of the Yearly Meeting on issues relating to prison concerns and the death penalty. The Committee also seeks to be a resource for Monthly Meetings by issuing notices on specific topics related to criminal justice, collecting information for a Yearly Meeting clearinghouse, and maintaining a speakers' bureau on prison concerns and death penalty issues.

This Committee recommends to the Nominating Committee each year one person for appointment by the Yearly Meeting to serve on the Board of Directors of Prisoner Visitation and Support, which meets in Philadelphia two or three times a year.

EDUCATIONAL FUNDING RESOURCES COMMITTEE

The Educational Funding Resources Committee is composed of at least six members nominated by the Nominating Committee and appointed by the Yearly Meeting, plus the Treasurer of the Yearly Meeting, ex officio. The purpose of this Committee is to help Friends secure secondary and post-secondary education by providing loans. Preference is given to requests for loans for undergraduate level study. Monies and income from both the Educational Fund and the Fair Hill portions of the Consolidated Endowment Fund are used to provide loans.

Each Monthly Meeting annually appoints one person as a corresponding member of this Committee. Such corresponding members normally serve for no more than six consecutive years. No member appointed by the Yearly Meeting serves at the same time as a Monthly Meeting corresponding member. The corresponding member provides liaison between the Monthly Meeting and the Committee. The corresponding member will meet with each applicant from the Monthly Meeting, perhaps as a clearness committee, to consider together the implications and responsibilities of debt. Applicants need to understand that as they repay their loans, funds become available for future students. The corresponding member's advice to the Committee is an essential part of the application process and should include comment on the applicant's involvement in the Monthly Meeting and any information that would be helpful in making a decision.

The Committee meets twice a year. It will meet on a Saturday in May to evaluate applications and grant loans, and on a Yearly Meeting Day to discuss other business. The Educational Funding Resources Committee reports to the Yearly Meeting at least once a year on the state of the funds, loans made available, and any other business conducted.

ETHEL REYNOLDS FUND COMMITTEE

The Ethel Reynolds Fund Committee has six members, two appointed by the Religious Education Committee, two appointed by the Advancement and Outreach Committee, and two appointed by Nottingham Monthly Meeting. All appointments are for one-year terms. Members may not serve for more than six consecutive years. Members are appointed at the time of Yearly Meeting sessions; they select their own clerk.

The Ethel Reynolds Fund Committee evolved through decisions by Interim Meeting to make grants from the income of the bequest of Ethel Reynolds, a member of Nottingham Meeting who died in 1976. According to the terms of the will, the bequest is to be used for purposes of religious education or advancement and outreach. The principal of the bequest may be used upon action of the Yearly Meeting.

This Committee makes grants for projects in the areas of religious education or advancement and outreach upon application of Meetings, committees, Friends' agencies, or individuals. March 1 is the deadline for receiving applications to be reviewed by the Committee on Spring Yearly Meeting Day, although applications may be considered at other times depending upon their urgency and the availability of funds. It has been the general practice that grants are made to individuals and groups within Baltimore Yearly Meeting.

FAITH AND PRACTICE REVISION COMMITTEE

The Faith and Practice Revision Committee consists of at least three persons nominated by the Nominating Committee and appointed by the Yearly Meeting. These persons are appointed only when proposed revisions have been presented in writing to the Yearly Meeting. The same provisions regarding rotation of members and term limits apply as for other standing committees. When no revisions are before the Committee and the Committee has completed all its responsibilities, the Yearly Meeting releases these persons from their appointment to this Committee.

The Committee receives proposed changes and circulates proposed revisions to all the Monthly and Quarterly Meetings in Baltimore Yearly Meeting with sufficient time that Monthly Meetings may prepare comments for a Quarterly Meeting session before Yearly Meeting. The Committee may help prepare proposed changes to ensure clarity and consistency with other sections of *Faith and Practice*. It is responsible for ensuring that changes approved by the Yearly Meeting are incorporated into *Faith and Practice*. Printing and distribution of *Faith and Practice* or of its revised sections should be coordinated with the Publications Committee.

FRIENDS IN EDUCATION COMMITTEE

The Friends in Education Committee consists of approximately nine members nominated by the Nominating Committee and appointed by the Yearly Meeting. In addition, individuals may be coopted to serve on the Committee

The Committee works to support and nurture the schooling of young people consistent with the beliefs and practices of the Religious Society of Friends. The Committee promotes outreach and networking among the Friends' schools in Baltimore Yearly Meeting, and serves as a resource on Quaker values in the educational setting. The Committee also supports Friends who are home schooling or involved in public schools. It cooperates with the Friends Council on Education and other organizations providing support to Friends' schools and Friends involved in educational endeavors.

INDIAN AFFAIRS COMMITTEE

The Indian Affairs Committee consists of approximately 12 members nominated by the Nominating Committee and appointed by the Yearly Meeting.

This Committee stimulates interest in and activity concerning American Indians. It cooperates with other Yearly Meetings and other Friends' organizations in projects for the benefit of American Indians. It concerns itself with legislation on local, regional and national levels involving Native American issues.

The ongoing work of the Indian Affairs Committee is inspired by its history. In 1795 Quakers in the northern Shenandoah Valley, following the model established by William Penn in Pennsylvania, set up a fund under the care of Baltimore Yearly Meeting to pay American Indians for lands Quakers had settled. Unable to locate survivors of the natives, the Indian Affairs Committee distributes the interest income from this endowment to organizations which assist and advocate for American Indians.

This Committee recommends to the Nominating Committee each year one person for appointment by the Yearly Meeting to serve as the Yearly Meeting's representative to the Associated Committee of Friends on Indian Affairs.

MANUAL OF PROCEDURE COMMITTEE

The Manual of Procedure Committee, composed of not fewer than three persons nominated by the Nominating Committee and appointed by the Yearly Meeting, is responsible for continually updating the *Manual* by incorporating all changes in procedure adopted by the Yearly Meeting. The Committee may recommend changes in procedure deemed useful to the Yearly Meeting. Such changes are to be recommended in writing to the Interim Meeting for consideration and forwarded to the Yearly Meeting if approved.

MINISTRY AND PASTORAL CARE COMMITTEE

COMBINES
MINISTRY AND COUNSEL
AND
COMMITTEE FOR THE NURTURE
AND RECOGNITION OF MINISTRY

MINISTRY AND COUNSEL COMMITTEE

The Ministry and Counsel Committee consists of not fewer than six members nominated by the Nominating Committee and appointed by the Yearly Meeting; also, each Monthly Meeting committee dealing with ministry and pastoral care, or the Monthly Meeting itself, is requested to designate one of its members who is willing to participate in the meetings and responsibilities of the Committee as a member.

The Committee is concerned with and active in deepening the spiritual life of the Yearly Meeting and of its constituent Monthly Meetings. At Yearly Meeting sessions it cooperates with the Program Committee in arranging meetings for worship, inspiration, and discussion of spiritual concerns. The Clerk of Ministry and Counsel serves as a member of the Program Committee.

The Ministry and Counsel Committee advises Monthly Meetings on the preparation of the annual Reports on the Spiritual State of the Meetings, receives the approved reports and Quarterly Meeting summaries thereof, and prepares a summary statement on the spiritual state of the Yearly Meeting for incorporation in the Committee's report to the Yearly Meeting.

The **Baltimore Yearly Meeting Counseling Service**, a resource provided under the oversight of the Ministry and Counsel Committee, is described under Special Groups.

This Committee is now combined with the Committee for the Nurture and Recognition of Ministry as the Ministry and Pastoral Care Committee. See also p. 27.

COMMITTEE FOR THE NURTURE AND RECOGNITION OF MINISTRY

The Committee for the Nurture and Recognition of Ministry is composed of approximately 12 members nominated by the Nominating Committee and approved by the Yearly Meeting.

The Committee for the Nurture and Recognition of Ministry carries an active concern for the nurture of the gifts of the Spirit in the membership, for supporting members in the exercise of those gifts, and for encouraging Monthly Meetings to recognize, publicly affirm and practically support those who are exercising their gifts in faithful ministry and service. It may carry a special concern for the nurture and support of the public ministry, the ministry of the Word.

The Committee for the Nurture and Recognition of Ministry and the Ministry and Counsel Committee of the Yearly Meeting share concerns for the nurture of ministry and thus consult on a regular basis.

This Committee stands ready to educate Friends about the traditional Quaker practice of recording ministers as one way of providing recognition and affirmation. It will aid any Monthly Meeting as requested if and when a Monthly Meeting undertakes the process of recording a member in the ministry. It will also keep an up-to-date list of all recorded ministers in the membership of the Yearly Meeting.

Additionally, requests from any member of the Yearly Meeting for a certificate from our Yearly Meeting to travel in the ministry outside our Yearly Meeting come to this Committee, which will then bring a recommendation in this matter to the Yearly Meeting or the Interim Meeting.

This Committee is now combined with the Ministry and Counsel Committee as the Ministry and Pastoral Care Committee. See also p. 26.

NOMINATING COMMITTEE

The Nominating Committee is composed of 21 persons, with at least one from each Quarterly Meeting. One-third of the Committee is nominated each year by the Interim Meeting for appointment by the Yearly Meeting. Quarterly Meetings may suggest the names of suitable persons from their membership to serve on the Nominating Committee.

The Committee recommends to the Yearly Meeting in session the names of persons to serve on committees and in other offices for which no other means of nomination has been herein provided. Unless otherwise specified, a three-year term is suggested for all committee members, one-third of the membership of a committee being appointed each year to serve from the close of the Yearly Meeting sessions at which they were appointed. Persons may be appointed to an office or committee for no more than six consecutive years, unless longer terms are specified.

Nominations may arise in the Nominating Committee, or may be suggested to the Committee by Quarterly or Monthly Meetings, by clerks or members of established committees, or by any member of the Yearly Meeting. Normally, persons eligible for nomination are members of Baltimore Yearly Meeting. However, the Nominating Committee may nominate Friends from other Yearly Meetings who are sojourning among us. On the recommendation of a Monthly Meeting, the Committee may nominate an active attender, except that appointments to other Friends' organizations must be limited to members of the Society of Friends if the applicable bylaws so specify.

In general, committees charged with a nominating function do not nominate any of their own members; in general, Friends should attempt to serve the Yearly Meeting on no more than one standing committee at a time. However, these principles should not prevent the nomination of a particularly well qualified Friend as a representative to an outside body or as a member of an ad hoc committee, after the Nominating Committee has given due consideration to other qualified Friends. Nothing in this *Manual* should be interpreted as barring any Friend from serving in a specific capacity when special circumstances warrant.

Friends appointed to the Nominating Committee may complete a term already being served on another committee; and a Nominating Committee member may be nominated for service on another committee immediately on rotation off the Nominating Committee.

In order for the business and concerns of the Yearly Meeting to be effectively carried forward, it is desirable for committees to be representative of various age groups and interests and for Friends to become acquainted with various aspects of Yearly Meeting affairs. It is the duty of the Nominating Committee to evaluate the qualifications of Friends for committee service and to endeavor to be informed about the functioning of Yearly Meeting committees, in order to ascertain at what point a committee assignment or a change of assignment might benefit a Friend, the Yearly Meeting, or both.

PEACE AND SOCIAL CONCERNS COMMITTEE

The Peace and Social Concerns Committee consists of approximately 12 members nominated by the Nominating Committee and appointed by the Yearly Meeting.

The Committee recognizes that an enduring peace requires social justice, and that the two are inextricably bound together. Friends' concerns for nonviolence in international affairs and in the alleviation of situations of tension in society are translated into education and action programs of the Yearly Meeting. The Committee stimulates and coordinates activities of Monthly Meeting Peace and Social Concerns Committees regarding those issues that affect the fabric of society and on which Quaker testimonies can be brought to bear. It serves as a resource to Baltimore Yearly Meeting and its constituent Meetings, gathering and disseminating information.

The **Voluntary Service Subcommittee** seeks to encourage service projects that are inter-generational, inter-cultural, clearly focused, and voluntary. The projects should reflect the needs and wishes of host communities and address current social needs. The Subcommittee's role is to help discern how and where we are led to serve in our communities and to provide support and encouragement to those who seek the way. Among the specific activities of the Subcommittee are to serve as a clearinghouse of information on voluntary service projects, and to organize and conduct experimental demonstration projects to try out new formats.

Friends are encouraged to record their personal statements of pacifism. Signed and dated statements are sent to the Youth Secretary of the Yearly Meeting. The names of all persons filing such statements are to be listed in the *Yearbook* published following receipt of the documents.

PROGRAM COMMITTEE

The Program Committee consists of nine persons nominated by the Nominating Committee and appointed by the Yearly Meeting, plus the following, ex officio: the Presiding Clerk of the Yearly Meeting, the Clerk of Ministry and Pastoral Care Committee, the General Secretary and Youth Secretary of the Yearly Meeting, the adult and youth Co-clerks of the Young Friends Yearly Meeting Program Planning Subcommittee, the clerk of Junior Yearly Meeting staff, and a registrar appointed by the Committee.

The Program Committee has oversight of all program plans for Yearly Meeting sessions, including Junior Yearly Meeting, the planning of the time schedule in detail, assigning places for all meetings, selecting guest speakers and special program events or delegating the selection to appropriate groups, and caring for the book room.

RELIGIOUS EDUCATION COMMITTEE

The Religious Education Committee consists of approximately 12 persons nominated by the Nominating Committee and appointed by the Yearly Meeting, and the Clerks of the Religious Education Committees of all Monthly Meetings. The Committee is an avenue through which the Yearly Meeting exercises its responsibility for the spiritual nurture of its young people and adults.

The Committee supports Monthly Meeting Religious Education Committees and First Day School teachers in their work with all age groups. This is done through curriculum planning, resource information, and consultation with committee members, as well as through workshops, teacher preparation programs, and retreats.

The Committee appoints two persons to serve on the Ethel Reynolds Fund Committee for one-year terms, and names a member to serve on the Sue Thomas Turner Quaker Education Fund Committee for a two-year term.

RIGHT SHARING OF WORLD RESOURCES

The Right Sharing of World Resources Committee is composed of about nine members nominated by the Nominating Committee and appointed by the Yearly Meeting. In addition, individuals may be co-opted to serve on the Committee, particularly from those local Meetings not otherwise represented.

This Committee works to keep alive throughout the Yearly Meeting membership the challenge to simplify our lives and to work in partnership with our sisters and brothers in the U. S. and throughout the world for a more equitable distribution of the world's resources. In doing so, this Committee works with the independent Quaker organization Right Sharing of World Resources, Inc. The Committee facilitates the coordination and exchange of information to meet these concerns. It provides support for community development and self-help programs throughout the world. The Committee raises funds for these programs through activities such as simple meals.

The Committee also works with Monthly Meetings to address these concerns. It may also bring to the attention of the Yearly Meeting other international and domestic concerns that affect relationships between the economically developed and less-developed countries or the relationship between people with greatly different economic means wherever they may live.

STEWARDSHIP AND FINANCE COMMITTEE

The Stewardship and Finance Committee consists of 14 members nominated by the Nominating Committee and appointed by the Yearly Meeting, with careful attention to the special need of this Committee to be knowledgeable about the situation of all Monthly Meetings. Each Quarterly Meeting should be represented. In addition, the Treasurer and Assistant Treasurer are ex officio members of this Committee, and either the Treasurer or the Clerk of the Stewardship and Finance Committee from each local Meeting is a corresponding member.

The Committee each year prepares for Yearly Meeting consideration a budget and a plan of apportionment of the budget to the Monthly Meetings. At least every three years and whenever the Treasurer changes, it should arrange for a certified public accountant to audit the Treasurer's books and records, and those of any other group or individual having charge of the expenditure of funds. It has oversight of the accounting methods used and the adequacy of the financial reports given by the Treasurer, and it should make adequate provision for preservation of all assets of the Yearly Meeting not specifically managed by the Trustees.

This Committee also should keep all Monthly Meetings informed of the financial needs of the Yearly Meeting and aware of their responsibility to support adequately the activities of the Religious Society of Friends, including any special appeals from Friends General Conference and Friends United Meeting.

The Clerk or another member of the Stewardship and Finance Committee serves as a member of the Camp Property Management Committee.

SUE THOMAS TURNER QUAKER EDUCATION FUND COMMITTEE

The Sue Thomas Turner Quaker Education Fund Committee consists of one member appointed by the Advancement and Outreach Committee and one appointed by the Religious Education Committee. Such appointments are for two-year terms. Members may not serve for more than six consecutive years. Other members may be co-opted as appropriate. In addition, Rosalind Turner Zuses will serve as convenor without a term limit until such time as she is unable or unwilling to continue.

The Fund was established in Baltimore Yearly Meeting in 1996 by Howard and Rosalind Turner Zuses in recognition of Sue Thomas Turner's long support of Quaker education and Quaker values in public education. Its purpose is to support the understanding and practice of Quaker faith in schools and to support the growth of a life lived in the Spirit by members of the school communities. School community members include students, faculty, staff, administration, trustees, and parents. The Fund is targeted for, but not limited to, Friends schools under the care of a Friends Meeting.

The Fund is intended to be used for materials, lectures and consultants, workshops and retreats, and programs and activities which help to explain Quaker faith and practice to members of the school communities, to be brought into the schools for individuals or groups from the school communities to attend workshops, classes or retreats on Quaker faith and practice and spiritual development and for the creation and distribution of materials related to these issues by members of the school communities. The Fund would be limited to uses which are in addition to those already funded by a school or committee budget, or to augment funds to enable a use which exceeds ordinary funding.

Applications from schools, Meetings, committees, Friends' agencies or individuals for a specific project must be received by February 15. In general, the Committee meets once a year, usually on Spring Yearly Meeting Day. The amount of money distributed is a percentage, adjusted as the Committee determines is appropriate, of the value of the Fund at the time of distribution.

UNITY WITH NATURE COMMITTEE

The Unity with Nature Committee consists of 15 persons nominated by the Nominating Committee and appointed by the Yearly Meeting. Monthly Meetings not represented on the Committee are invited to select representatives to the Committee.

The Committee searches-- and urges all Friends to search with them-- for the Light that enables us to discern and answer that of God in all creation.

It encourages Friends and others to educate themselves and to engage in actions concerning the care and restoration of the natural environment locally, regionally, nationally, and globally.

It serves as a resource for Unity with Nature concerns and activities of individuals and of Monthly Meetings.

The Unity with Nature Committee suggests names each year to the Nominating Committee for appointment by the Yearly Meeting of a representative and an alternate representative to the General Committee of the Friends Committee on Unity with Nature.

YOUTH PROGRAMS COMMITTEE

The Youth Programs Committee consists of eight to ten adults nominated by the Nominating Committee and appointed by the Yearly Meeting. Other members are the Young Friends Conference Clerks, the Young Friends Yearly Meeting Program Planners and two Young Friends appointed by the Young Friends Conference Business Meeting. The regional youth coordinators, the Yearly Meeting YouthQuake representative, and the Youth Secretary are ex officio members.

The Youth Programs Committee oversees and coordinates all Yearly Meeting youth programs—for junior high/middle school and high school youth, with the exception of the Camping Program and Junior Yearly Meeting. It provides advice and support for the Youth Secretary. To do these things the Committee will:

1. Recruit and mentor adults in Baltimore Yearly Meeting who have a leading to work with Young Friends in the Yearly Meeting.
2. Support the Youth Secretary in the coordinating and communicating with Junior Yearly Meeting and other Yearly Meeting Committees involved in youth programs.
3. Ensure that the *Young Friends Handbook* is reviewed on a periodic basis (at least every three years) by the Young Friends Executive Committee and revised as needed. The Youth Programs Committee will review sections of the *Handbook* that pertain to the spiritual and physical well being of the Young Friends and suggest revisions as needed. All revisions to the *Young Friends Handbook* will be approved by a Young Friends Conference Business Meeting.

The Young Friends Yearly Meeting Planners serve on the Program Committee. Every three years, according to the YouthQuake cycle, the Youth Programs Committee recommends the name of an adult to the Nominating Committee for appointment by the Yearly Meeting to serve a three-year term as the Yearly Meeting representative to the YouthQuake Planning Committee.

Manual of Procedure

The Young Friends Executive Committee is nominated and appointed by the Young Friends Conference Business Meeting. To encourage youth to take an active part in the affairs of the Yearly Meeting, the Young Friends Executive Committee Clerk is expected to participate in Interim Meeting. Details of the procedures of the Young Friends Executive Committee and Young Friends Conferences can be found in the *Young Friends Handbook*, available from Baltimore Yearly Meeting.

SPECIAL GROUPS

Any other groups recognized by the Yearly Meeting which are not standing committees or ad hoc committees are considered special groups. Only those groups which have continued or expect to continue for some time are included in the *Manual*.

Concerned individuals desiring to establish a new group bring their idea to Interim Meeting, either themselves directly, through their Monthly Meeting(s), or through an appropriate committee if one already exists. If after due consideration there is general support and approval, Interim Meeting recommends to the Yearly Meeting that such a group be established. If the Yearly Meeting approves, the group is established.

Some groups organize themselves while some others consist of ex officio members. The description of each group explains its concerns, organization, and membership. Unless otherwise provided, each group selects its own clerk.

Each group is expected to report annually to the Yearly Meeting. Any report, action or statement of a special group should be approved in the manner of Friends at a meeting of the group of which all the members of the group were given reasonable notice.

Special groups are empowered to raise or accept monies only with the prior approval of the Interim Meeting or the Yearly Meeting in session.

The special groups of Baltimore Yearly Meeting are:

Counseling Service
Young Adult Friends

COUNSELING SERVICE

The Baltimore Yearly Meeting Counseling Service was created in 1978 by the Ministry and Counsel Committee. The Service grew until 1986, when the Oversight Committee was laid down because of poor attendance. In 1990 the Service was reactivated and its administration was restructured in 1994.

The Counseling Service is a resource provided under the oversight of the Ministry and Counsel Committee. Coordination of the Service is provided by a committee which includes all the counselors in the Service, and two or more members, appointed by Ministry and Counsel Committee, who do not provide counseling through the Service. These non-counselor members provide liaison to the Ministry and Counsel Committee, clerk the Coordination Committee, and oversee provision of brochures and reports.

The Counseling Service has two objectives:

- Counseling — To make qualified counselors and therapists available for counseling and therapy compatible with Friends testimonies.
- Education — To raise awareness that it is a healthy and a natural part of Friends' religious community life to ask for and to provide help; to educate for normal growth in terms of mental health; and to expand horizons for groups and Meetings through workshops and seminars.

Counselors who serve are licensed or certified human service professionals and have their own professional liability insurance and arrangements for clinical supervision. They are also members of the Religious Society of Friends. Counselors follow accepted professional and legal practices and standards of confidentiality, conduct and care. Fees for both individual or family counseling sessions and for workshops are negotiated with the counselors who provide that service.

The Service is not a substitute for the gifts, skills and abilities of Monthly Meeting members who serve as lay counselors and educators. The Counseling Service is an extension of the caring, listening and supportive ministry among Friends.

YOUNG ADULT FRIENDS

Baltimore Yearly Meeting Young Adult Friends, constituted in 1986, is a group of women and men aged approximately 18 to 40 years. It is open to other adults who may be interested in the group's activities. It chooses its own officers, term lengths, meeting times, and goals. Its Clerk is a member of Interim Meeting.

The general purpose of the group is to provide a place for young adult Quakers and attenders to share their spiritual journeys with others. It provides fellowship for people from widely scattered Meetings and includes those who may feel isolated because there are few of their age in their Meetings.

The group meets at Yearly Meeting and reports to Yearly Meeting. The group holds several retreats a year. These include worship, meetings for business, workshops, service projects, cooking and cleaning together, and social time.

Young Adult Friends suggests names each year to the Nominating Committee for appointment by the Yearly Meeting of a young adult representative to Young Friends of North America's regional meetings and annual conference. Travel support for this representative is included in the Yearly Meeting budget.

III. AFFILIATION WITH FRIENDS GENERAL CONFERENCE AND FRIENDS UNITED MEETING

Baltimore Yearly Meeting is affiliated with both Friends General Conference and Friends United Meeting. Any member of Baltimore Yearly Meeting may be considered for appointment to the various agencies of Friends General Conference and Friends United Meeting. Appointments to such responsibilities are made by the Yearly Meeting, upon nomination by the Nominating Committee, in accordance with the procedures and requests of the respective body. Appointments of the appropriate number of persons are made annually to serve three-year terms as members of the Central Committee of Friends General Conference. Appointments of the appropriate number of representatives and alternates to Friends United Meeting are made every three years at the Yearly Meeting sessions immediately preceding the Friends United Meeting Triennial sessions.

Friends General Conference, established in 1900, is an association of some 14 Yearly Meetings and other regional Friends' entities and eight Monthly Meetings as of 2002. Its coordinating body is its Central Committee, to which member groups make appointments in proportion to the number of persons in their fellowship.

Central Committee members are expected to participate in one long weekend annually, and to serve on one of the program or administrative committees. This may involve several other meetings annually. In addition they are expected to communicate to Friends General Conference the needs and hopes of their parent bodies, and to interpret to their own groups the needs and programs of Friends General Conference.

All Friends are encouraged to attend the annual week-long Friends General Conference Gathering of Friends each summer. Information about FGC resources may be found on their web site, <http://www.FGCQuaker.org>.

Details of the procedures of Friends General Conference can be found in the *Friends General Conference Organizational Blue Book* available from Friends General Conference, 1216 Arch Street, 2B, Philadelphia PA 19107.

Friends United Meeting, formed in 1902 as the Five Years Meeting of Friends, is composed of Yearly Meetings, 20 as of 1999, and smaller Quaker groups. It meets triennially and publishes a complete record of its proceedings. It has jurisdiction over matters delegated to it by the constituent Yearly Meetings. Friends United Meeting may provide Yearly Meetings with advice and counsel, and Yearly Meetings may look to it for advice and counsel

Each Yearly Meeting in Friends United Meeting is entitled to appoint five representatives to the Triennial Sessions, plus one additional representative for each 1,000 members or major fraction thereof. (According to FUM procedures, if an appointed representative does not attend the Triennial, those representatives present may select a replacement representative from those members of Baltimore Yearly Meeting attending the Triennial. This should be reported to the Yearly Meeting in session.) Representatives form the Representative Body. Major matters and proposals are considered by the Representative Body and the plenary sessions. Routine procedural matters may be acted upon by the Representative Body and reported to the Plenary Session which reserves the right to approve, disapprove, or reconsider.

At the time representatives are nominated, each Yearly Meeting names one of its representatives to serve on the Triennial Nominating Committee and another to serve on the Triennial New Business Committee. Baltimore Yearly Meeting's representatives, including those persons named to the General Board, serve also for the three years following the Triennial sessions to which they were appointed as a support group for the relationship between Baltimore Yearly Meeting and Friends United Meeting.

Between Triennial Sessions, the General Board is the responsible body and legal representative of Friends United Meeting. Each Yearly Meeting makes appointments to the General Board during the year preceding the Triennial Sessions. The formula for determining the number of appointments is: membership of 3,000 or less, maximum of 2 appointees; 3,001 to 10,000, maximum of 3 appointees; 10,001 and over, maximum of 4 appointees. One of the General Board members is designated to serve on the General Board Nominating Committee.

The General Board has four regular administrative Committees: Executive Committee, Finance Committee, Nominating Committee, and Program Coordinating and Priorities Committee. The Nominating Committee of the General Board includes one appointee from each Yearly Meeting, designated by the Yearly

Meeting, from among those who are its General Board representatives. The General Board also appoints from its members such program committees as are necessary to give continuity and support to the work of Friends United Meeting. Every member of the General Board serves on at least one of its committees.

Practice has been for each Yearly Meeting to name one representative to the Triennial Planning Committee for the upcoming Triennial.

Yearly Meetings contribute to a travel pool, administered by the General Board, to cover expenses of the designated number of representatives traveling to and from the Triennial sessions.

All Friends are encouraged to attend the Friends United Meeting Triennial sessions. Information about Friends United Meeting resources may be found on their web site, www.fum.org.

Details of the procedures of Friends United Meeting can be found in the pamphlet, *Friends United Meeting Organization and Procedure*, 1996, available from Friends United Meeting, 101 Quaker Hill Drive, Richmond Indiana 47374.

IV. CORPORATIONS AFFILIATED WITH BALTIMORE YEARLY MEETING

FRIENDS HOUSE, INC.

The Board of Trustees of Friends House, Inc. consists of 12 members nominated by the Nominating Committee and appointed by the Yearly Meeting, four each year for three-year terms, plus seven members nominated by the Board of Trustees of Friends House, Inc. and also appointed by the Yearly Meeting for three-year terms, two each year in two years and three the following year. These appointments are to begin with the Annual Meeting of the Board of Trustees next after the Yearly Meeting sessions which made the appointment. A person may serve no more than two consecutive terms. All trustees are selected from the members of the Religious Society of Friends.

Trustees attend meetings, conduct business, and help keep the Yearly Meeting informed of the work of the Board in operating a retirement home near Sandy Spring, Maryland.

FRIENDS NURSING HOME, INC.

The Trustees of Friends Nursing Home, Inc., number 19. They are the same persons with the same conditions of appointment and of service as the members of the Board of Trustees of Friends House, Inc.

The Trustees operate Friends Nursing Home and keep the Yearly Meeting informed of its progress.

MILES WHITE BENEFICIAL SOCIETY

The Miles White Beneficial Society of Baltimore City was founded and incorporated in 1874 to administer a trust established under the will of Miles White, a member of the Eutaw Street Meeting, the predecessor of Baltimore Monthly Meeting, Homewood. The Articles of Incorporation state: “The objects of this Corporation shall be to promote piety and Christianity (especially by the dissemination of books and tracts); to extend aid to the young in their religious, moral, and intellectual training and education; and to relieve the deserving poor.”

Grants to institutions and organizations are made not earlier than March of each year on the basis of written proposals addressed to the trustees in care of the Society’s Secretary.

Grants made each year in May to individual scholars for undergraduate education are based upon scholarship, character, service, prospective vocation, and demonstrated need. Application forms can be obtained from the Secretary of the Society and must be returned by March 31 for the following academic year.

The trust is administered by the trustees of the Society who “shall annually make a written statement of its operations, and of the disposition and condition of its finances for the preceding year, and submit the same to the Baltimore Yearly Meeting of Friends.” The trustees are self-perpetuating.

SANDY SPRING FRIENDS SCHOOL, INC.

The Board of Trustees of Sandy Spring Friends School, Inc., consists of from 20 to 30 persons, normally 24: six appointed by the Yearly Meeting, ten by Sandy Spring Monthly Meeting, and the remainder by the Board itself. The Yearly Meeting annually appoints one or two trustees to serve four-year terms, commencing with the September meeting of the Board following their appointment, and continuing until their successors are qualified. Appointees serve no more than two consecutive terms.

The appointees attend meetings of the Board of Trustees, participate in the directions of the programs of the corporation, and keep the Yearly Meeting informed of such programs. Sandy Spring Friends School reports annually to the Yearly Meeting.

V. REPRESENTATIVE TO OTHER ORGANIZATIONS

Representatives to organizations not part of the Yearly Meeting but to which the Yearly Meeting regularly nominates, appoints or sends representatives, are nominated by the Nominating Committee and appointed by the Yearly Meeting in accordance with the procedures of the organizations to which they are named.

AMERICAN FRIENDS SERVICE COMMITTEE

Baltimore Yearly Meeting may appoint five persons to the Corporation of the American Friends Service Committee. These persons are nominated by the Nominating Committee and appointed by the Yearly Meeting, not all in one year, to serve each for three years. Those persons are expected to participate in meetings of the Corporation, usually held in Philadelphia.

The Yearly Meeting also appoints a member of the Middle Atlantic Region (MAR) Executive Committee, who is nominated by the Nominating Committee and appointed by the Yearly Meeting to serve for three years, at most twice consecutively. This person is expected to participate in Executive Committee meetings, usually held in Baltimore.

These representatives are selected from those interested in projects of the American Friends Service Committee. They attempt to interest other persons in contributing to, working for, and being concerned about the American Friends Service Committee.

The American Friends Service Committee Corporation elects its own Board of Directors.

FRIENDS COMMITTEE ON NATIONAL LEGISLATION

The six Yearly Meeting representatives to the Friends Committee on National Legislation are nominated by the Nominating Committee and appointed by the Yearly Meeting, two each year for three-year terms.

These representatives are selected from those interested in the work of the Friends Committee on National Legislation and are expected to participate in its meetings. They attempt to educate other persons concerning the purposes of the Friends Committee on National Legislation in the area of civic action in matters of concern to Friends, and to interest others in contributing to, and working for, this organization.

FRIENDS COMMITTEE ON UNITY WITH NATURE

The Friends Committee on Unity with Nature is a spiritually-centered organization of North American Quakers seeking ways to integrate their concern for environment with Friends' long-standing testimonies for simplicity, peace and equality. It has a policy-making General Committee to which Yearly Meetings name representatives. A smaller Steering Committee, drawn from the General Committee, oversees ongoing activities.

The Unity with Nature Committee suggests names each year to the Nominating Committee for appointment by the Yearly Meeting of a representative and an alternate representative to the General Committee of the Friends Committee on Unity with Nature.

**FRIENDS WORLD COMMITTEE FOR CONSULTATION,
SECTION OF THE AMERICAS**

Representation to the Friends World Committee for Consultation, Section of the Americas, is based on a formula of four persons for the first 1000 members of the Yearly Meeting and one for each additional 2500 members. The appropriate number for Baltimore Yearly Meeting is nominated by the Nominating Committee and appointed by the Yearly Meeting for terms of three years, not all representatives being appointed the same year.

These representatives attend meetings of the Friends World Committee for Consultation, Section of the Americas, and help keep the Yearly Meeting informed of the activities of the organization.

Representation to the triennial sessions of the Friends World Committee for Consultation (worldwide) is based on a formula of two persons for the first 1000 members of a Yearly Meeting and one for each additional 5000 members or fraction thereof. The appropriate number of representatives is selected by the Interim Meeting from among the representatives to the Section of the Americas. Those attending the Friends World Committee for Consultation triennial sessions are encouraged to report to as many groups as possible.

ASSOCIATED COMMITTEE ON FRIENDS ON INDIAN AFFAIRS

The Associated Committee of Friends on Indian Affairs has existed since 1869 when United States President-elect Ulysses S. Grant asked Friends to help him find agents to work with the Indians. Baltimore Yearly Meeting has been associated with it since its inception. As of 1996 there are five active centers. The Associated Committee of Friends on Indian Affairs has an executive secretary under the direction of an executive committee. Final responsibility rests with an annual meeting, open to all, to which all interested Yearly Meetings are invited to send representatives.

The Indian Affairs Committee recommends to the Nominating Committee each year one person for appointment by the Yearly Meeting to serve as the Yearly Meeting's representative to the Associated Committee of Friends on Indian Affairs.

PRISONER VISITATION AND SUPPORT

Prisoner Visitation and Support is an incorporated organization sponsored by more than 30 national religious bodies and socially-concerned agencies. It seeks to meet the needs of prisoners in the United States federal and military prison systems through an alternative ministry that is separate from official prison structures.

The Committee for Criminal and Restorative Justice recommends to the Nominating Committee each year one person for appointment by the Yearly Meeting to serve on the Board of Directors of Prisoner Visitation and Support, which meets in Philadelphia two or three times a year.

WILLIAM PENN HOUSE

William Penn House is a Quaker seminar and hospitality center in Washington, District of Columbia. Established in 1966 as a project of Friends Meeting of Washington, it was incorporated as an independent, nonprofit entity in November 1993. Its structure includes a National Consultative Committee of representatives from 20 Friends' organizations and Yearly Meetings.

Baltimore Yearly Meeting may appoint one person as representative and one alternate to the National Consultative Committee for a term of three years. Nominations are made by the Nominating Committee and approved by the Yearly Meeting in session.

YOUNG FRIENDS OF NORTH AMERICA

Young Friends of North America, formed in 1953, is an open religious fellowship of Friends from across North America and from a variety of Quaker backgrounds. Although most of the group are between the ages of 18 and 35, there is no upper age limit. Young Friends of North America gathers regionally in the spring and the fall and meets as a whole for a week-long summer conference.

Baltimore Yearly Meeting Young Adult Friends suggests names each year to the Nominating Committee for appointment by the Yearly Meeting of a young adult representative to Young Friends of North America's regional meetings and annual conference.

YOUTHQUAKE

The purpose of YouthQuake, begun in 1975, is to build a spiritual community based on love, respect, truth and understanding across the breadth of Friends. A conference for youth aged 14 to 20 years is held every three years. Participants come primarily from the United States. The YouthQuake Planning Committee meets twice a year and consists of one representative from each participating Yearly Meeting and Quaker organization.

Every three years, according to the YouthQuake cycle, the Youth Programs Committee recommends the name of an adult to the Nominating Committee for appointment by the Yearly Meeting to serve a three-year term as the Yearly Meeting representative to the YouthQuake Planning Committee.

VI. CHANGES IN *FAITH AND PRACTICE*

Revisions to *Faith and Practice* are initiated by one or more Monthly or Quarterly Meetings or Committees of the Yearly Meeting and are presented in writing to the Yearly Meeting. The Yearly Meeting then appoints at least three persons, nominated by the Nominating Committee, to serve on the Faith and Practice Revision Committee.

The Committee may help prepare proposed changes to ensure clarity and consistency with other sections of *Faith and Practice*. It circulates proposed revisions to all the Monthly and Quarterly Meetings in Baltimore Yearly Meeting with sufficient time that Monthly Meetings may prepare comments for a Quarterly Meeting session before Yearly Meeting. It is responsible for ensuring that changes approved by the Yearly Meeting are incorporated into *Faith and Practice*.

VII. CHANGES IN THE *MANUAL OF PROCEDURE*

Changes in the *Manual of Procedure* may be initiated by the Interim Meeting or by any member or any committee of the Yearly Meeting. The proposal first should be presented in writing to the Interim Meeting. The Interim Meeting will consider the proposal at its next meeting. If considered appropriate as presented or revised, the proposal will be forwarded to the Yearly Meeting at its next session, where it may be approved, rejected, postponed, or returned to the Interim Meeting for further consideration. In any case, a written report of the action of the Interim Meeting should be sent to those initiating the item, who may then, if so led, take the matter directly to a Yearly Meeting session.

The Manual of Procedure Committee incorporates into the *Manual* changes in procedure adopted by the Yearly Meeting and recommends changes in procedure deemed useful to the Yearly Meeting.

When proposing changes, Yearly Meeting members or committees may find it helpful to work with the Manual of Procedure Committee.

VIII. APPENDIX

ARTICLES OF CONSOLIDATION Baltimore Yearly Meeting of Friends, Stony Run Baltimore Yearly Meeting of Friends (Orthodox)

First: Baltimore Yearly Meeting of Friends, Stony Run, and Baltimore Yearly Meeting of Friends (Orthodox) agree that such corporations shall consolidate and thereby form a new corporation. The terms and conditions of the consolidation and the mode of carrying the same into effect are hereby set forth in these Articles of Consolidation.

Second: The new corporation shall be formed under the laws of the State of Maryland.

Third: The consolidating corporations are Baltimore Yearly Meeting of Friends, Stony Run, and Baltimore Yearly Meeting of Friends (Orthodox) both of which are corporations organized and existing under the laws of the State of Maryland.

Fourth: The matters and facts required to be stated in Articles of Incorporation other than provisions with respect to incorporators are:

1. The name of the corporation is: Baltimore Yearly Meeting of the Religious Society of Friends.
2. Baltimore Yearly Meeting of the Religious Society of Friends is composed of the members of Monthly Meetings formerly affiliated with Baltimore Yearly Meeting of Friends, Stony Run, and Baltimore Yearly Meeting (Orthodox) (sometimes through intermediate bodies such as Quarterly Meetings) together with all those persons who may hereafter become members thereof, located in Maryland, Pennsylvania, Virginia, the District of Columbia and other adjacent areas.
3. The purposes for which the corporation is formed are:
 - (A) To continue without interruption the work of Baltimore Yearly Meeting of Friends, Stony Run, and Baltimore Yearly Meeting of Friends (Orthodox) and to have all their powers, duties, and obligations.
 - (B) To promote the religious interests and welfare of its members and its constituent Monthly Meetings, together with the boards, committees, institutions and instrumentalities affiliated with the Religious Society of Friends, as well as to maintain relations with other religious fellowships to the end that mutual understanding and cooperation may be advanced.

- (C) To acquire by purchase, gift, devise, bequest, or otherwise, and to own, invest, reinvest, or dispose of property, both real and personal, for such religious, educational, philanthropic and other related work as the Yearly Meeting may undertake; to purchase, own, receive, sell, assign, care for, rent, lease, mortgage, or otherwise encumber, sell, assign, transfer and convey such property for the general purposes of the Yearly Meeting; to receive and hold in trust both real and personal property for Monthly or Quarterly Meetings, boards, institutions and instrumentalities of the Religious Society of Friends, or agencies affiliated with the Religious Society of Friends and to invest and reinvest the same; and to make any contracts for promoting the objects and purposes of the Yearly Meeting.
- (D) In general to exercise any, all and every power which has heretofore been exercised by Baltimore Yearly Meeting of Friends, Stony Run, and by Baltimore Yearly Meeting of Friends (Orthodox) and which any non-profit religious and charitable corporation can be authorized to exercise, but no other power.
- 4. The post office address of the principal office of the corporation in Maryland is 5116 North Charles Street, Baltimore, Maryland 21210. The name of the Resident Agent of the corporation in Maryland is Theodore H. Mattheiss and the post office address of the Resident Agent is 5116 North Charles Street, Baltimore, Maryland 21210. Said Resident Agent is a citizen of the State of Maryland and actually resides therein.
- 5. The membership of the corporation entitled to participate in its activities and meetings shall consist of the members of the Monthly Meeting congregations affiliated with the Yearly Meeting.
- 6. The number of the Trustees of the corporation shall be nine (9), which number may be increased or decreased pursuant to a “*Manual of Procedure* for Baltimore Yearly Meeting of the Religious Society of Friends,” but shall never be less than four (4). The names of the Trustees who shall act initially until their successors are chosen and qualify are: James D. Peacock, William J. Evans, F. Hooper Bond.
- 7. The Yearly Meeting shall not be authorized to issue capital stock.
- 8. The duration of the corporation shall be perpetual.

Fifth:

- (A) The principal offices of Baltimore Yearly Meeting of Friends, Stony Run, and Baltimore Yearly Meeting of Friends (Orthodox) are both located in the City of Baltimore, State of Maryland.
- (B) Baltimore Yearly Meeting of Friends, Stony Run, owns real property in

Frederick County and Cecil County in the State of Maryland, the title to which could be affected by the recording of an instrument among the land record.

- (C) Baltimore Yearly Meeting of Friends (Orthodox) owns no real property in the State of Maryland, title to which could be affected by the recording of an instrument among the land records.

Sixth: These Articles of Consolidation were advised by the Executive Committee of Baltimore Yearly Meeting of Friends, Stony Run, and by the Executive Council of Baltimore Yearly Meeting of Friends (Orthodox) on April 1, 1967 by the adoption of a Minute declaring that the proposed consolidation provided herein was advisable substantially upon the terms and provisions set forth in these Articles of Consolidation and directing that the proposed Articles of Consolidation be submitted for action thereon at the regular annual sessions of the respective Yearly Meetings. Thereafter these Articles of Consolidation were approved by the respective regular annual sessions of the Baltimore Yearly Meeting of Friends, Stony Run, and Baltimore Yearly Meeting of Friends (Orthodox) according to the manner of Friends, without dissent, at said sessions both of which were held on Saturday, August 5th, at 2:00 P.M. as provided by the Laws of Maryland and the Charters of the respective corporations.

Seventh: Both Baltimore Yearly Meeting of Friends, Stony Run, and Baltimore Yearly Meeting of Friends (Orthodox) agree to execute, deliver and file any and all instruments or documents necessary or appropriate to accomplish the objective above stated.

IN WITNESS WHEREOF, Baltimore Yearly Meeting of Friends, Stony Run, and Baltimore Yearly Meeting of Friends (Orthodox) have caused these Articles of Consolidation to be signed in their respective corporate names and on their behalf by their respective officers and their respective corporate seals to be hereunto affixed and attested as of this fifth day of August, 1967.

Attest: BALTIMORE YEARLY MEETING OF FRIENDS, STONY RUN

Mary S. Farquhar
Recording Clerk

Harry S. Scott, Jr.
Presiding Clerk

Attest: BALTIMORE YEARLY MEETING OF FRIENDS (ORTHODOX)

Lucy G. Wellons
Recording Clerk

Alfred H. Mikesell
Acting Alternate Presiding Clerk

REVISIONS to the ARTICLES OF CONSOLIDATION

Approved by Baltimore Yearly Meeting Representative Meeting, October 28, 1995 (R95-57)

Recorded: Department of Assessments and Taxation of the State of Maryland, December 4, 1995

Fourth:

2. "Baltimore Yearly Meeting of the Religious Society of Friends is composed of the members of Monthly Meetings located in Maryland, Pennsylvania, Virginia, the District of Columbia and other adjacent areas formerly affiliated with Baltimore Yearly Meeting of Friends, Stony Run, and Baltimore Yearly Meeting (Orthodox), together with all those persons who may hereafter become members of existing or newly created Monthly Meetings."

3.

(B) First sentence. "The corporation is organized exclusively to promote the religious, charitable, and educational interests of its members and its constituent Monthly Meetings, together with the boards, committees, institutions and instrumentalities affiliated with the Religious Society of Friends."

Sentence added: "For the above purposes the corporation may make distributions to organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code.)"

(C) First sentence. "To acquire by purchase, gift, devise, bequest, or otherwise, and to own, invest, reinvest, or dispose of property, both real and personal, for religious, charitable and educational purposes and other related work as the Yearly Meeting may undertake..."

(D) Second sentence added. "Notwithstanding any other provision of these articles, the corporation shall not carry on any activity not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or corresponding section of any future Federal tax code)."

4. First and second sentences. "The post office address of the principal office of the corporation in Maryland is 17100 Quaker Lane, Sandy Spring, Maryland 20860. The name of the Resident Agent of the corporation in Maryland is Frank Massey and the post office address of the Resident Agent is 17100 Quaker Lane, Sandy Spring, Maryland 20860."

6. Third and fourth sentences added. "Each Trustee shall be a member of a Monthly Meeting which is constituent of the Baltimore Yearly Meeting. The trustee shall be appointed at the annual meeting of the Baltimore Yearly Meeting, usually held in August of each year, for a term as designated in the *Manual of Procedure* of the Baltimore Yearly Meeting."

8. Second sentence added. "However, should the corporation be dissolved the assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the Federal government, or to a state or local government for a public purpose."

9. New paragraph added. "9. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing and issuing of statements) any political campaign on behalf of, or in opposition to, any candidate for public office."

REVISION to the ARTICLES OF CONSOLIDATION

Recorded with the State of Maryland: September 5, 1996

Fourth: 1. "The name of the Corporation is: Baltimore Yearly Meeting of the Religious Society of Friends, Inc. "

Index

A

Ad hoc Committee 14, 15
Ad hoc Search Committee 9
Administrative Committees 13, 15
Advancement and Outreach Committee 15, 21
Affiliation with Friends General Conference and Friends United Meeting 42
American Friends Service Committee 48
Appendix 59
Apportionment 1, 3, 34
Articles of Consolidation 59, 62
Assistant Treasurer 4, 5, 8, 9, 34
Associated Committee of Friends on Indian Affairs 24
Audit 34

B

Baltimore Yearly Meeting, Functions 2
Baltimore Yearly Meeting of Friends (Orthodox) 59, 60
Baltimore Yearly Meeting of Friends, Stony Run 59, 60
Baltimore Yearly Meeting, Structure 2
Book room 31
Budget 1, 3, 10, 11, 17, 34
Burying grounds 6

C

Camp Property Management Committee 6, 15, 17, 18, 34
Camping Program Committee 11, 15, 17, 18
Changes in *Faith and Practice* 22, 57
Changes in the *Manual of Procedure* 8, 25, 58
Clerk of Interim Meeting 4, 8, 9, 10
Clerk of Yearly Meeting 4
Committee clerks 13
Committee for Criminal and Restorative Justice 15, 19
Committee for the Nurture and Recognition of Ministry 15, 27
Committees 1, 2, 3
 listed 15
Committees, administrative 13, 15
Committees, functional 14, 15
Consolidation, Articles of 59
Coopted members of committees 13
Counseling Service 26, 39, 40
Criminal and Restorative Justice, Committee for 15, 19

E

Educational Funding Resources Committee 5, 15, 20
Epistles 3
Ethel Reynolds Fund Committee 15, 21, 32

F

Fair Hill Scholarship Loan Fund 20
Faith and Practice, Changes in 22, 57
Faith and Practice Revision Committee 15, 22, 57
Financial Reports 34
Friends Committee on National Legislation 49
Friends Committee on Unity with Nature 36, 50
Friends General Conference 42
Friends House, Inc. 45
Friends in Education Committee 23
Friends Nursing Home, Inc. 45
Friends United Meeting 43
Functional Committees 14, 15

G

General Secretary 7, 10, 11, 31

H

Half-Yearly Meetings 2

I

Indian Affairs Committee 15, 24, 52

Interim Meeting 4, 5, 7, 9, 10, 11, 12, 13, 14, 25, 27, 28, 51, 58, 62

Introduction 1

J

Junior Yearly Meeting 31

L

Listeners 4

M

Manual of Procedure, Changes in 8, 25, 58

Manual of Procedure Committee 15, 25, 58

Miles White Beneficial Society 46

Ministry and Counsel Committee 15, 26, 31, 40

Ministry and Pastoral Care Committee 26

Minutes Yearly Meeting 3, 5

Monthly Meetings 1, 2, 3, 19, 22, 26, 27, 28, 34, 36, 57, 59, 60, 62, 63

N

Nominating Committee 6, 8, 9, 12, 13, 15, 27, 36, 45, 48,
49, 50, 51, 52, 54, 55, 56

Nottingham Monthly Meeting 21

Nurture and Recognition of Ministry, Committee for 15, 27

P

Peace and Social Concerns Committee 15, 30

 Voluntary Service Subcommittee 30

Personnel Policy 10

Presiding Clerk, Yearly Meeting 4, 5, 6, 8, 9, 10, 31

Prisoner Visitation and Support 19, 53

Program Committee 15, 26, 31

Property Yearly Meeting 6, 10, 17, 60

Q

Quarterly Meeting 1, 2, 3, 6, 22, 26, 28, 34, 57, 59, 60

R

Reading Clerks 5
Recorded ministers 27
Recording Clerk, Interim Meeting 4, 5, 8, 9
Recording Clerk, Yearly Meeting 4, 5, 9
Registrar 31
Religious Education Committee 15, 21, 32
Representatives to other organizations 48
Revisions to the Articles of Consolidation 62
Right Sharing of World Resources 15

S

Salaries 10
Sandy Spring Friends School, Inc. 47
Search Committee 9
Sessions of Baltimore Yearly Meeting 2
Special Groups 15, 26
Spiritual State of the Yearly Meeting 26
Staff 11
 Salaries 10
Stewardship and Finance Committee 5, 10, 15, 17, 34
Structure of Baltimore Yearly Meeting 2
Sue Thomas Turner Quaker Education Fund Committee 15, 32, 35
Supervisory Committee 4, 5, 8, 9, 11

T

Travel in the ministry 27
Traveling Minute 3
Treasurer 4, 5, 6, 8, 9, 10, 20, 34
Triennial Sessions, FWCC 51
Trustees 6, 17, 34

U

Unity with Nature Committee 15, 50

V

Voluntary Service Subcommittee 30

W

William Penn House 54

Y

Yearly Meeting

Office 10

Property 6, 10, 17, 60, 61
sessions 2, 4

Yearly Meeting, Minutes 3, 5

Young Adult Friends 39, 41, 55

Young Friends Yearly Meeting Program Planning Subcommittee 31

Youth Programs Committee 15, 56

Youth Secretary 31

YouthQuake 56