

THE CONSTITUTION AND BY-LAWS

OF THE

MISSIONARY BENEVOLENT ASSOCIATION

OF

THE CHURCH OF JESUS CHRIST

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As accepted by the membership of the GMBA
at the May 18, 1985 GMBA Conference

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PREAMBLE

This society shall be known as the Missionary Benevolent Association (MBA) of The Church of Jesus Christ. It was founded with the approval of the Church by Alexander Cherry at Roscoe, Pennsylvania, in 1904. The Missionary Benevolent Association is composed of Local and Area Organizations over which the General MBA Conference and general officers serve as the head. The By-Laws of the MBA are set forth in the articles which follow.

The main purpose of the MBA is to promote the spiritual welfare of the youth in our midst. Also, it seeks to provide opportunities for young people to assume MBA responsibilities. Other purposes of the MBA are to provide financial assistance for the Church's missionary efforts and to provide welfare assistance for needy persons. In addition, the General MBA will, from time to time, conduct special activities intended to provide a means of assisting in the development of the organization's membership (both spiritually and temporally). These activities may include seminars, retreats or informative sessions addressing the various problems faced by its membership.

All persons are encouraged to show their interest by attendance at meetings and are urged to take part in the activities of the MBA.

Meetings should be conducted with the purpose of advancing the cause of Christ and The Restored Gospel by promoting brotherly love, sociability and the general spiritual uplifting of its members.

GENERAL ORGANIZATION

ARTICLE I. Officers and Committees

Sec. 1. The officers and committees shall be: President, Vice-President, Chaplain, Corresponding Secretary, Assistant Corresponding Secretary, Financial Secretary, Treasurer, Editor, Librarian, Historian, two Auditors, a three-member Relief Committee (consisting of the President, Vice-President and Chaplain), an Activities/By-Laws and Proposals Committee (composed of Area Presidents and the following general officers: President, Vice-President, Chaplain, Secretaries, Treasurer and Editor). Any active member of the MBA is permitted and encouraged to attend this Committee's meetings, with a voice given.

Sec. 2. All officers shall be elected by a process of nominations at the General MBA Conference held on the second Saturday of November. The term of office shall be one year.

Sec. 3. All officers shall be active and dutiful members of their respective locals and The Church of Jesus Christ, which the MBA represents.

Sec. 4. The President, Vice-President and Chaplain shall be Elders of The Church of Jesus Christ.

ARTICLE II. Duties of Officers and Committees

Sec. 1. The President shall preside over all GMBAs Conferences, shall be a consulting member of all committees (this responsibility may be delegated to the Vice-President or Chaplain), shall approve the payment of all bills, shall sign all business letters written by the Corresponding Secretary and shall appoint someone to fill unexpired terms of office. He should at all times direct his efforts toward the betterment and general welfare of the MBA and be a good example to its members. In the event the President resigns, he shall notify the Vice-President immediately. The President, or in his absence, the Vice-President shall chair the Activities/By-Laws and Proposals Committee meetings.

Sec. 2. The Vice-President shall assist the President in his duties and in the absence or resignation of the President shall assume the duties belonging to that office.

Sec. 3. The Chaplain shall assist the President in guiding the spiritual conduct of the GMBA. He shall take the lead in the devotional part of all meetings. He may either open or close the meetings with prayer or he may call others to do so. In the absence of both the President and Vice-President, he shall assume the duties of the President. He should at all times direct his efforts toward the spiritual welfare of the GMBA. The Chaplain shall chair the Relief Committee.

Sec. 4. The Corresponding Secretary shall keep the minutes of all meetings and shall call the roll of officers at business meetings. The Secretary shall attend to the necessary correspondence and obtain the President's signature on all letters pertaining to the business of the GMBA. It is this officer's responsibility to attend all GMBA Conferences.

Sec. 5. The Assistant Corresponding Secretary shall assist the Corresponding Secretary in the duties of that office and in the absence of the Corresponding Secretary shall assume the duties belonging to the same. The Assistant Secretary shall act as the secretary to the Activities/By-Laws and Proposals Committee.

Sec. 6. The Financial Secretary shall keep an account of all money received by the GMBA and forwarded to the Treasurer. Copies of the financial report shall be submitted to the Corresponding Secretary and to the Auditors at least one month prior to each GMBA Conference and this report shall be presented orally at each GMBA Conference.

Sec. 7. The Treasurer shall keep an account of all money received from the Financial Secretary and disbursed from the treasury and shall pay all bills by check. The Treasurer shall submit copies of the financial report to the Corresponding Secretary and the Auditors at least one month prior to each GMBA Conference.

Sec. 8. The Librarian shall keep a record of printed material received and distributed. Storage of books and other printed materials belonging to the GMBA is the responsibility of this officer. The Librarian shall submit

written reports to the Corresponding Secretary and the Auditors at least one month prior to each GMBA Conference and shall present this report orally at each GMBA Conference.

Sec. 9. The Historian shall provide for the safekeeping of all historical records either through microfilming or permanent files. A chronological account of important events occurring throughout the GMBA shall be maintained by the Historian. The GMBA Historian is to send a copy of all histories to the General Church Historian. A written report shall be submitted to the Corresponding Secretary at least one month prior to each GMBA Conference and this report shall be presented orally at each GMBA Conference.

Sec. 10. The Auditors shall make semi-annual examinations of all financial records and shall submit complete written reports of their audits to the Corresponding Secretary prior to GMBA Conference and they shall present this report orally at each GMBA Conference. They shall also keep a permanent record.

Sec. 11. The Editor shall write and collect articles and communications on behalf of the GMBA, the MBA Areas and the MBA Locals. Articles collected and communications received from Area Editors and from GMBA Officers may be used to supplement the Editor's own contributions. These articles shall be submitted to the Gospel News Editor, the MBA Areas and the MBA Locals for their use. The Editor may also submit articles to various news-gathering services whenever wider circulation seems desirable. A written report shall be submitted to the Corresponding Secretary at least one month prior to GMBA Conference and this report shall be presented orally at each GMBA Conference. The Editor will also maintain a current 'Calendar of Activities' containing upcoming events of the MBA Areas and MBA Locals.

Sec. 12. The Relief Committee shall use its best judgment in making donations to persons who are recommended for financial assistance. Reports of all donations must be made at the following GMBA Conference; however, the names of the recipients shall not be mentioned unless the Conference requires it. The limits to be spent during a six month period shall be determined by the Conference.

Sec. 13. The Activities/By-Laws and Proposals Committee shall plan, organize and carry out, with the help of the MBA Areas and locals, activities and projects consistent with the goals of the MBA. The Committee's Secretary shall submit a written report to the Corresponding Secretary at least one month prior to each GMBA Conference. The Chairman shall make a report of the recommendations of this committee regarding proposals amending the Constitution and By-Laws, as outlined in Article VIII of this section.

Sec. 14. Before any general officer resigns, the President must be informed concerning these intentions. The President shall then appoint someone to fill the unexpired term. All official record books shall be turned over to the Auditors for an audit before they are given to the incoming officer(s).

ARTICLE III. Optional Committees

Committees other than those set forth in the By-Laws may be appointed by the GMBA Conference or by the President as the need arises.

ARTICLE IV. Expenditures

Sec. 1. Money shall be paid out of the GMBA by action of the GMBA Conference. In an emergency between conferences, the President may authorize necessary expenditures after consulting with the Vice-President and Chaplain.

Sec. 2. Established expenses of the GMBA shall include: (1) Secretarial supplies, (2) GMBA Conference expenses, not covered by the sponsoring Local or Area and (3) Relief contributions.

Sec. 3. The President, Corresponding Secretary and Treasurer may, if necessary, submit their travel expenses to and from conference to the Financial Secretary for payment.

Sec. 4. Donations from the GMBA treasury may be made to established GMBA and General Church Funds.

ARTICLE V. Records and Materials

All official record books and materials for the GMBA shall be purchased by the GMBA and become the property of the same. At the expiration of terms of office, all official record books and materials must be turned over to the Auditors for an audit before they are given to the incoming officer(s).

ARTICLE VI. Conference Dates

Conference dates shall be the third Saturday of May and the second Saturday of November. All general officers should attend these conferences. When this is not possible, they shall submit notices of absence to the Corresponding Secretary.

ARTICLE VII. Dissolution of MBA Locals

An MBA Local may only be dissolved by action of a GMBA Conference. A simple majority of the MBA members present and voting shall be required to dissolve the MBA Local in question. (See Article XVI, Sec. 8.)

ARTICLE VIII. Amendments

Proposals for amending the By-Laws of the MBA may come through MBA Areas, Locals or the GMBA officers acting as a committee. Such proposals shall be presented to the GMBA Activities/By-Laws and Proposals Committee, via their secretary (GMBA Assistant Corresponding Secretary). This committee shall submit their recommendations in writing to the GMBA Corresponding Secretary and shall give an oral report at GMBA Conference. The GMBA Conference reserves the right to accept or reject a proposal. Upon a motion passed by the majority of the members present, said proposals shall be sent to each MBA Local for their approval or disapproval. At the next GMBA Conference, a two-thirds majority vote of the MBA Locals shall be required to effect the change.

AREA ORGANIZATION

ARTICLE IX. Boundaries

Boundaries of Areas shall be geographically consistent with the Districts of The Church of Jesus Christ. An Area shall be composed of all Locals within its boundaries.

ARTICLE X. Responsibilities

Sec. 1. Areas shall seek to provide opportunities for Locals to combine their resources to achieve the goals of the MBA.

Sec. 2. Areas should strive to communicate their particular needs to the GMBA so that the Area's needs may be better served.

Sec. 3. Areas shall hold their conference any time between May and October (to allow proper flow of information to the November GMBA Conference) and between December and April (for the May GMBA Conference). Only members in good standing shall have a voice and vote in the meetings. Areas are permitted to hold additional gatherings if a majority of the members at the Area Conference so desire.

Sec. 4. The GMBA reserves the right to challenge an Area if, in the judgment of the GMBA, the activities of the Area are not consistent with the purposes of the MBA.

ARTICLE XI. Officers and Committees

Sec. 1. Officers shall be: President, Vice-President, Chaplain, Corresponding Secretary, Assistant Corresponding Secretary, Financial Secretary, Treasurer, Auditor, Historian, Editor, Organizers (as many as the Area deems necessary) and an Activities Committee. The Activities Committee shall be composed of these Area officers: President (Chairman), Vice-President, Chaplain, Secretaries, Treasurer, Editor, Organizers, Local Presidents, Local MBA Secretaries and one member elected by each Local in the Area.

Sec. 2. All officers shall be elected by a process of nominations at the conference held prior to November GMBA Conference. Terms of office shall be for one year.

Sec. 3. All officers shall be active and dutiful members of their respective Locals and of The Church of Jesus Christ, which the MBA represents.

Sec. 4. The President and Vice-President shall be members of the Church; the Chaplain shall be an Elder of The Church of Jesus Christ.

ARTICLE XII. Duties of Officers and Committees

Sec. 1. The President shall preside over all Area Conferences, shall be a consulting member of all committees (this responsibility may be delegated to the Vice-President or Chaplain), shall approve the payment of all bills and shall appoint someone to fill unexpired terms of office. The efforts of the Area President should at all times be directed toward the betterment and general welfare of the Area. In the event of a resignation, the Vice-President should be notified immediately. The President shall work closely with the Vice-President and Chaplain.

Sec. 2. The Vice-President shall act as an assistant to the President and in the absence or resignation of the President shall assume the duties belonging to that office.

Sec. 3. The Chaplain shall assist the President in guiding the spiritual conduct of the Area. He shall take the lead in the devotional part of all meetings. He may either open or close the meeting in prayer or call on others to do so. In the absence of both the President and Vice-President, he shall assume the duties of the President. He should at all times direct his efforts toward the spiritual welfare of the Area.

Sec. 4. The Corresponding Secretary shall keep minutes of all meetings, shall call the roll of officers at the business meetings, shall attend to the necessary correspondence of the Area and shall obtain the President's signature on all letters pertaining to the business of the Area. The Corresponding Secretary shall forward a copy of the Area Conference minutes to the GMBA Corresponding Secretary prior to GMBA Conferences and shall attend all Area Conferences.

Sec. 5. The Assistant Corresponding Secretary shall assist the Corresponding Secretary in the duties of that office and in the absence of the Corresponding Secretary shall assume the duties belonging to the same.

Sec. 6. The Financial Secretary shall keep an account of all money received by the Area and forwarded to the Treasurer and shall present a written and oral report at each Area Conference.

Sec. 7. The Treasurer shall keep a record of all money received from the Financial Secretary and paid out by the Area and shall present a written and oral report at each Area Conference.

Sec. 8. The Auditor shall make a semi-annual audit of the Treasurer's and Financial Secretary's books and shall give a report of the audit to each Area Conference.

Sec. 9. The Historian shall provide for the safekeeping of all historical records either through microfilming or permanent files. A chronological account of important events occurring throughout the Area MBA shall be maintained and a copy of this information shall be submitted to the GMBA Historian. The Historian shall present a written and oral report at each Area Conference.

Sec. 10. The Editor shall write and collect articles and communications on behalf of the Area and its Locals from the Local Editors and from the Area Officers to supplement personal contributions. These items shall be submitted to the GMBA Editor and to the various news-gathering services for local publicity. The Editor shall present a written and oral report at each Area Conference.

Sec. 11. The Organizers shall seek the opportunity to organize new MBA Locals and shall encourage their organization wherever the MBA does not exist. Before an Organizer may organize an MBA Local there must be at least seven prospective members. The procedure for organizing Locals is set forth in Appendix A. Each Organizer shall present a written and oral report at each Area Conference. It is the Organizer's responsibility to visit each Local at least once in a six month period.

Sec. 12. The Activities Committee shall plan, organize and carry out, in cooperation with the Locals, activities and projects consistent with the goals of the MBA. The Chairman of the Committee shall give an oral report of its activities at each Area Conference. The Chairman shall also submit a written report to the GMBA Corresponding Secretary at least one month prior to each GMBA Conference.

ARTICLE XIII. Expenditures

Sec. 1. Conference expenses may be covered by the sponsoring Local or by the free-will offerings taken during the Conference. Whenever necessary, Locals of the Area shall be asked to share the Conference expenses.

Sec. 2. Areas may donate free-will offerings to the General Church Missionary Fund through the GMBA Financial Secretary.

Sec. 3. Areas may raise funds to finance projects or activities that are officially approved by the Area Conference and which are consistent with objectives of the MBA.

ARTICLE XIV. Records and Materials

All official record books and materials of the Area shall be purchased by the Area and become the property of the same. At the expiration of terms of office, all official record books and materials must be turned over to the Auditor for an audit before they are given to the incoming officer(s).

LOCAL ORGANIZATION

ARTICLE XV. Requirements to Form Locals

Locals may be organized whenever there are seven prospective members who desire to be so organized and have Branch permission to do so. The procedure for organizing Locals is set forth in Appendix A.

ARTICLE XVI. Responsibilities

Sec. 1. Locals should meet once a week to study the Book of Mormon, the Holy Bible, Church Literature or appropriate instructional material screened by the Local.

Sec. 2. In addition to these weekly meetings, the Local may sponsor other activities or projects as long as they are in accordance with the aims of the MBA.

Sec. 3. All official record books shall be purchased by the Local and are the property of the same. When a Local is dissolved, the property and money of the same shall be turned over to the Organizer who shall return the records and receipts to the next Area Conference.

Sec. 4. Local Business and Organization Meetings shall be held at least three weeks prior to the Area Conference. Reports of the Locals shall be sent to the Area Corresponding Secretary no later than ten days prior to the Area Conference and to the GMBA Corresponding Secretary no later than one month prior to each GMBA Conference. Donations of Locals shall be sent to the GMBA Financial Secretary no later than one month prior to each GMBA Conference.

Sec. 5. All Locals shall read the official minutes of the GMBA Conference provided by the GMBA Corresponding Secretary. Questions and comments relative to the minutes should be noted on the Local's report to the next GMBA Conference. Reading of the GMBA Conference minutes in the Locals will eliminate this order of business at the following GMBA Conference.

Sec. 6. Semi-annually all Locals are requested to give at least one third of their total free-will receipts to the GMBA. A donation to the Area should also be considered. The remaining receipts are to be retained in the Local Treasury to be used to their best advantage. The GMBA reserves the right to challenge a Local if in the judgment of the GMBA, money of the Local has been used unwisely.

Sec. 7. Each Local should send a delegate, if at all possible, to the GMBA Conference. The delegate shall represent the Local at the Conference and give an account of the GMBA proceedings upon return to the Local. The delegate's expenses to and from the place of Conference shall be paid by the Local, if necessary.

Sec. 8. If it appears that a discontinuance of the Local's meetings may occur, the Local President should seek the assistance of an Organizer. If they are unsuccessful in preventing a discontinuance, the Organizer should inform the Area President. A meeting of the Local and Area officers shall be appointed by the Area President to discuss existing conditions. If a discontinuance cannot be avoided, the Area President shall report this to the next GMBA Conference for action.

ARTICLE XVII. Officers and Committees

Sec. 1. Officers and committees shall be: President, Vice President, Chaplain, Corresponding Secretary, Assistant Corresponding Secretary, Financial Secretary, Treasurer, Librarian, Editor, two Auditors, Teachers, Historian, an Area Activities Committee Representative, a Relief Committee, a three-person Membership Committee and a Floral Committee (Optional).

Sec. 2. Officers and committees shall be elected for a period of six months. Local organizational changes made by an official Local business meeting shall go into effect at the next regularly scheduled meeting. All officers shall be active and dutiful members of their Local, as well as positive, active supporters of the Area MBA and GMBA.

Sec. 3. The President, Vice-President, Chaplain and Teachers shall be active and dutiful members of The Church of Jesus Christ. An excep-

tion to this rule may be made in the selection of Teachers for beginners' classes, if approved by the Local.

ARTICLE XVIII. Duties of Officers and Committees

Sec. 1. The President shall preside over all meetings of the Local, shall be a consulting member of all committees (this responsibility may be delegated to the Vice-President or Chaplain), shall sign all business letters written by the Corresponding Secretary, shall be chairman of the Relief Committee and shall appoint someone to fill all unexpired terms of office. The efforts of the President should at all times be directed toward the betterment and general welfare of the Local and the President should be a good example to the Local's members. If it appears that a discontinuance of meetings may occur, the President shall contact the Organizer responsible for the Local as soon as possible. The Vice-President shall be advised immediately in the event of the President's resignation.

Sec. 2. The Vice-President shall act as an assistant to the President and in the absence or resignation of the President shall assume the duties belonging to that office.

Sec. 3. The Chaplain shall assist the President in guiding the spiritual conduct of the Local. He shall take the lead in the devotional part of all meetings. He may either open or close in prayer or call on others to do so. In the event of the absence of both the President and Vice-President, he shall assume the duties of President. He should at all times direct his efforts toward the welfare of the Local. The individual chosen for this office should, if possible, be an ordained officer of The Church of Jesus Christ (i.e. Elder, Teacher, Deacon).

Sec. 4. The Corresponding Secretary shall keep the minutes of all meetings, shall call the roll of officers at the business meetings, shall attend to the necessary correspondence of the Local and shall obtain the signature of the President on all letters pertaining to the business of the Local.

Sec. 5. The Assistant Corresponding Secretary shall assist the Corresponding Secretary in the duties of that office and in the absence of the Corresponding Secretary shall assume the duties belonging to the same.

Sec. 6. The Financial Secretary shall keep an account of all money received by the Local and forwarded to the Treasurer and shall present a report at each Business and Organization Meeting.

Sec. 7. The Treasurer shall keep an account of all money received from the Financial Secretary and disbursed from the treasury, shall pay all bills authorized by the Local or by the Relief Committee and shall present a report at each Business and Organization Meeting.

Sec. 8. The Librarian shall keep a record of printed materials received and distributed. Storage for books and other printed material shall be provided by the Local. The Librarian shall provide new members with a copy of the Constitution and By-Laws (without charge) and shall present a report at each Business and Organization Meeting.

Sec. 9. The Editor shall write and collect articles and communications from Local members to supplement personal contributions. These items shall be submitted to the Area Editor and to the various news-gathering services for local coverage, whenever desirable. The Editor shall present a report at each Business and Organization Meeting.

Sec. 10. The Auditors shall make an examination of all financial records and present a complete report of their audit at each Business and Organization Meeting.

Sec. 11. The Teachers shall have charge of the instruction of classes. Each Teacher shall prepare lessons to properly direct and stimulate the learning of the class members. The lessons shall be taken from the sources sanctioned in Article XVI, Sec. 1.

Sec. 12. The Historian shall provide for the safe-keeping of all historical records either through microfilming or permanent files, shall maintain a chronological account of important events occurring in the Local, shall submit a copy of this information to the Area and GMBA Historians and shall give a report of these activities at each Business and Organization Meeting.

Sec. 13. The Relief Committee shall consist of the President, Vice-President and Chaplain. All cases where relief is needed should be reported to this committee which shall use its best judgment in making donations.

Reports of all donations shall be made at each Business and Organization Meeting. Names of recipients shall not be mentioned, unless the Local requires it.

Sec. 14. An optional Floral Committee shall purchase flowers whenever a member of the Local dies; however, the purchase of flowers shall not be duplicated for members of the Church. If a committee is elected, it shall present a report at each Business and Organization Meeting.

Sec. 15. The Membership Committee shall seek new members and encourage non-attending members to be more active in the MBA. A report shall be presented at each Business and Organization Meeting.

Sec. 16. Before an officer resigns, the President must be informed concerning these intentions. The President shall appoint someone to fill the unexpired term. All official books and materials shall be submitted to the Auditors for an audit before they are given to the incoming officer(s).

Sec. 17. Officers shall submit written notices of absence to the Corresponding Secretary when they are unable to attend Business and Organization Meetings.

ARTICLE XIX. Membership

Sec. 1. Persons may become members of the MBA by expressing a desire to do so. Membership shall be granted by motion of the Local. When new members are accepted, Duties of Members (Article XIX. Sec. 2.) shall be read to them.

Sec. 2. Duties of Members: "It is your solemn duty before God and the world to assist your fellow-members in the moral and spiritual welfare of the Missionary Benevolent Association. Be very careful that no action of yours brings any reproach upon The Church of Jesus Christ which the Association represents; be cheerful at all times; be charitable and benevolent at all times. Encourage others and build up the work by bringing friends that they too may become members and co-workers in the MBA. In questions that may arise among us, cheerfully submit to the ruling of the majority. Report any cases of need and distress to the Relief Committee, assist in any way you can for the spiritual uplifting of the MBA. Sup-

port to the best of your ability all MBA activities; i.e. Local meetings, Area meetings and activities, as well as GMBA meetings and activities. You are also encouraged to be a positive and subordinate supporter of the Branch.

Sec. 3. If a member violates any of the duties of membership as stated in Article XIX. Sec. 2., it should be called to that person's attention by the President. If the person continues to be insubordinate, the individual may be made inactive by resolution of the Local at a future Business and Organization Meeting.

Sec. 4. Any member moving from one Local to another must request a transfer from the Local which the person is departing. A transfer card shall then be forwarded to the Corresponding Secretary of the Local to which the member has moved.

Sec. 5. Locals receiving members by transfer shall acknowledge said transfers by motion.

Sec. 6. Any member who feels that he has been dealt with unjustly by a Local shall have the right to appeal. The procedure is as follows: The member shall first seek to have the situation resolved in the Local. If the matter is not satisfactorily resolved in the Local, the member may then submit a written appeal to the Area MBA Corresponding Secretary. The Area Officers (President, Vice-President, Chaplain and Corresponding Secretary) shall then review the appeal for the purpose of making recommendations to the following GMBA Conference. Final disposition shall be by action of the GMBA Conference. Personal offenses should follow the scriptural Law of Offenses.

APPENDIX A: Organizer's Guide

- I. Before attempting to organize a Local, Organizers should make a thorough study of the MBA By-Laws. (Article XII. Sec. 11., explains the duties of Organizers.
- II. Organizers shall seek to organize Locals in Branches and Missions of the Church that do not have a Local. They shall make frequent visits to Locals in their Area, encouraging the work of the MBA in support of the Church, in general.
- III. The following procedure is suggested for organizing Locals:
 - A. When seven or more prospective members are interested in the organizing of a Local, a date shall be set in cooperation with the Presiding Elder for organizing the Local.
 - B. Procedures to be followed in the Organization Meeting:
 1. Explain in detail the main points of the By-Laws, and discuss in detail the advantages and objectives of the MBA.
 2. Read Article XIX, Membership, to all desiring to become members of the Local.
 3. Appoint a secretary pro-tem to make a record of the meeting, record the names of all members of the new Local and forward a copy of the organization minutes to the GMBA Corresponding Secretary.
 4. Proceed with the election of officers as outlined in Article XVII.
 5. Read Article XVIII, Duties of Officers and Committees, to all present.
 6. Read Article XVI. Responsibilities. Make certain that the responsibilities of Locals are clearly understood by all.

- C. Organizers shall have an adequate supply of the Constitution and By-Laws, report blanks, transfer cards and secretarial supplies to present to new Locals for use in their reporting to the Area MBA and GMBA.
- D. Since all new Locals go through a developmental stage, Organizers should make frequent visits to guide and assist new Locals into a spiritual organization, making certain that all counsel given any Local is in accordance with the goals of the MBA and with the Constitution and By-Laws thereof.

APPENDIX B: Order of Meetings

I. Local Weekly Meetings:

The following order of conducting a weekly meeting can be used as an example and may be altered to suit Local conditions.

- A. Hymn
- B. Prayer
- C. Hymn
- D. Lesson or Topic
- E. Reading of Minutes
- F. Offering
- G. Application for Membership (See Article XIX. Sec. 2.)
- H. Hymn
- I. Prayer

II. Local and Business and Organization Meetings

- A. Hymn
- B. Prayer
- C. Hymn
- D. Roll Call of Officers
- E. Filling of Vacant Offices
- F. Reading of Minutes
 - 1. Local Business and Organization Minutes
 - 2. GMBA Conference Minutes

- G. Unfinished Business
- H. Communications
- I. Officers' Reports
 - 1. Financial Secretary
 - 2. Treasurer
 - 3. Librarian
 - 4. Editor
 - 5. Auditors
 - 6. Teachers
 - 7. Historian
 - 8. Relief Committee
 - 9. Floral Committee (Optional)
 - 10. Membership Committee
- J. Offering
- K. New Business
 - 1. Election of Officers and Delegate to GMBA Conference (See Article XVII and XVIII)
 - 2. Selection of Lessons
 - 3. Recommendation of Area Organizers to be placed on Area Conference report form which is forwarded to the Area Corresponding Secretary
 - 4. Election of Area Activities Committee Representative
 - 5. Consider hosting a GMBA Conference or other GMBA activity
 - 6. Consider hosting an Area Conference or other Area activity
- L. Application for membership (Article XIX. Sec. 2., Duties of Members, to be read in meetings when new members are accepted and as a reminder for existing members)
- M. Motion to Adjourn
- N. Hymn
- O. Prayer

III. Area Conferences

- A. Business
 - 1. Hymn
 - 2. Prayer
 - 3. Hymn
 - 4. Roll Call of Officers
 - 5. Filling of Vacant Offices

6. Reading of Area Minutes
 7. Offering (two collections may be taken throughout the conference)
 8. Unfinished Business
 9. Communications
 10. Officers' Reports
 - a. Financial Secretary
 - b. Treasurer
 - c. Auditor
 - d. Historian
 - e. Editor
 - f. Organizers
 - g. Activities Committee
 11. New Business
 - a. Election of Officers (See Article XI and XII)
 - b. Report of Local's Activities
 - c. Appointment of the location of the next Area Conference
 - d. Report of Activities Committee
 - e. Consideration of suggestions or proposals from Locals
 - f. Discussion of Area Proposals and Suggestions for GMBA consideration
 - g. Consideration of hosting GMBA Conference or specific GMBA activity
 12. Motion to adjourn
 13. Hymn
 14. Prayer
- B. Other meetings—The remaining sessions of the Area Conference may be organized in the following way:
1. In the second meeting, the Area Activities Committee may present a program that represents the joint efforts of the Locals of the Area.
 2. Seminars, panel discussions, etc.
 3. In the evening service, a Local may present a program (this service is optional)

IV. GMBA Conferences

- A. 1. Hymn
2. Prayer

3. Hymn
4. Roll Call of Officers
5. Filling of Vacant Offices
6. Acceptance of GMBA minutes by motion
7. Free-will offering (any time during the course of the conference)
8. Unfinished Business
9. Communications
10. Officers' Reports
 - a. Financial Secretary
 - b. Treasurer
 - c. Librarian
 - d. Historian
 - e. Auditors
 - f. Editor
 - g. Relief Committee
 - h. Activities Committee
11. Report of Local Delegates
12. Reports of Area Presidents
13. New Business
 - a. Election of Officers (See Article I.)
 - b. Appointment of location of next GMBA Conference
 - c. Suggestions and proposals for the welfare of the MBA
 - d. Installation of Officers
14. Motion to adjourn
15. Hymn
16. Prayer

APPENDIX C: Local Report Forms

GMBA *The Church of Jesus Christ*
General Missionary Benevolent Association

REPORT OF THE _____ LOCAL MBA

January 1, - June 30, 19 ____

Number of New Members _____
Number of Suspensions _____
Number of Members Transferred In _____
Number of Members Transferred Out _____
Total Membership _____

ACTIVE MEMBERSHIP _____

OFFICERS FOR THE NEXT SIX MONTHS

PRESIDENT _____ SECRETARY _____

Name _____ Name _____
Address _____ Address _____
City _____ City _____
State, Zip code _____ State, Zip code _____
Phone (____) _____ Phone (____) _____

FINANCIAL REPORT

Balance as of December 31, 19 ____
Freewill Offering Receipts _____
Other Income _____
SUBTOTAL _____
Expenses _____
BALANCE IN TREASURY _____
Minimum 1/3 of Freewill Offering to GMBA _____
Special Projects Fund Donation (\$250.00) _____

PRESIDENT'S SIGNATURE _____
SECRETARY'S SIGNATURE _____

9 M B A *The Church of Jesus Christ*
General Missionary Benedict Association

REPORT OF THE _____ LOCAL MBA

July 1, - December 31, 19 ____

Number of New Members _____
 Number of Suspensions _____
 Number of Members Transferred In _____
 Number of Members Transferred Out _____
 Total Membership _____

ACTIVE MEMBERSHIP _____

OFFICERS FOR THE NEXT SIX MONTHS

PRESIDENT _____ SECRETARY _____

Name _____ Name _____
 Address _____ Address _____
 City _____ City _____
 State, zip code _____ State, zip code _____
 Phone (____) _____ Phone (____) _____

FINANCIAL REPORT

Balance as of June 30, 19 ____
 Freewill Offering Receipts _____
 Other Income _____
 SUBTOTAL _____
 Expenses _____
 BALANCE IN TREASURY _____
 Minimum 1/3 of Freewill Offering to GMBB _____
 Special Projects Fund Donation (\$250.00) _____

PRESIDENT'S SIGNATURE _____
 SECRETARY'S SIGNATURE _____

LOCAL FINANCIAL REPORT

Name of Local _____

Donation to CHBA (1/3 collections of past six months) \$ _____
Miscellaneous Donations \$ _____
TOTAL DONATIONS \$ _____
Amount of check or Money Order \$ _____

Signed by President _____
Treasurer _____

Please send this form to the Financial Secretary, along with a check or money order payable to the General Missionary Benevolent Association.

LOCAL FINANCIAL REPORT

Name of Local _____

Donation to CHBA (1/3 collections of past six months) \$ _____
Miscellaneous Donations \$ _____
TOTAL DONATIONS \$ _____
Amount of check or Money Order \$ _____

Signed by President _____
Treasurer _____

Please send this form to the Financial Secretary, along with a check or money order payable to the General Missionary Benevolent Association.

CMBA DELEGATE'S REPORT

I am _____, the delegate
from the _____ local. Our local
meets on _____ of each month,
(day of week and frequency of meetings)

has held _____ meetings during the last six months and has a membership of _____.

In our meetings we have studied the following: (Use the back to further explain)

Topic Programs (list topic) _____ Bible _____

Panel Discussions (list topic) _____ Book of Mormon _____

Other (explain) _____ Church Literature _____

In order to stimulate interest in our local activities we _____

Our local receipts this six months were \$ _____ and we are submitting \$ _____ to

the CMBA. In support of our CMBA Special Projects Fund we have raised \$ _____

by _____ (list activities in order to give other locals fund raising ideas)

Our Local President is _____.

PLEASE HAVE YOUR DELEGATE BRING THIS FORM TO CMBA WITH THEM

