

**MANUAL OF PRACTICES AND PROCEDURES**

(Revision of September 10, 2023)

**Birmingham Monthly Meeting of the  
Religious Society of Friends**

**TABLE OF CONTENTS**

- I. PREFACE ..... 1
- II. PRACTICES AND PROCEDURES ..... 2
  - A. Inclusion..... 2
  - B. Membership ..... 2
  - C. Marriage..... 3
  - D. Privacy ..... 3
  - E. Investment Practices and Expenditures ..... 4
  - F. Peace Garden ..... 5
  - G. Burial Ground South ..... 7
  - H. D. F. Hannum Trust Fund ..... 10
  - I. Scholarship Fund..... 11
  - J. Friends Indeed Fund ..... 12
  - K. Officers and Committees ..... 12
  - L. Operating Guidelines for Member Assignments ..... 13
  - M. Functions of Standing Committees..... 16
  - N. Functions of a Committee Clerk ..... 24
  - O. Office Manager and Bookkeeper ..... 25
  - P. Capital and Preservation Fund Policies and Guidelines ..... 26
  - Q. Guidelines for Use of Monthly Meeting Property ..... 27
  - R. Guidelines for Charitable Giving..... 30
  - S. Guidelines for Emergency Preparedness..... 31
  - T. Child Protection Policy ..... 34
  - U. Property Lending Application..... 39
  - V. Guidelines for Memorial Services at Birmingham Friends Meeting ..... 41
  - W. Guidelines for Using Bfriends Listserve ..... 43
- III. CORPORATE DOCUMENTS .....45
  - A. Amended and Restated Bylaws .....45
  - B. Articles of Incorporation.....51

IV.	TAX EXEMPTION DOCUMENTS.....	53
A.	PYM 501(c)(3) Determination Letter.....	54
B.	PYM Supplemental Group Ruling .....	56
C.	PYM Letter re Status of Meeting as 501(c)(3) Organization.....	58
D.	Pennsylvania Sales and Use Tax Exemption Certificate .....	60
V.	EXHIBITS .....	62
A.	Monthly Meeting’s Marriage Booklet (Revision of 2019).....	63
B.	Adopted Original Minute and Map of the Peace Garden.....	91
C.	Adopted Minute and Appendix re Burial Ground South.....	95
D.	Adopted Minute and Appendix re D. Frederick Hannum .....	145
E.	Form of Third-Party Use and Occupancy Agreement.....	167

## I. PREFACE

This Manual of Practices and Procedures (originally entitled the “Manual of Procedures”) was first developed in 1989 to help a growing Birmingham Monthly Meeting of the Religious Society of Friends (“Monthly Meeting”) continue operating efficiently and comfortably, thereby enabling the Monthly Meeting to concentrate on its primary mission - the spiritual welfare of its members. Specifically, the original manual, as amended from time to time, was designed to set forth the Monthly Meeting’s procedures for conducting the business of the Monthly Meeting including, without limitation, the selection of its officers, committee members, and those appointed to special assignments, as well as to inform all members about the principles and practices which govern the day-to-day operation of the Monthly Meeting's business.

The current manual has been expanded to include other practices and procedures that govern other parts of the life of the Monthly Meeting and that the Monthly Meeting has approved in the minutes of its meetings for business held after 1988. Those additional practices and procedures have been included herein so that they are readily accessible to all members and attenders of the Monthly Meeting.

The contents presented herein are based upon the work of earlier Nominating Committees, the Monthly Meeting’s by-laws as amended and restated from time to time (“By-Laws”), and the Monthly Meeting’s actions recorded historically in various minutes of its meetings for business and the practices of the Quarterly and Yearly Meetings.

The contents of this manual are intended to be consistent with and not contrary to the practices and procedures of Concord Quarterly Meeting or of Philadelphia Yearly Meeting. If any provision of this manual is inconsistent with any provision of the By-Laws, the provision of the By-Laws will govern.

The Clerk of the Monthly Meeting is responsible for ensuring that this manual is updated as and when the Monthly Meeting revises any of the practices or procedures set forth in it or as and when the Monthly Meeting adopts any new practice or procedure. (By-Laws)

Copies of this manual should be made available to all committee clerks and members of special assignments, and they should pass it on to their respective successors.

## II. PRACTICES AND PROCEDURES

The following practices and procedures have been adopted by the Monthly Meeting at the respective times designated below. They are binding on the Monthly Meeting's members and attenders, and they govern the operations of the Monthly Meeting to the extent described below.

### A. Inclusion

Birmingham Friends Meeting welcomes into membership people whose declarations and ways of life manifest unity with Friends' faith and practices. We seek to be an open and inclusive faith community by welcoming all persons regardless of age, race, color, national origin, ethnicity, social or economic background, veteran status, sexual orientation, gender identity, immigration status, or faith background. We welcome single people, couples, and families. (Approved March 7, 2021)

### B. Membership

Those adult attenders who participate regularly in meeting activities, especially meeting for worship, and who demonstrate a growing understanding and appreciation of Friends' faith and practices are encouraged to apply for membership. The procedures for membership are outlined in the edition of Faith and Practice then in effect.

The guidelines as outlined in the edition of Faith and Practice then in effect, as supplemented below will guide the membership practices of the Meeting unless the Meeting subsequently determines that there is a compelling reason to make an adjustment. The monthly meeting is the final authority in all matters concerning membership.

1. An adult is a person who is at least 21 years of age.
2. If at the time an adult applies for membership or at any time after an adult becomes a member, such adult may request that such adult's child or children not of legal age be admitted as a member or members, and the meeting may admit such child or children into full membership following the usual procedure of application.

3. A person not of legal age may apply for membership so long as such person's application has the acknowledgment and support of such applicant's parents, or parent if the applicant has only one parent, or guardian if the applicant has no parent, and the meeting may admit such person into full membership following the usual procedure of application.

4. No special designation of a non-adult member is advised.

5. Those young adult members who have or have not be involved in the life of the meeting, which may be due to distance or other constraints, will be asked to consider their membership when they reach the age of 26. Those young adult non-members who have or who have not been involved in the life of the meeting, which may be due to distance or other constraints, also will be asked to consider membership when they reach the age of 26.

6. A person who is eligible for membership as described above, who either lives at a distance from the meetinghouse or is incapacitated to the extent that attendance at the meetinghouse is not feasible or advisable, and who attends meeting for worship remotely may be taken into full membership following the usual procedure of application. No special designation of such member is advised.

7. When the Meeting undertakes to determine whether a person should be removed from membership, it should consider the following query: Has the member participated in the life of the meeting over an extended period of time? This would include attending meeting for worship, serving on a committee, a special assignment or a working group, participating in other Meeting-sponsored activities, and providing financial support to the Meeting. Before removing a person from membership, the Meeting may consider compelling reasons why the above query would not apply. (Approved September 11, 2022)

## C. Marriage

The Oversight and Pastoral Care Committee has oversight over all aspects of marriages under the care of the Monthly Meeting including, without limitation, establishing, changing and waiving the practices and procedures of such marriages all without further action by the Monthly Meeting. (Approved January 8, 2023)

## D. Privacy

It has come to our attention that there may be situations when members are asked to provide information about other members. After discussion, Friends united with the following statement: 'Members and attenders of this meeting should

protect each other's privacy from outside inquiries. When the subject concerns sensitive issues, Friends should refer the questioner to the person about whom the information is being sought or, if that is not practical, to the Clerk of the Meeting. (Approved April 6, 2008)

## E. Investment Practices and Expenditures

### 1. Total Return

In accordance with the requirements of 15 Pa. Cons. Stat. §5548(c), the Meeting has an investment practice that seeks a total return for its assets and the assets it holds in trust, and the Meeting has committed to follow such practice. (Approved July 10, 2022)

### 2. Investment of Undesignated and Unrestricted Gifts, Bequests, Trust Distributions and Memorial Contributions

All undesignated and unrestricted gifts, bequests, trust distributions and memorial contributions will be added to the Unrestricted General Fund unless otherwise determined by the Meeting. (Approved July 10, 2022)

### 3. Limitation on Treasurer's Authority to Invest

Treasurer will, in accordance with the directions of the Monthly Meeting, be responsible for the custody, investment and disbursement of the funds of the Monthly Meeting; provided, however, that with respect to the investment at any one time of a gift, bequest, trust distribution or memorial contribution that exceeds the equivalent of \$50,000 (as of the beginning of 2022 and adjusted for inflation at the beginning of each subsequent year using the Consumer Price Index), the issues of when and in which amount or amounts such gift, bequest, trust distribution or memorial contribution will be invested will be made by the Treasurer with the approval of the Finance Committee. (Approved July 10, 2022, as an amendment to Section 1(g) of the By-Laws)

### 4. Expenditures

Except in exigent circumstances, no person will have the authority to bind the Meeting under any contract (verbal or written) to expend any money for any purpose unless the person making such a contract is the Clerk (or in the Clerk's absence the Assistant Clerk) or such person has been authorized to do so by the relevant Meeting committee or special assignment and prior to entering into any contract for more than \$250, such expenditure has been duly authorized by the

Meeting as a result of its being included either (a) in the Meeting's then current operating budget or (b) in some other meeting for business minute of approval. In exigent circumstances, the only persons who may bind the Meeting to incur such an obligation without such prior authorization by the Meeting are the Clerk (or the Assistant Clerk if the Clerk is unavailable) and the Treasurer (or the Assistant Treasurer if the Treasurer is unavailable) acting jointly. (Approved December 4, 2022)

## 5. Categorization of Expenditures

When the meeting for worship with attention to business approves an expenditure, the Monthly Meeting and therefore its minutes should be explicit as to the fund or operating expense category to which it is to be charged. If the Monthly Meeting is not immediately clear as to where the charge should be made, it may approve the expenditure and ask the Finance Committee for a recommendation on the location of the charge, which then should be considered for approval at the next meeting for business. (Approved January 8, 2023)

## F. Peace Garden

### 1. Peace Garden Endowment Fund

- a. The Monthly Meeting's Peace Garden Endowment Fund is held by Friends Fiduciary Corporation. It consists of two subaccounts.
- b. The first subaccount, established in 2011 (the "Brinton Subaccount") holds units in Friends Fiduciary Corporation's Growth and Income Fund that were purchased with a \$15,000 distribution from the trust of Toni Brinton, gifts to the Monthly Meeting in memory of Toni, and investments earnings on all of the foregoing. Toni's trust requires that her gift is "to be used exclusively for the maintenance of the Peace Garden and the grounds around it in the old graveyard behind the Meetinghouse to the North . . ." Since there are no other donor restrictions, the Meeting has decided to use all amounts in the Brinton Subaccount, including its principal, accumulated earnings thereon, and all other amounts deposited in such subaccount solely for the aforesaid purposes.
- c. The second subaccount, established in 2022 (the "Baseden Subaccount"), holds 177.7462 units in Friends Fiduciary Corporation's Growth and Income Fund purchased with a \$10,000 gift made by Peg Baseden. This



gift is subject to the donor restrictions that the principal thereof is uninvadable and only the earnings thereon may be used for the benefit of the Peace Garden. Thus, at any point in time the market value (as established by Friends Fiduciary Corporation or its successor) of the 177.7462 units of the Growth and Income Fund purchased with that gift (or a comparable number of units in any successor fund) constitute the uninvadable principal of the Peace Garden Endowment Fund. In the event that the Peace Garden no longer exists, the Baseden Units will be available for use by and for the Meeting in any other way the Meeting wishes.

- d. Earnings on the Baseden Subaccount will be transferred either to the Brinton Subaccount or to the Monthly Meeting as and when Friends Fiduciary Corporation distributes them, and when so deposited, such monies will be used exclusively for the “maintenance of the Peace Garden and the grounds around it in the old graveyard behind the Meetinghouse to the North . . .”
- e. Contributions may be solicited and monies may be raised through various means for the benefit of the Peace Garden, and such contributions and monies raised, unless otherwise designated by the donor to be deposited into a specified subaccount of the Peace Garden Endowment Fund, may be directed by the Peace Garden Special Assignment for various applications benefiting and enhancing the beauty and utility of the Peace Garden.
- f. Unless otherwise specified by a donor, all other income raised through the purchase of Peace Stones, all other gifts made from time to time specifically designated for the maintenance of the Peace Garden and all funds raised from time to time that are specifically designated for deposit into the Peace Garden Endowment Fund will be deposited in the Brinton Subaccount. (Approved September 4, 2011; amended November 6, 2011; October 7, 2012; May 1, 2022; and February 5, 2023)

## 2. Peace Garden Special Assignment

Each year the Monthly Meeting will establish a Peace Garden Special Assignment that will consist of at least two members and/or attenders who are nominated by the Nominating Committee.

The Peace Garden Special Assignment will have the following mandate:

- a. Supervise the maintenance and upkeep within the boundaries of the of the Peace Garden boundaries that are set forth in Exhibit B; the Peace Garden Special Assignment is not responsible for the maintenance and upkeep of the area outside such boundaries including walls, gates, trees, fences, shrubs and plants.
- b. Recruit volunteer help.
- c. Hire professional help as needed.
- d. Organize special events in support of the maintenance of the Peace Garden.
- e. Prepare a long-term plan for the maintenance of the Peace Garden.
- f. Prepare and submit to the Finance Committee in October of each year an annual operating budget that includes the amount of endowment income planned to be used in the upcoming year.
- g. Process requests for Peace Stones, ensure proper installation of Peace Stones, and care for the Book of Record for Peace Stones. (Approved September 4, 2011; amended November 6, 2011; October 7, 2012; May 1, 2022)

## G. Burial Ground South

### 1. Burial and Pricing Practices

- a. Members and their immediate families may buy lots and be buried in Burial Ground South.
- b. Internment is to be arranged by the Birmingham-Lafayette Cemetery Association to assure that the grounds are well managed and all legalities are observed.
- c. Four cremation urns are allowed in a plot of 4' x 4.
- d. The price of a lot is \$750. (Approved August 1, 2004; August 9, 2020)

### 2. Burial Ground South Special Assignment

Each year the Monthly Meeting will establish a Burial Ground South Special Assignment that will:

- a. Supervise the maintenance and upkeep of Burial Ground South.
- b. Recruit volunteer help.
- c. Hire professional help as needed.
- d. Organize special events in support of the maintenance of Burial Ground South.
- e. Prepare a long-term plan for the maintenance of Burial Ground South.
- f. Prepare and submit to the Finance Committee in October of each year an annual operating budget. (Approved September 11, 2022)

### 3. Burial Ground South Trust Fund<sup>1</sup>

- a. Establishment

The Meeting established the Burial Ground South Trust Fund in 1982. That fund is held by Friends Fiduciary Corporation.

- b. Restrictions on the Use of the Principal of and Income on the Investments in the Burial Ground South Trust Fund

- i. The Meeting always must maintain in the Burial Ground Trust Fund at least 50 units of the Friends Fiduciary Corporation's Growth and Income Fund (or a comparable number of units in any successor investment fund). Such number of units is the number of units of the Friends Fiduciary Corporation's Consolidated Fund (predecessor to its Growth and Income Fund) that West Chester Monthly Meeting attributed to the donor-restricted \$500 contributed by Susanna Sharpless in 1931 and that West Chester Monthly Meeting included in its so-called Birmingham Graveyard Fund that it formed in 1964. At any point in time the market value (as established by Friends Fiduciary Corporation or its successor) of such 50 units will constitute the uninvadable principal of the Burial Ground South Trust Fund.

- ii. At any time and from time to time, the Meeting may liquidate the principal of the Burial Ground South Fund in excess of the 50 units invested in the Growth and Income Fund (or a comparable

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<sup>1</sup> The adopted minute and appendix are attached as Exhibit C.

number of units in any successor investment fund) so long as the proceeds of each such liquidation are used (i) in whole exclusively for the care, maintenance or improvement of Burial Ground South or for the purchase of units in one or more investment funds sponsored by Friends Fiduciary Corporation (or its successor) or (ii) in part exclusively for each of the foregoing. All such units will be deposited in the Burial Ground South Trust Fund, and they will become a part of the principal thereof.

iii. The Meeting must use the income it derives from the principal of the Burial Ground South Trust Fund exclusively for the care, maintenance or improvement of Burial Ground South. If any amount of such income is not so used, it will be used to purchase units in one or more investment funds sponsored by Friends Fiduciary Corporation (or its successor). All such units will be deposited in the Burial Ground South Trust Fund, and they will become part of the principal thereof.

c. Gifts, Bequests, Trust Distributions, and Memorial Contributions Designated for the Benefit of Burial Ground South

i. All gifts, bequests, trust distributions, and memorial contributions that are designated to be used for the care, maintenance or improvement of Burial Ground South and that are not otherwise restricted will be invested by purchasing units in one or more investment funds sponsored by Friends Fiduciary Corporation (or its successor). All such units will be deposited in the Burial Ground South Trust Fund, and they will become part of the principal thereof.

d. Use of Proceeds from the Sale of Burial Plots in Burial Ground South

i. The Meeting will use the proceeds it derives from the sale of burial plots in Burial Ground South either (i) in whole or in part exclusively for the care, maintenance or improvement of Burial Ground South or (ii) in whole or in part to purchase units in one or more investment funds sponsored by Friends Fiduciary Corporation (or its successor). All such units will be deposited in the Burial Ground South Trust Fund, and they will become part of the principal thereof.

(Approved July 10, 2022)

## H. D. F. Hannum Trust Fund<sup>2</sup>

The investments in the Meeting's D.F. Hannum Trust Fund that is held by Friends Fiduciary Corporation were purchased with a bequest contributed to the Meeting under the will dated April 12, 1950, of D. Frederick Hannum for the "for the perpetual care and maintenance of the Meeting House and Cemetery" (which is the burial ground located adjacent to the meetinghouse).

At any point in time, the market value (as established by Friends Fiduciary Corporation or its successor) of the 2,793 units of the Growth and Income Fund retained in the D.F. Hannum Trust Fund (or a comparable number of units in any successor investment fund) represent the uninvadable principal of such fund.

Although said 2,793 units of the Growth and Income Fund (or a comparable number of units in any successor investment fund) held by the D.F. Hannum Trust Fund may not be invaded, at any time and from time to time in the future, the Meeting may liquidate the portion of the principal of the D.F. Hannum Trust Fund IN EXCESS of 2,793 units in the Growth and Income Fund (or a comparable number of units in any successor investment fund) so long as the proceeds of each such liquidation are used either (i) in whole exclusively for the "perpetual care and maintenance" of the meetinghouse and the burial ground adjacent to it or for the purchase of units in one or more investment funds sponsored by Friends Fiduciary Corporation (or its successor) or (ii) in part exclusively for each of the foregoing. All such units will be deposited in the D.F. Hannum Trust Fund, and they will become a part of the principal thereof.

The Meeting must use the income it derives from the principal of the D.F. Hannum Trust Fund exclusively for the "perpetual care and maintenance" of the meetinghouse and burial ground adjacent to it. If any amount of such income is not so used, it will be reinvested by purchasing units in one or more investment funds sponsored by Friends Fiduciary Corporation (or its successor). All such units will be deposited in the D.F. Hannum Trust Fund, and they will become part of the principal thereof.

At the beginning of each fiscal year, the Treasurer is to determine whether the Meeting complied with its covenant to use the income from the D.F. Hannum Trust Fund during the immediately prior fiscal year only for the purposes set forth

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<sup>2</sup> The adopted minute and appendix are attached as Exhibit D.

in D.F. Hannum’s will, to inform the Meeting of such determination at the time the Treasurer submits to the Meeting the financial statements for such prior fiscal year, and to take immediate corrective action if such covenant has not been fulfilled.”  
(Approved July 10, 2022)

## I. Scholarship Fund

To date, all the investments deposited in the Scholarship Fund have been purchased with the Meeting’s operating income. In the future, the Meeting may continue to use its operating income to purchase additional investments that it deposits in the Scholarship Fund. Since all such investments are not and will not be donor-restricted in any way, at any time and from time to time the Meeting may liquidate any or all of the principal of the Scholarship Fund, and it may use the proceeds thereof for any purpose.

Unless the Meeting determines otherwise, annually the Meeting will:

- a. Use the income it derives from the principal of the Scholarship Fund exclusively to pay for scholarships; or
- b. If in any year no child who is eligible to receive a scholarship applies for a scholarship or if each child who applies is not eligible to receive a scholarship, the unused income will be reinvested by purchasing units in one or more investment funds sponsored by Friends Fiduciary Corporation (or its successor). All such units will be deposited in the Scholarship Fund, and they will become part of its principal.

Annually, the Treasurer will distribute scholarships on a per capita basis to eligible students who have applied for scholarships that year.

To be eligible to receive a scholarship, a student must:

- a. have at least one parent who is a member of the Meeting;
- b. be matriculating at a school that is recognized as being a Quaker school by the Friends Council on Education (or its successor); and
- c. be in a grade from kindergarten through twelfth.” (Approved October 2, 2022)

## J. Friends Indeed Fund

The Monthly Meeting has established this fund that is available to help members who have an emergency financial need. Priority is to be given to requests for funding basic needs. From time to time the Monthly Meeting may increase the amount of this fund, which currently totals \$2,000. Any increase in funding or in replenishment of the fund is to come from the Monthly Meeting's operating income and any gifts designated for that purpose. If a member wishes to apply for financial assistance, a written request is to be made to the Clerk of the Oversight and Pastoral Care Committee, which the committee will review. Disbursements are to be recorded in a database maintained by the Office Manager, and they are to be kept private. A list of other Philadelphia Yearly Meeting resources is to be made available to each applicant (e.g., the Greenleaf Granting Group and the Aging Assistance Granting Group). Notice of the existence of this fund is to be posted on the Monthly Meeting's website.

(Established December 7, 2008; amended September 10, 2023)

## K. Officers and Committees

According to the By-Laws, the following officer positions have been approved for administering the affairs of the Monthly Meeting.

Clerk	Treasurer	Recording Clerk	Recorder
Assistant Clerk	Assistant Treasurer	Assistant Recording Clerk	

The By-Laws authorize the establishment of standing committees on which only members of the Monthly Meeting may serve and standing committees on which both members and attenders may serve. In addition, the By-Laws authorize the

establishment of special assignments and working groups on which both members and attenders may serve.

The Monthly Meeting has approved the establishment of the standing committees listed below. Except for the Nominating Committee (as described below), the number of members for each standing committee is not fixed.

Special Assignments are made up of one or more individual members and/or attenders each of whom is either (i) nominated by the Nominating Committee or (ii) is a standing committee member who is appointed by such individual's standing committee to serve as a member of a special assignment. Special assignments are necessary for operating the Monthly Meeting and for maintaining on-going links to the Quarterly and Yearly Meetings and with other religious groups and community organizations.

Working groups are created from time to time by the Monthly Meeting. Each working group serves a narrowly defined and temporary purpose. The members of working groups are appointed by the Monthly Meeting without first being nominated by the Nominating Committee.

## L. Operating Guidelines for Member Assignments

Over the years both formal and informal guidelines have been developed by the Monthly Meeting to provide continuity for the selection and tenure of Members to positions of responsibility within the Monthly Meeting. This section provides the most recently approved set of guidelines for this purpose.

### 1. Officers

- a. The Clerk is to serve for a two-year term that may be extended by the members for one additional year. A person serving as Clerk is eligible to serve additional terms as Clerk provided two years have elapsed between terms. The Clerk is an ex officio member of each of the standing committees. (By-Laws)
- b. The Assistant Clerk is to serve for a one-year term. It is expected, but it is not mandatory, that a person who serves as Clerk is to serve as Assistant Clerk for a one-year term immediately before, and as Assistant Clerk for a one-year term immediately after, such person's term as Clerk. Service as Assistant Clerk is considered in part to be



preparation for the assumption of the role of Clerk. The Assistant Clerk is an ex officio member of the Oversight and Pastoral Care Committee.

- c. The Treasurer is an ex officio member of the Finance Committee. (By-Laws)
- d. The Recorder is appointed by the Oversight and Pastoral Care Committee and serves until such person dies, becomes disabled or resigns or a successor is appointed by the Oversight and Pastoral Care Committee. (By-Laws)
- e. All other officers are appointed by the members at the annual corporate meeting for business that is held in June, and each such officer serves until such officer dies, is disabled or resigns or a successor is appointed. (By-Laws)

## 2. Nominating Committee

- a. Members of the Nominating Committee must be Monthly Meeting members who are nominated by the clerks of the standing committees (including the clerk of the Nominating Committee) at a meeting called for such purpose by the Monthly Meeting's Clerk and held in February.
- b. The Nominating Committee will have six members. Each member will be appointed for a three-year term. If a member of the Nominating Committee serves two consecutive three-year terms, that member may not be reappointed to the Nominating Committee for a period of at least three years. Two members will be appointed each year.
- c. The Nominating Committee nominates individuals to serve as officers except the Recorder, members of standing committees, and members of special assignments whenever there is a vacancy in any of such positions. A proposed list of nominees is to be submitted to the meeting for business held in May. The final list of nominees is to be submitted for approval to the corporate meeting to be held in June. The Nominating Committee is to nominate at least two Friends to formally represent the Monthly Meeting at both continuing and annual sessions of Philadelphia Yearly Meeting with the responsibility of reporting back to the Monthly Meeting on the events. (Approved April 3, 2016)

### 3. Other Standing Committees

- a. The following provisions apply to all standing committees except the Nominating Committee and except as noted below:
- b. All standing committee members (except members of the Memorial Committee and Youth Committee) serve three-year terms, to be set up on an overlapping, rotating basis according to committee size. (MM minutes)
- c. If a member of a standing committee other than the Nominating Committee serves two consecutive three-year terms, that member may not be reappointed to such standing committee for a period of at least one year.
- d. Committees, except Oversight & Pastoral Care and Worship & Ministry, may also include attenders, who may serve as clerks with the Monthly Meeting's approval (MM minutes)
- e. From time to time, committees may also include co-opted members who serve temporarily. (MM minutes)

### 4. Provisions Regarding All Standing Committees

- a. Members of the standing committees are to be appointed at the annual corporate meeting for business held in June. Their terms will start on the next succeeding July 1,
- b. All members of the Monthly Meeting are urged to serve on at least one standing committee but on not more than two, thereby permitting as many members as possible to assume this important responsibility.
- c. The work of each committee will be facilitated by a clerk, by co-clerks, or, in the absence of a clerk or co-clerk, by a convener. Committee clerks or co-clerks, who should be senior members, are chosen by their committees during May and may be re-appointed. It is the responsibility of the outgoing clerk of a standing committee to call a meeting for the purpose of reorganization. (MM Minutes)
- d. The Monthly Meeting encourages all committees to have a representative attend the monthly meetings for business. (MM Minutes)

## 5. Special Assignments

- a. Members of special assignments are to be appointed by the Monthly Meeting at the annual corporate meeting for business held in June. Their terms are to start on the next succeeding July 1.
- b. The Special Assignments approved by the Monthly Meeting are grouped into four categories: (a) the Monthly Meeting; (b) Concord Quarter; (c) Yearly Meeting; and (d) West Chester area. For specific assignments, refer to the Nominating Committee list.
- c. Members nominated to serve on the Concord Quarter Committees are presented to the Monthly Meeting for approval in June, and they are forwarded to Concord Quarter in July. Quarterly Meeting committee terms begin in July.

## M. Functions of Standing Committees

### 1. Oversight and Pastoral Care

Members will:

- a. Be responsible for the pastoral care and counseling of the members and they will take a personal interest in the spiritual and physical welfare of each individual member of the Monthly Meeting.
- b. Attend meetings for worship, monthly meetings for business, and committee meetings on a regular basis.
- c. Study Faith and Practice then in effect on the duties of Oversight and Pastoral Care, including the oversight of clearness committees in general with specific responsibility for clearness committees for membership and marriage.
- d. Urge members and attenders to come to meetings for worship and provide encouragement for those not attending.
- e. Meet on a regular basis, typically monthly.
- f. Arrange for special events/activities that relate to the functions of Oversight and Pastoral Care.

- g. Submit an annual operating budget to the Finance Committee in October of each year.
- h. Recommend to the Monthly Meeting the names of charitable and other Quaker-related organizations the Monthly Meeting should consider when it decides to make charitable contributions.
- i. Appoint two of its members to serve as members of the Memorial Committee.
- j. Appoint one of its members to be the Monthly Meeting's Recorder. (By-Laws).
- k. Prepare, update and disseminate (on Google.docs or otherwise) a booklet setting forth the Monthly Meeting's practices and procedures with respect to marriages under the care of the Monthly Meeting, which practices and procedures the Oversight and Pastoral Care Committee may change or waive without further action of the Monthly Meeting. A copy of that booklet is attached as Exhibit A.

## 2. **Worship and Ministry**

Members will:

- a. Be familiar with the contents of Faith and Practice then in effect regarding the duties of the committee including the sections in the 2018 edition entitled "Care for the Quality of Worship and Ministry" and "General Queries."
- b. Give continuous thought and assistance to the spiritual life of the Monthly Meeting and to its members and attenders.
- c. Meet on a regular basis, typically monthly.
- d. Attend meetings for worship on a regular basis.
- e. Encourage attenders to join the Monthly Meeting and provide information on preparing for membership.
- f. Plan for adult religious education. Programs may include such offerings as a course of study over a period of weeks or months and one-day events.

- g. Organize the Christmas Carol Sing with the help of other committees as needed.
- h. Appoint two members of the Committee to serve as members of the Memorial Committee.
- i. Coordinate the schedule of Opening Exercises and Greeters for Sunday meetings for worship.
- j. Submit an annual operating budget to the Finance Committee in October of each year.

### 3. Children and Youth Program

Members will:

- a. Develop goals for programming for the Monthly Meeting's children and youth.
- b. Take charge of the Children and Youth Program as needed.
- c. Find guides for the Children and Youth Program as needed.
- d. Attend the Children and Youth Program functions.
- e. Provide childcare during meeting for worship and the Children and Youth Program as needed.
- f. Encourage attendance at the Children and Youth Programs and at meetings for worship.
- g. Encourage program guides to study and attend special courses.
- h. Encourage parents to participate in opportunities for families.
- i. Obtain necessary materials and supplies.
- j. Submit an annual operating budget to the Finance Committee in October of each year.
- k. Follow best practices for child safety in all programs.
- l. Comply with the Monthly Meeting's Child Protection Policy.

#### 4. Youth

The Youth Committee will be open to all the members of the middle school and high school age youth. There will be at least one adult guide who serves as a liaison to the Children and Youth Program Committee. Youth are consulted each year about whom will be their guide, and that information is shared with the Nominating Committee.

Members will:

- a. Experience the practices of the Monthly Meeting's operations.
- b. Plan upcoming programs and activities.
- c. Serve and contribute to the Monthly Meeting by taking an interest in and by participating in the Monthly Meeting's activities: spiritual, pastoral, and service.
- d. Participate in Youth Committee projects.
- e. Give voice to youth concerns and present them to the Monthly Meeting.
- f. Submit an annual operating budget to the Finance Committee in October of each year.

#### 5. Property

Members will:

- a. Determine annual maintenance and improvements needed for the meetinghouse, its other buildings and grounds other than the Peace Garden and Burial Ground South.
- b. Submit an annual operating budget to the Finance Committee in October of each year.
- c. Review annually and update as needed the Preservation Schedule (described below) taking into account input from the Monthly Meeting, and share this information with the Finance Committee.
- d. Deliver to the Finance Committee in October of each year an annual list of anticipated Capital and Preservation Fund items/projects along with the estimated costs for those items/projects.

- e. Hold committee meetings as needed.
- f. Open and close the meetinghouse as required.
- g. Be responsible for keeping the meetinghouse and grounds in a healthful and orderly condition, including coordinating services of contractors for lawn care, snowplowing and housekeeping.
- h. Ensure the kitchen equipment follows the Chester County Health Department's requirements and is in working order.
- i. Ensure the water passes the Chester County Health Department's standards.
- j. Approve the use of the meetinghouse and grounds by any outside group and check to ascertain that the Monthly Meeting's properties are used properly. (See section Q)
- k. Obtain assistance from members and/or committees in carrying out projects and in keeping the property in good condition.
- l. Review and maintain a notebook of procedures related to the water well, furniture, fixtures and equipment, including how to work and maintain heaters and appliances, how to shock the water well, and seasonal duties.

## 6. Fellowship

Members will:

- a. Coordinate and oversee the sign-up sheet for refreshments after meeting for worship.
- b. Support special events, such as the Chicken Barbecue, by supplying labor to the extent its members are available and supplying desserts as needed.
- c. Coordinate refreshments for special events, such as Friendly Beasts and the Carol Sing.
- d. Create or update procedures for hosting fellowship events, such as luncheons and after-meeting refreshments.

- e. Work with the Property Committee to ensure that the kitchen and its use comply with the Chester County Health Department's regulations. The Property Committee will take primary responsibility to see that equipment meets code; the Fellowship Committee will be responsible to update and disseminate procedures related to the use of equipment and maintenance of kitchen cleanliness.
- f. Ensure that an individual within the Monthly Meeting has a food manager's license.
- g. Check and replenish kitchen supplies. These include paper food service products (paper plates, cups, tray mats, plastic wrap, aluminum foil, food storage bags), soap (hand, dish and dishwasher), scrubbing implements (SOS, plastic cleaning pads), plastic liners for garbage cans, disposable and utility gloves, and coffee service supplies (sugar, sweetener, creamer, instant coffee, and tea). Coordinate with the Office Manager to order environmentally-friendly supplies when available.
- h. Ensure that the kitchen is kept clean and in good order.
- i. Submit an annual operating budget to the Finance Committee in October of each year.

## 7. Peace and Social Concerns

Members will:

- a. Meet at least six times per year.
- b. Become familiar with the section on "Witness in the World" in Faith and Practice (2018 Revision), pp. 56-57.
- c. Work for peace and social justice and create opportunities for members of the Monthly Meeting to participate.
- d. Help promote education regarding peace and social justice issues by disseminating pertinent information to members of the Monthly Meeting.
- e. Encourage members of the Monthly Meeting to participate in work for social change by collaborating with established Quaker Organizations including PYM, American Friends Service Committee and Friends Committee on National Legislation.



- f. Develop service projects with local social service organizations, and, when possible, involve the Children and Youth Program in the planning and work.
- g. Submit an annual operating budget to the Finance Committee in October of each year.

## 8. Memorial

There will be at least four members of this committee: two appointed each year by Oversight and Pastoral Care and two appointed each year by Worship and Ministry. Other members may be nominated by the Nominating Committee and approved by the Monthly Meeting.

Members will:

- a. Counsel and assist bereaved families of deceased members of the Monthly Meeting.
- b. Handle arrangements for memorial services with the assistance of members of the Monthly Meeting.

## 9. Finance

Members will:

- a. Maintain oversight and have responsibility for the financial affairs, financial procedures and financial records of the Monthly Meeting.
- b. Work closely with and assist the Monthly Meeting's Treasurer and Assistant Treasurer as needed throughout the year.
- c. In November:
  - i. Review the operating budgets submitted to it by the standing committees and special assignments.
  - ii. Review the Property Committee's (i) recommendations for capital items/projects, if any, for the coming year and the estimated cost for these items/projects to be paid for out of the Capital and Preservation Fund; and (ii) any updates for the long-term needs of the Preservation Schedule.

- d. In December, in collaboration with the Treasurer, prepare an operating budget (revenue/expense) for the Monthly Meeting for the next fiscal year, an operating budget (revenue/expense) for each of the Peace Garden, Burial Ground South, and Scholarship Fund for the next fiscal year, and a list of anticipated items/projects requiring funds from the Capital and Preservation Fund for the next fiscal year.
- e. At the following January monthly meeting for business, present a proposal for the Monthly Meeting's operating budget (revenue/expense) for the then current fiscal year and an operating budget (revenue/expense) for each of the Peace Garden, Burial Ground South, and Scholarship Fund for the then fiscal year . (In January the Monthly Meeting will review and consider those proposed operating budgets with the intention of adopting those budgets at the February monthly meeting for business.)
- f. From time to time, present to the Monthly Meeting for approval on a case-by-case basis any expenditure out of the Capital and Preservation Fund for items/projects that the Property Committee proposes.
- g. Send the annual financial letter with approved operating budgets to members and attenders within a month of the adoption of the operating budget by the Monthly Meeting.
- h. Make an annual, internal review of the financial records of the Monthly Meeting no later than the second quarter of the fiscal year and report on this review to the Monthly Meeting the following month.
- i. Make an annual review of the Monthly Meeting's property and liability insurance coverage to ensure that it is adequate under the circumstances and that it applies not only to the Monthly Meeting's property located at 1245 Birmingham Road but also to Burial Ground South located at 1272 Birmingham Road.

## 10. Nominating

Members will:

- a. Early in the fall, review the necessary nominations for all officers except the Recorder, members of standing committees except the Nominating Committee, and members of special assignments, and establish a calendar of meetings.

- b. Speak
  - i. with committee clerks to understand each committee's needs, and
  - ii. with individuals available to serve to take into account their gifts, skills and wishes.
- c. Use Spirit-led discernment to match the Monthly Meeting's needs with its available resources.
- d. Prepare a proposed list of nominees to fill vacancies, taking into account the Monthly Meeting's practices concerning appointments. (By-Laws)
- e. In May, submit to the Monthly Meeting for its first consideration the proposed list of nominees to fill vacancies.
- f. In June
  - i. Submit a final list of nominations to the Monthly Meeting for its approval, and
  - ii. Arrange for the Clerk of the Nominating Committee to forward to the Clerk of Concord Quarterly Meeting the names, if any, of the Monthly Meeting's appointees to serve on Concord Quarterly Meeting's committees. (By-Laws)
- g. Compile a list of all officers, all committee members and clerks, and members of special assignments, together with the expiration dates of their terms of office, and ensure that such list is made available to the Monthly Meeting's members and attenders.
- h. Encourage members and attenders interested in serving on a committee or special assignment to advise a Nominating Committee member of such interest.

## N. Functions of a Committee Clerk

### 1. Responsibilities

In addition to the overall responsibility of assuming leadership roles in ensuring that a clerk's committee continues to make a positive contribution to the

spiritual and social life of the Monthly Meeting, each committee clerk with respect to that person's committee will:

- a. Establish a regular schedule of meetings.
- b. Keep committee meeting minutes and other useful information for future reference and file these materials with the Monthly Meeting's Office Manager at least once a year.
- c. Encourage an equitable sharing of committee duties on the part of individual committee members.
- d. Meet in February with the other committee clerks to nominate members of the Nominating Committee for the subsequent administrative year.
- e. Be available to meet and meet with the Clerk of the Monthly Meeting on the occasion of a called meeting of clerks.
- f. Be prepared to make regular reports to the Monthly Meeting at its meetings for business.
- g. Review and maintain a notebook of procedures related to the committee.
- h. Review the information on the Monthly Meeting's website about the clerk's committees and advise the webmaster as to when such information needs to be updated.

## O. Office Manager and Bookkeeper

The Monthly Meeting has authorized the Clerk to retain the services of an independent contractor to act as its Officer Manager (who may be the same independent contractor who acts as the Monthly Meeting's Bookkeeper) to provide the following services and/or such other administrative services as the Clerk, from time to time, deems necessary and appropriate:

- a. Provide assistance to committee clerks of the Monthly Meeting on an as needed basis.
- b. Handle administrative duties including, but not limited to, developing and updating the calendar, maintaining the Monthly Meeting's website, organizing the Monthly Meeting's files, maintaining the Birmingham Directory of Meeting Members and Attenders, producing and distributing the weekly bulletin and the Monthly Messenger (in

conjunction with West Chester Monthly Meeting) maintaining office equipment and supplies and interfacing with the community.

- c. Work on administrative procedures with the Clerk and Assistant Clerk.
- d. Be prepared to accept occasional duty changes necessitated by the evolving nature of this position.

The Monthly Meeting has authorized the Clerk to retain the services of an independent contractor to act as its Bookkeeper (who may be the same independent contractor who acts as the Monthly Meeting's Office Manager) to provide bookkeeper services and/or such other financial services as the Treasurer, from time to time, deems necessary and appropriate.

The person acting as the Monthly Meeting's Office Manager and Bookkeeper or the two people who fulfill those roles will be supervised by a special assignment made up of the Treasurer and at least one other Monthly Meeting member or attender who is or who are nominated by the Nominating Committee.

## P. Capital and Preservation Fund Policies and Guidelines

### 1. Purpose:

The Capital and Preservation Fund exists to pay for long-term capital improvements (not annual or operating expenses) of Birmingham Monthly Meeting's (BMM) physical property, such as buildings, systems and exterior structures (e.g., walls). Because these assets have a useful life of multiple years and tend to be costly to repair or replace, the funding should not be included in the current year's operating expenses. Examples of capital expenses would be the replacement of the meetinghouse's HVAC system, carpeting or roof.

### 2. Process:

The Finance Committee will work with the Property Committee to calculate a recommended annual contribution to the Capital and Preservation Fund for the Meeting's annual operating budget. The Property Committee will keep records of capital expenditures and anticipated needs both near- and long-term and provide guidance on anticipated replacement costs and estimated lifetime of capital improvement items. This information will be used by the Property Committee to update the Capital and Preservation Fund forecast as needed.

### 3. Criteria:

In order for an item to be paid for by the Capital and Preservation Fund, both of the following criteria must apply:

- a. Item(s) must have a useful life of ten (10) or more years (i.e., long-term); and
- b. Item(s) must have a replacement value of one thousand dollars \$1,000 or greater.

The Meeting should be cautious not to shift large or unusual expenditures that do not meet the above criteria to the Capital and Preservation Fund, such as standard tree care and HVAC system maintenance. This will result in understating the annual operating expenses and considerable depletion of the Capital and Preservation Fund. Likewise, the Meeting may choose to distinguish between existing items or systems to be repaired and replaced versus those which the meeting decides to add as upgrades or improvements and utilize additional funding sources. For example, when the meeting added air conditioning, remodeled the kitchen and improved accessibility at the entrances, the cost to the Capital and Preservation Fund was offset in part by bequests, gifts and grants.

### 4. Expenditure Quotes

For any Capital and Preservation Fund expenditure, three written or published quotes should be obtained and evaluated by the BMM Property Committee. An exception may only be made if there are extenuating circumstances, or if the vendor or contractor has already been used as cost effective and qualified. In any case, the person selecting and authorizing the expenditure will be able to verify his/her efforts to purchase responsibly for the meeting.” (Approved November 4, 2007; revised October 17, 2018)

## Q. Guidelines for Use of Monthly Meeting Property

### 1. Activities Permitted and Not Permitted

The following activities are permitted to be conducted on the Monthly Meeting’s property:

- a. All activities associated with Monthly Meeting-sponsored religious services, programs, events, committee meetings, and member family

weddings, reunions, anniversaries, memorial services, family gatherings, and other member sponsored family events.

- b. Not-for-profit activities and programs for the benefit of the local populace which are not in conflict with Quaker ideals, principles and testimonies.

The following activities are NOT permitted to be conducted on the Monthly Meeting's property: for-profit activities and programs and/or those where a fee is charged unless the proceeds generated are for the benefit of a Monthly Meeting - sponsored activity or for a worthy cause as determined by the Clerk.

## 2. Third Party Use Authorization

Decisions on whether a third party (defined below) may use the Monthly Meeting's property for an event not under the care of the Monthly Meeting are to be made jointly by the Clerk or designee of the Property Committee and the Monthly Meeting's Office Manager. When there is disagreement or concern, the decision should be referred to the Clerk of the Monthly Meeting for consideration at a monthly meeting for business.

A third party is:

- a. Any individual who is not a Monthly Meeting member or attender or is not an immediate family member of either a Monthly Meeting member or attender (such as a close relative or family friend of a Monthly Meeting member or attender, a known Friend from a neighboring Quaker meeting, or a neighbor or community member known to a Monthly Meeting member or attender); or
- b. Any entity or group that is not affiliated with the Monthly Meeting or with Concord Quarterly Meeting or any of its constituent monthly meetings or with Philadelphia Yearly Meeting.

Among other purposes, the meetinghouse may be used for club meetings, historical tour groups and school groups, memorial services, and receptions for burials at the Birmingham Lafayette Cemetery. The Monthly Meeting does not host weddings or marriages of third parties, and any other uses must be considered on a case-by-case basis.

The Monthly Meeting's Office Manager should report annually at a meeting for business on the use of our property by outside groups.

### 3. Third Party Use Guidelines

- a. All third parties using the Monthly Meeting's property must schedule its use through the Monthly Meeting's Office Manager in advance.
- b. The Monthly Meeting's Office Manager will keep a record of each such third party that includes:
  - i. The name of the group and its purpose;
  - ii. The group's contact person, email and phone number;
  - iii. The date(s) and time(s) of use;
  - iv. The member of the Monthly Meeting who is the group's contact. The contact will often, but not necessarily, be the Clerk or the designee of the Property Committee.
- c. Weekend use of property by a third party should generally not be scheduled more than one month in advance.
- d. Wording of advertisements of programs and activities to be conducted using the Monthly Meeting's property must be cleared through the Monthly Meeting's Office Manager.
- e. Third parties may serve, but they may not cook food in the meetinghouse kitchen. The preparation and serving of non-alcoholic beverages is permitted.
- f. Third parties using the Monthly Meeting's property may be invited to make a contribution in keeping with the extent of use and associated expenses incurred by the Monthly Meeting.
- g. Each third party must enter into a written use and occupancy agreement with the Monthly Meeting, except that such requirement shall not apply to the County of Chester (so long as it uses the Education Wing of the meetinghouse only for a polling place) the Painting Group (so long as it uses the Education Wing of the meetinghouse only for studio arts), and the Sacred Harp Singers each of which has an existing long-term arrangement with the Monthly Meeting. Unless the Clerk determines otherwise, each such use and occupancy agreement must have a requirement that



- i. the user will comply with all federal, state, and local laws and ordinances including, without limitation, the obligation of the user to comply with all laws applicable to the care and protection of children, e.g., obtaining, if required, child abuse clearances and background checks for the user’s personnel and reporting to the appropriate authorities all actual and suspected child abuse; and
  - ii. the user will provide to the Monthly Meeting an insurance certificate naming “Birmingham Monthly Meeting of the Religious Society of Friends” as an additional insured under the user’s liability insurance policy that is issued by an insurance company that is acceptable to the Clerk and that provides insurance coverage that is acceptable to the Clerk.
- h. In any case in which a third party is to use the Monthly Meeting’s real property for a period of time not to exceed seven days and the Clerk determines that a certificate of insurance is not required and that the covenant regarding compliance with all laws is not required, the Clerk may execute and deliver to the third party a written use and occupancy agreement in the form of Exhibit E.
- i. The Property Committee will periodically review this document and update it, as needed. Exceptions to these guidelines must be approved by the Monthly Meeting. (Approved June 7, 2009; revised November 5, 2017; revised June 11, 2023)

## R. Guidelines for Charitable Giving

1. The budget for the Meeting’s charitable giving for a given year comes from the net combined income of events sponsored by the Meeting for such purpose, such as the Chicken Barbecue, and with nominal amounts determined annually by the Meeting that are funded out of its operating budget or cash reserves.
2. Oversight and Pastoral Care Committee reviews written requests for contributions from Quaker organizations and local, nonsectarian organizations that reflect our values that have at least one member of our Meeting actively involved. The committee presents its recommendations to Monthly Meeting for approval.
3. Should an urgent, unplanned special request arise in Monthly Meeting and be approved, funding for such request will come from the proceeds (or anticipated proceeds) of that year’s events such as the Chicken Barbecue. The

Oversight and Pastoral Care Committee will review the request, determine the amount of the corporate donation which may be supplement by any voluntary individual donations, and make the donation at that time.

4. Separately, a Meeting member who is involved with an organization may present to Monthly Meeting an institutional request for a donation to an endowment, capital campaign, or program. If the Meeting recommends the donation and the amount, the Finance Committee will incorporate this recommendation into its normal budgeting process. Funding will occur after approval of the operating budget.

5. Committees of the Meeting are encouraged to support other charitable organizations of their choice.

- a. Activities of the Peace and Social Concerns Committee have recently supported Act in Faith and the Chester County Food Bank, as well as funding the purchase of land mine detectors which are distributed to the United Nations.
- b. Other fund-raising activities include our Children and Youth Program's raising money for UNICEF through its annual Pennies for Pumpkins project and supporting the Friends Association for the Care and Protection of Children through its annual Christmas Giving Tree. (Approved March 3, 2004; revised April 4, 2012; revised May 6, 2018; revised March 6, 2022; revised May 1, 2022)

## S. Guidelines for Emergency Preparedness

### 1. Original Guidelines

Purpose:

To maintain and update equipment and to provide training on current procedures in order to respond to cases of emergency should they arise. The areas addressed are crime, fire, and medical emergencies.

No Gun Policy:

This policy was approved by Birmingham Monthly Meeting for Business on May 5, 2019: 'No guns are permitted in the Meeting House or on the Property, except those held by uniformed police.' A 'No Gun' sign is posted next to the main entrance."

Process:

An oversight group of two Friends will serve to ensure that updates occur on a regular basis, according to the responsibilities listed below.

Yearly Responsibilities:

- a. Update and distribute Personal Emergency Preparedness Sheet.
- b. Update and distribute the general policies, including the greeters' education piece, the location of the emergency meeting place (schoolhouse), the location of emergency equipment, and the policy of keeping doors unlocked when the building is open for use by a group.
- c. Have yearly discussion with the local police to review policies, check that the 'No Gun' sign is visible, and check that the no gun policy is current.
- d. Check and update the First Aid Kit and AED.
- e. Verify the yearly fire extinguisher inspection.
- f. Check with Property Committee to ensure that the Fire Alarms are working and monitored.
- g. Coordinate CPR/First Aid classes every 2 years, beginning in 2021. (Approved October 6, 2019)

## 2. Supplemental Guidelines

Following are general guidelines for Friends and Birmingham Monthly Meeting. Although we do not want to live in fear and incidents are rare, awareness, common sense and prompt action can help safely deal with unexpected emergencies at the Meetinghouse.

Doors

Exit doors will remain unlocked/unbarred while the Meetinghouse is in use for Meeting or by any group. Any Friend noticing a door not unbarred/unlocked is requested and empowered to unlock/unbar the door.

Location of emergency equipment:

- a. First Aid Kit – located above the AED, in the hallway area near the restrooms and kitchen, on the wall.

b. Fire Extinguishers are located:

- In the kitchen, mounted on the wall just on to the right as one enters from the restroom door area
- At the door near the commonly-used Meetinghouse entrance (the Education wing end)
- In the East Room, on the wall to the right near the benches as one enters from the hallway
- In the Schoolhouse

c. AED (Automated external defibrillator) - The AED is a hands-only life-saving device for individuals suffering a cardiac event. The AED is located in the hallway area near the restrooms and kitchen, on the wall. While it is recommended that individuals be trained in use of the AED, it is not required and may be used by untrained individuals in an emergency. The device will provide audible instructions for use. Users of the AED, trained or untrained, who act in good faith are exempt from any potential civil damages (Pennsylvania Statutes, 42 Pa.C.S.A. § 8331.2). Friends are encouraged to be trained in use; the Meeting will periodically sponsor opportunities for Friends to obtain that training.

### Exits

Friends and visitors should take time to always know the location of nearest and other exits from the Meetinghouse, for use in emergency.

### Response by Friends (medical, injury):

In case of a medical emergency involving an individual in the Meetinghouse, one Friend may provide immediate attention while a second Friend should call or be available to call 911.

In the case of a Friend or visitor suffering a cardiac event – three Friends are needed to respond – one to address the individual in distress, one to call 911, and one to retrieve the AED. The AED may include a list of Friends who have requested DNR (Do Not Resuscitate)

### Preparedness/Response/Vigilance by Friends (non-medical, weather, etc.)

The greeter will often be the first to notice if a Friend or visitor may be distressed, agitated, unstable, unwilling to comply with gun or other policies. In

that case the greeter should engage another Friend for vigilance or action as needed. Any Friend who notices such a possible situation should also alert another Friend to remain vigilant.

In any life-threatening situation (for example, a shooting) Friends should respond as follows, in this order: 1) Run, 2) Hide, and 3) Face.

In case of evacuation, Friends should meet, if it is safe, at the schoolhouse. (Approved December 5, 2021)

## T. Child Protection Policy

### 1. General Purpose Statement

Birmingham Monthly Meeting of the Religious Society of Friends (the “Meeting”) seeks to provide a safe and secure environment for the children who participate in its programs and activities. By implementing the practices below, the Meeting’s goal is to protect such children from incidents of misconduct or inappropriate behavior by adults who work with or supervise such children while also protecting such adults from false accusations of misconduct or inappropriate behavior.

### 2. Definitions

For purposes of this policy, the term “child” means an individual under eighteen (18) years of age; the term “adult” means an individual eighteen (18) years of age or older; the term “teenager” means a child thirteen years of age or older; and the term “Qualified Volunteer” means an adult volunteer who has and maintains during all relevant periods child abuse clearances and background checks required by Pennsylvania law.

### 3. Selection of Adult Volunteers

All persons who volunteer to work with the children participating in the Meeting’s programs and activities will be either members of, or be selected by, the Religious Education Committee, as constituted from time to time.

No member of the Religious Education Committee or adult volunteer who offers to work with children will be considered for any position involving contact with children until s/he has been involved in the life of the Meeting for a minimum of six (6) months. This time of interaction among the Meeting’s members, attenders and volunteers will allow the members of the Nominating Committee and of the

Religious Education Committee time to evaluate whether such person should have contact with children during the Meeting's programs and activities.

#### 4. Child Abuse Clearances and Background Checks

All adult volunteers who have care, supervision, contact with children or routine interaction with children must obtain background checks and clearances prior to their working with children, and they must keep the same current during all periods required by Pennsylvania law.

#### 5. Adult Rule

At all times when one or more children are participating in a program or activity: (a) such child or such children must be supervised by at least two unrelated adults who remain in earshot and eyeshot of each other, and (b) at least one such volunteer is a Qualified Volunteer.

#### 6. Open Door Policy

All doors to the rooms being used by children under adult supervision must remain open except when the Adult Rule is being followed and there is a window in the door or a side window beside it. The door to a room must never be locked while a child or children are inside it.

#### 7. Teenage Volunteers

Each Teenager providing child-care or otherwise working with children must be under the supervision of a Qualified Adult and must never be left alone with a child or children.

#### 8. Responding to Suspected Child Abuse

For purposes of this policy, "child abuse" is a term meaning intentionally, knowingly or recklessly doing any of the following:

- a. Causing bodily injury to a child through any recent act or failure to act.
- b. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- c. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.

- d. Causing sexual abuse or exploitation of a child through any act or failure to act.
- e. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- f. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- g. Causing serious physical neglect of a child.
- h. Engaging in any of the following recent acts:
  - i. Kicking, biting or, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
  - ii. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
  - iii. Forcefully shaking a child under one year of age.
  - iv. Forcefully slapping or otherwise striking a child under one year of age. (v) Interfering with the breathing of a child.
  - v. Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
  - vi. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
    - Is required to register as a Tier II or Tier III Sexual Offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
    - Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors).

- Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).
- vii. Causing the death of the child through any act or failure to act.

If an adult becomes aware of abuse or neglect of a child involved in the Meeting's programs and activities, such person must report such fact immediately to child line at (800) 932-0313 and to the Clerk of the Meeting for further action including additional reporting to authorities as may be mandated by state law. In the event that an incident of abuse or neglect is alleged to have occurred on the Meeting's property or during a program or activity under the care of the Meeting, the following procedures will be followed: The Clerk of the Meeting will:

- a. Notify the parent or guardian of the child of such allegation.
- b. Bar the alleged perpetrator of the abuse or misconduct from working with children pending an investigation.
- c. Notify the Meeting's insurance company and complete an incident report.
- d. Comply with the state's requirements regarding mandatory reporting of abuse as the law then exists.

Meeting members will cooperate with any investigation of the incident by state or local authorities or by the Meeting's insurance company. Any person who is not found innocent of the alleged abuse or misconduct will be barred from working with or supervising children.

The Clerk of the Meeting will be the spokesperson to the media concerning incidents of abuse or neglect unless he or she is alleged to be involved in which case the Assistant Clerk will be such spokesperson. All other members should refrain from speaking to the media.

A pastoral visit by the Oversight and Pastoral Care Committee will be arranged for those who desire it.



## 9. Manual of Procedures

This policy as the same may be amended from time to time will be included in the Meeting's Manual of Practices and Procedures.

## 10. Effective Date

This policy became effective on November 1, 2020. (Approved November 1, 2020)

## U. Property Lending Application

### Birmingham Property Lending Application

(Adopted: February 2, 2014)

Lending Policy: The lending policy may be reviewed and changed at any time. Only members or regular attenders of Birmingham Meeting may borrow equipment. Tables should be transported so that they do not rub against each other or a hard surface. All property should be transported and maintained, cleaned, and returned in as-borrowed condition. It may be reserved no more than 2 weeks in advance.

A Property Committee member will field requests and make sure it is returned and note the condition.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property: \_\_\_\_\_

Date Requested (no longer than 2 weeks in advance): \_\_\_\_\_

Return Date: \_\_\_\_\_ (within 72 hours of use)

Record any wear or damage prior to lending period: \_\_\_\_\_

\_\_\_\_\_

Updated

As and when the Monthly Meeting adopts or revises a practice or procedure,

Signature of borrower: \_\_\_\_\_

Signature of Property Committee member: \_\_\_\_\_

\_\_\_\_\_

Upon Return:

Any additional damage or wear: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of borrower: \_\_\_\_\_

Signature of Property Committee member: \_\_\_\_\_

## V. Guidelines for Memorial Services at Birmingham Friends Meeting

### 11. When a person dies:

At least one member of the Memorial Committee should be notified by Oversight and Pastoral Care or by the family. The Memorial Committee acts in the role of advisor and consultant to see that everything is done in right order. If the family wants certain people to be on the Oversight Committee at the service who are not on the Memorial Committee, the Committee serves as resources to them.

### 12. What we ask the family:

- a. Who is the contact person between the Meeting and the family, and who will be making the decisions for the family?
- b. Do you wish to assign the Memorial Committee and one person in the Meeting in particular to open and close the service? If not, the Memorial Committee will do it. Our custom is that two members of the Memorial Committee sit on the upper benches.
- c. What is the planned date and time of the Memorial Service? This date and time needs to be checked for availability before plans are finalized.
- d. Is there to be a graveside service before or after the Memorial Service, and do you want someone from the Meeting to help with this or speak at this service?
- e. What time would you like the meetinghouse to be opened?
- f. Music is appropriate only before and after the Meeting for Worship unless a planned song is part of the service.
- g. Is there anyone in particular you wish to speak at the Memorial Service?
- h. Will you or a Funeral Director provide a book for guests to sign?
- i. What is your wish for flowers? Will the florist deliver them, or will someone in the family bring them well ahead of time?
- j. If you are using a funeral director, which one are you using? It is important for the Memorial Committee to be in touch with the funeral director if they are not familiar with Birmingham Meeting or Quaker

Memorial Services. If there is no funeral director, we will provide people to direct traffic. Usually, we also have a few people to usher, even if there is a funeral director.

- k. It is our custom not to have the casket present, but it can be put in the east room, closed, if the family feels this is important.
- l. It is also our custom to enter the meeting room quietly and enter into silence in preparation for worship.
- m. What do you wish to do about refreshments? Will friends and family provide this? Will it be catered? Do you want the Meeting to take charge of this?
- n. Can you estimate about how many people to expect?
- o. Young children are welcome in the Memorial Service, and they may leave the service with a parent at any time to go to the playroom. Do you plan to provide a childcare person?
- p. If there is to be a graveside service before or after the Memorial Service, what plans do you have for transporting family members to and from the graveside?
- q. Make the family aware of the Anna T Jeanes Cremation Fund which will aid in the financial cost of cremation if the deceased is a member of Philadelphia Yearly Meeting. For an application and guidelines, write to: Doris Clinkscale, Clerk of the Fund, 414 Foulkeways, Gwynedd, PA 19436.
- r. Does the family have any other questions?

### 13. Birmingham meeting will take care of these details:

- a. The piano will be in tune.
- b. The meetinghouse will be cleaned.
- c. The heat will be turned up.
- d. The chairs will be arranged.
- e. The hearing devices will be turned on.
- f. A copy of Friends Memorial Meeting will be on every seat.

- g. The sidewalk will be shoveled if there is snow.
- h. Arrangements will be made with the township police to have cones on the road to slow traffic.

#### 14. Non-meeting member's memorial service:

This request should be dealt with by at least one member of the Memorial Committee, to ascertain if the family understands what a Friend's Memorial Service is, and still wants to go ahead.

Two members of the Memorial Committee should visit with the family to describe in depth the Quaker Memorial Service and help the family decide if this kind of service will meet their needs. This may have to be done by phone if visiting is not possible.

If it seems right to proceed, the family should be given a copy of Guidelines for Memorial Services at Birmingham Friends Meeting, and Philadelphia Yearly Meeting pamphlet Friends Memorial Meeting.

The Memorial Committee then follows the procedure in section 2 above.

#### 15. A Friendly Presence at a funeral service in another denomination:

If asked to participate in the funeral service of another denomination, Birmingham may, in consultation with the family and that church's minister, contribute a Friendly presence of worshipful silence and spoken message.

### W. Guidelines for Using Bfriends Listserve

When sending messages to the bfriends list serve, consider which messages are appropriate for the list and which are not. Messages sent to the list serve will be received by everyone who is subscribed, so the message should be of interest to many. Messages to individuals or committees should not be sent this way.

In addition, do not use REPLY-ALL when replying to list serve emails. Bfriends list is not for "conversations" - everyone gets enough email as it is. If you have a question or concern about a specific email, feel free to REPLY to the sender or contact the list administrator (Office Manager).

Subscribers to bfriends appreciate receiving information and that will include news that is political in nature. It is frequently difficult to separate politics from many of the causes and issues members and attenders care about. However, be

sensitive to those who hold different positions and views by presenting information rather than lobbying. This can be a fine line since wording one Friend finds acceptable might offend another. So, remember that a subscriber can always delete an email the subscriber is not interested in or does not agree with.

### III. CORPORATE DOCUMENTS

#### A. Amended and Restated Bylaws

**Amended and Restated Bylaws**  
of  
**Birmingham Monthly Meeting of the Religious Society of Friends**  
*Adopted April 2, 2023*

**Preamble**

The members of Birmingham Monthly Meeting of the Religious Society of Friends (the “Monthly Meeting” or the “Corporation”), having incorporated the Monthly Meeting in July 1974 under the Commonwealth of Pennsylvania’s Nonprofit Corporation Law of 1972, adopt the amended and restated bylaws that follow for the purpose of operating the Monthly Meeting according to such law, as the same may be amended from time to time, and in the manner and custom of Friends, including the oversight of their religious life, spiritual and educational outreach and property.

**Article I    Membership**

**Section 1.    Members.** For purposes of these bylaws, the members of the Corporation shall be those persons who are recorded in the Monthly Meeting’s books and records as being adult members of the Monthly Meeting.

**Section 2.    Management.** The members shall be responsible for the management of the affairs of the Monthly Meeting.

**Article II    Monthly Meeting With Attention to Business**

**Section 1.    Quorum.** A quorum for the purpose of holding any monthly meeting with attention to business must be at least ten (10) members of the Corporation.

**Section 2.    Conduct of Meetings for Worship With Attention to Business.** Business at any monthly meeting with attention to business to the extent feasible shall be conducted in accordance with the provisions of Article V, Section 1.

**Section 3.    Regular Meetings.** A regular meeting for worship with attention to business shall be held monthly on such date that is designated by the Monthly Meeting so long as the Clerk provides prior notice thereof by causing such



notice to be (a) published on the Monthly Meeting's internet list-serve and (b) mailed by first class mail to each member who files a written request with the Recording Clerk to receive notices by such means, at least seven (7) days in advance of the day such regular meeting is to be held. Notwithstanding the foregoing, the Clerk may, from time to time or at any time, cancel any scheduled regular meeting for worship with attention to business for want of business provided the Clerk publishes prior written notice thereof on the Monthly Meeting's internet list-serve at least two (2) days in advance of such cancelled regular meeting for business with attention to business.

**Section 4. Special Purpose Regular Meetings.** Each year two of the regular meetings for worship with attention to business shall be set aside for special purposes. The first is the corporate meeting that is to be held in January or February at which time the operating budgets for the then current fiscal year beginning January 1 must be approved. The second is the annual meeting that is to be held in June at which time all officers, standing committee members and special assignment members must be approved for the next administrative year beginning July 1.

**Section 5. Special Meetings.**

(a) A special meeting for worship with attention to business (a/k/a a "called meeting for worship with attention to business") may be called by the Clerk at the Clerk's discretion or must be called by the Clerk upon the written request of at least ten (10) members

(b) The Clerk must provide notice of each special meeting for worship with attention to business by causing notice thereof to be (a) published on the Monthly Meeting's internet list-serve, and (b) mailed by first class mail to each member who files a written request with the Recording Clerk to receive notices by such means, at least seven (7) days in advance of such special meeting.

**Section 6. Methods for Holding Regular or Special Meetings.** Any regular or special meeting for worship with attention to business may be held through the use of telephonic or other electronic technology in accordance with the laws of the Commonwealth of Pennsylvania governing non-profit corporations as the same may be amended from time to time.

**Article III Officers**

**Section 1. Officers.**

(a) **Officers.** The officers of the Corporation shall consist of a Clerk, Assistant Clerk, Recording Clerk, Assistant Recording Clerk, Treasurer, Assistant Treasurer, and Recorder.

(b) **Qualifications, Appointments, Terms and Replacement.** The officers must be members of the Monthly Meeting, and, except for the Recorder, they shall be appointed at the annual monthly meeting with attention to business held in June. Except as otherwise provided herein, the officers' terms shall start on the next succeeding July 1. The Clerk shall serve for a two-year term that may be extended by the members for one additional year. A person serving as Clerk shall be eligible to serve additional terms as Clerk provided two years have elapsed between terms. The Assistant Clerk shall serve for a one-year term. It is expected, but it is not mandatory, that a person who serves as Clerk shall serve as Assistant Clerk for a one-year term immediately before, and as Assistant Clerk for a one-year term immediately after, such person's term as Clerk. The person serving as Recorder shall be appointed by the Oversight and Pastoral Care Committee, and such person shall serve in that capacity until his or her resignation, death, or incapacity or until his or her successor is appointed by the Oversight and Pastoral Care Committee. All other officers shall serve on a year-to-year basis or until a successor is appointed by the Monthly Meeting. Any officer other than the Clerk may resign at any time by providing prior written notice thereof to the Clerk. The Clerk may resign at any time by providing prior written notice thereof to the Assistant Clerk. Following the resignation, death, or incapacity of any officer other than the Recorder, the Monthly Meeting must replace such officer with a member who shall serve until the end of the term of the replaced officer.

(c) **Clerk.** The Clerk shall preside over all monthly meetings with attention to business, and the Clerk shall carry out the instructions of the Monthly Meeting in all matters pertaining to the accomplishment of its business. To the extent required by law, the Clerk shall serve in the same manner as a president of a non-profit corporation. The Clerk shall be an *ex officio* member of all committees. The Clerk is responsible for ensuring that the Monthly Meeting's *Manual of Practices and Procedures* is updated when the Monthly Meeting revises any of the practices or procedures set forth in it or when the Monthly Meeting adopts any new practice or procedure.

(d) **Assistant Clerk.** The Assistant Clerk shall assist the Clerk in carrying out the instructions of the Monthly Meeting with respect to the business of the Monthly Meeting. In addition, the Assistant Clerk shall preside over the monthly meetings with attention to business in the absence of the Clerk. The Assistant Clerk shall be an *ex officio* member of any committee designated by the Monthly Meeting from time to time.

(e) **Recording Clerk.** The Recording Clerk shall act as the Secretary of the Corporation.

(f) **Assistant Recording Clerk.** The Assistant Recording Clerk shall assist the Recording Clerk, and, in the absence of the Recording Clerk, the Assistant Recording Clerk shall carry out the duties of the Recording Clerk.

(g) **Treasurer.** The Treasurer shall, in accordance with the directions of the Monthly Meeting, be responsible for the custody, investment and disbursement of the funds of the Monthly Meeting; provided, however, that with respect to the investment at any one time of a gift, bequest, trust distribution or memorial contribution that exceeds the equivalent of \$50,000 (as of the beginning of 2022 and adjusted for inflation at the beginning of each subsequent year using the Consumer Price Index), the issues of when and in which amount or amounts such gift, bequest, trust distribution or memorial contribution shall be invested shall be made by the Treasurer with the approval of the Finance Committee. The Treasurer shall report on the financial condition of the Monthly Meeting at regular meetings for worship with attention to business as and when the Monthly Meeting determines. The Treasurer shall be an *ex officio* member of the standing committee that handles the Monthly Meeting's financial affairs.

(h) **Assistant Treasurer.** The Assistant Treasurer shall assist the Treasurer, and, in the absence of the Treasurer, the Assistant Treasurer shall carry out the duties of the Treasurer.

(i) **Recorder.** The Recorder shall keep and maintain the records of the members' births, deaths, marriages, divorces, and changes in membership.

#### **Article IV Committees, Special Assignments, and Working Groups.**

**Section 1. Standing Committees.** The Monthly Meeting shall establish as standing committees the Oversight and Pastoral Care Committee, Worship and Ministry Committee, Property Committee, Peace and Social Concerns Committee, Children and Youth Program Committee, Nominating Committee, Finance

Committee, and Memorial Committee, and it may, from time to time, establish or lay down such other standing committees that it deems necessary and appropriate to carry out the affairs of the Monthly Meeting.

**Section 2. Special Assignments.** To carry out special functions when needed, the Monthly Meeting may, from time to time, establish special assignments that are made up of one or more individual members and/or attenders each of whom is either (i) nominated by the Nominating Committee or (ii) is a standing committee member who is appointed by such individual's committee to serve as a member of a special assignment. Special assignments are necessary for operating the Monthly Meeting and for maintaining on-going links to the Quarterly and Yearly Meetings and with other religious groups and community organizations.

**Section 3. Working Groups.** The Monthly Meeting may, from time to time, establish one or more working groups. Each working group that is established is to serve a narrowly defined and temporary purpose. Members of working groups are appointed by the Monthly Meeting without first being nominated by the Nominating Committee.

**Section 4. Resignations.** Any person who serves as a member of a standing committee, special assignment or working group may resign from such position at any time by providing prior written notice thereof to the Clerk.

**Section 5. Methods for Holding Meetings.** Any meeting of a committee, special assignment or working group involving more than one person may be held using telephonic or other electronic technology in accordance with the laws of the Commonwealth of Pennsylvania governing non-profit corporations as the same may be amended from time to time.

## **Article V Faith and Practice**

**Section 1. Conduct of Business.** The members and attenders shall, wherever possible, conduct all of their business after the manner of Friends as expressed in *Faith and Practice* of Philadelphia Yearly Meeting of the Religious Society of Friends ("Faith and Practice") as the same shall, from time to time, be published by the same.

**Section 2. Assumption of Responsibilities and Discharge of Duties.** In addition to the responsibilities and duties set forth in these by-laws, the officers, persons serving on standing committees and working groups, and persons on special assignment shall assume their respective responsibilities and

discharge their respective duties in accordance with the applicable provisions of *Faith and Practice* then in effect.

#### **Article VI Fiscal and Administrative Years**

**Section 1. Fiscal Year.** The fiscal year of the Corporation shall begin on the first day of January of each year.

**Section 2. Administrative Year.** The administrative year of the Corporation shall begin on the first day of July of each year.

#### **Article VII Quarterly and Yearly Meetings**

**Section 1. Quarterly and Yearly Meetings.** The Monthly Meeting may from time to time appoint representatives to Concord Quarterly Meeting and to Philadelphia Yearly Meeting, and it shall encourage all of its members to participate in Quarterly and Yearly Meeting activities.

#### **Article VIII Indemnification and Hold Harmless**

**Section 1. Indemnification and Hold Harmless.** The Corporation shall indemnify and hold harmless all of its officers, members, attenders, employees, and agents including, without limitation, its office manager and its bookkeeper, from all claims for damages to the extent non-profit corporations are authorized to do so under the laws of the Commonwealth of Pennsylvania governing non-profit corporations as the same may be amended from time to time.

#### **Article IX Amendments to By-Laws**

**Section 1. Amendments.** Any or all of the provisions of these by-laws may be amended or repealed by the members at any meeting for worship with attention to business duly noticed and held and at which a quorum is present provided the content of each proposed amendment or repeal has been reviewed at the previous meeting for worship with attention to business.

## **B. Articles of Incorporation**

APPLICANT'S ACC'T NO.

DSCB: 15-7316 (Rev. 11-72)

Filing Fee: \$75  
AIN-8  
Articles of  
Incorporation—  
Domestic Nonprofit Corporation

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
CORPORATION BUREAU

(Line for numbering)

Filed this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 19\_\_.

Commonwealth of Pennsylvania  
Department of State

Secretary of the Commonwealth

(Box for Certification)

In compliance with the requirements of 15 Pa. S. §7316 (relating to articles of incorporation) the undersigned, desiring to be incorporated as a nonprofit corporation, hereby certifies (certify) that:

1. The name of the corporation is:

BIRMINGHAM MONTHLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS

2. The location and post office address of the initial registered office of the corporation in this Commonwealth is:

1245 Birmingham Road

(NUMBER)

(STREET)

West Chester

(CITY)

Pennsylvania

19380

(ZIP CODE)

3. The corporation is incorporated under the Nonprofit Corporation Law of the Commonwealth of Pennsylvania for the following purpose or purposes:

to operate the Birmingham Monthly Meeting of the Religious Society of Friends, according to the manner and customs of Friends, including the oversight of the Religious life of the Meeting, the spiritual and educational outreach of the Meeting, and the proper stewardship of Meeting property.

All assets and funds received from all sources are irrevocably dedicated exclusively to the task of implementing the purposes of the Meeting and are to be used solely to this end. In the event of the unforeseen necessity of dissolution for any cause, after the payment of all liabilities, all assets will be transferred without reservation to a religious organization having a similar purpose as ours which at the time qualified for exemption under Section 501 (c) (3) of the Internal Revenue Code of 1954 or any subsequent amendments thereto.

The corporation does not contemplate pecuniary gain or profit, incidental or otherwise.

4. The term for which the corporation is to exist is: perpetual



5. The corporation is organized upon a nonstock basis.

6. (Strike out if inapplicable) ~~The incorporators constitute a majority of the members of the committee authorized to incorporate~~

7. (Strike out if inapplicable) The incorporators constitute a majority of the members of the committee authorized to incorporate Birmingham Monthly Meeting of the Religious Society of Friends  
(NAME OF UNINCORPORATED ASSOCIATION)  
by the requisite vote required by the organic law of the association for the amendment of such organic law.

8. The name(s) and post office address(es) of each incorporator(s) is (are):

NAME

ADDRESS  
(Including street and number, if any)

Patricia K. Holloway, 32 W. Street Road, West Chester, Pennsylvania 19380  
\_\_\_\_\_  
\_\_\_\_\_

IN TESTIMONY WHEREOF, the incorporator(s) has (have) signed and sealed these Articles of Incorporation this 15 th day of May, 19 74.

\_\_\_\_\_  
(SEAL) Patricia K. Holloway (SEAL)  
\_\_\_\_\_  
(SEAL)

INSTRUCTIONS FOR COMPLETION OF FORM:

- A. For general instructions relating to the incorporation of nonprofit corporations see 19 Pa. Code Ch. 29 (relating to nonprofit corporations generally). These instructions relate to such matters as corporate name, stated purposes, term of existence, authorized share structure, inclusion of names of first directors in the Articles of Incorporation, provisions on incorporation of unincorporated associations, etc.
- B. One or more corporations or natural persons of full age may incorporate a nonprofit corporation.
- C. If the corporation is to be organized upon a stock share basis Paragraph 5 should be modified accordingly.
- D. Optional provisions required or authorized by law may be added as Paragraphs 9, 10, 11 . . . etc.
- E. The following shall accompany this form:
  - (1) Any necessary copies of Form DSCB:17.2 (Consent to Appropriation of Name) or Form DSCB:17.3 (Consent to Use of Similar Name).
  - (2) Any necessary governmental approvals.
- F. 15 Pa. S. §7317 (relating to advertisement) requires that the incorporators shall advertise their intention to file or the corporation shall advertise the filing of articles of incorporation. Proofs of publication of such advertising should not be delivered to the Department, but should be filed with the minutes of the corporation.

#### **IV. TAX EXEMPTION DOCUMENTS**

##### **A. PYM 501(c)(3) Determination Letter**



Department of the Treasury

**Internal Revenue Service**

Washington, DC 20224

Date:

MAR 28 1973

In reply refer to:

T:MS:EO:R:2



Philadelphia Yearly Meeting of  
the Religious Society of  
Friends

1515 Cherry Street  
Philadelphia, Pennsylvania 19102

DO 23 EIN 23-1352146 N

Gentlemen:

This refers to the information submitted for use in determining your status for Federal income tax purposes.

Based on the information supplied, we rule that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, as it is shown that you are organized and operated exclusively for religious purposes.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 170(b)(1)(A)(i) of the Code.

You are not required to file Federal income tax returns so long as you retain a tax exempt status, unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, it will be necessary to file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities is unrelated business as defined in section 513 of the Code. Further you are not required to file the Return for Organizations Exempt From Federal Income Tax, Form 990, as you come within the specific exceptions contained in section 6033 (a)(2)(A)(1) of the Code.

Donors may deduct contributions to you as provided by section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for the Federal estate and gifts tax purposes if they meet the applicable provisions of sections 2055, 2106 and 2522 of the Code.

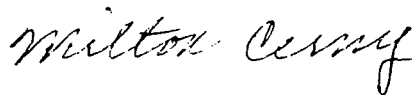
Philadelphia Yearly Meeting of the  
Religious Society of Friends

You are not liable for the taxes under Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in that Act. You are not liable for the tax under the Federal Unemployment Tax Act. However, you are required to withhold Federal income taxes of you and their employees. Inquiries about the waiver of exemption certificate for social security taxes, or any questions concerning excise, employment, or other Federal taxes should be addressed to the District Director, Internal Revenue Service, Philadelphia, Pennsylvania which is your key district for exempt organization matters.

This ruling letter supersedes the ruling letters issued to your predecessor organizations. They are: the Religious Society of Friends of Philadelphia and Vicinity which was recognized as exempt from Federal Income Tax under the provisions of section 103(6) of the Revenue Act of 1932 and affirmed under the provisions of section 101(6) of the Internal Revenue Code of 1939 and which corresponds to section 501(c)(3) of the Internal Revenue Code of 1954, and the Philadelphia Yearly Meeting of Friends which was recognized as exempt from Federal income tax under section 231(6) of the Revenue Act of 1917 which also corresponds to section 501(c)(3) of the Internal Revenue Code of 1954.

We are informing your key District Director of this action. Please keep this ruling letter in your permanent records.

Sincerely yours,



Milton Cerny  
Chief, Rulings Section  
Exempt Organizations Branch

## B. PYM Supplemental Group Ruling

OGDEN UT 84201-0046

In reply refer to: 0423244161  
June 10, 2014 LTR 3064C 0  
23-1352146 000000 00  
00030620  
BODC: TE

PHILADELPHIA YEARLY MEETING OF  
FRIENDS  
RELIGIOUS SOCIETY OF FRIENDS  
1515 CHERRY ST  
PHILADELPHIA PA 19102-1403



000401

Dear Taxpayer:

Thank you for your Supplemental Group Ruling Information (SGRI)

We have made the changes you asked us to make to your roster of subordinates included in your group exemption letter.

If you need forms, schedules, or publications mentioned in this letter, you can get them by visiting the IRS website at [www.irs.gov](http://www.irs.gov) or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call us toll free at 1-877-829-5500.

If you prefer, you can write to us at the address at the top of the first page of this letter.

When you write, include this letter and provide in the spaces below your telephone number with the hours we can reach you. Keep a copy of this letter for your records.

Telephone Number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

Thank you for your cooperation.

## C. PYM Letter re Status of Meeting as 501(c)(3) Organization



**Philadelphia**  
**Yearly Meeting** *of the Religious Society of Friends*

Cliessa Nagle, Controller

October 19, 2015

RE: TAX EXEMPT STATUS OF **Birmingham Monthly Meeting**

To Whom It May Concern:

Please be advised that Philadelphia Yearly Meeting holds a group tax exemption number that renders the organization and its subordinates (including **Birmingham Monthly Meeting, located at 1245 S. Birmingham Rd, West Chester, PA 19382**) exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

Appropriate reference numbers:

**PYM Taxpayer Identification Number:** 23-1352146

**GEN Number:** 9125

**Name of Organization:** Philadelphia Yearly Meeting of the Religious Society of Friends

**EIN Number for **Birmingham Monthly Meeting:** 23-6278679**

Should you have further questions, please feel free to contact me at 215-241-7214.

Sincerely,

*Cliessa S Nagle*

Cliessa Nagle  
Controller

## D. Pennsylvania Sales and Use Tax Exemption Certificate

In an email to Charles B. Spadoni, Treasurer of Concord Quarterly Meeting, dated April 14, 2022, Linell McCurry, Philadelphia Yearly Meeting's Associate Secretary for Business & Finance, confirmed that the expiration date of March 31, 2020, for Concord Quarterly Meeting's Pennsylvania Sales and Use Tax Certificate of Exemption was extended to March 31, 2025. Since the Commonwealth of Pennsylvania issues sales tax exemption certificates to all of the monthly meetings under Philadelphia Yearly Meeting's tax exemption, it follows that the expiration date for Birmingham Monthly Meeting's Pennsylvania sales and use tax exemption has been extended to March 31, 2025.



BUREAU OF BUSINESS TRUST FUND TAXES  
 PO BOX 280909  
 HARRISBURG PA 17128-0909

**SALES AND USE TAX  
 CERTIFICATE OF EXEMPTION**

**BIRMINGHAM MTG REL SOC FRIEND  
 1245 S BIRMINGHAM RD  
 WEST CHESTER PA 19382-8201**

Entity ID:..... 23-6278679/000  
 Notice Number:..... 729-624-214-092-4  
 Notice Date:..... September 29, 2014  
 Account Number:..... 75-195-970  
 Exemption Type:..... RELIGIOUS  
 Void After:..... March 31, 2020

**USE OF THIS CERTIFICATE FOR PERSONAL OR NONEXEMPT PURCHASES WILL RESULT IN  
 CANCELLATION OF EXEMPT STATUS.**  
 Always refer to your Account Number in correspondence.

If your organization changes its name, address or ceases operation, complete the appropriate sections below and return this form to: PA Department of Revenue, Bureau of Business Trust Fund Taxes, Exemption Unit, PO Box 280909, Harrisburg, PA 17128-0909. Any questions may be addressed to the above address, or call (717) 783-5473; TT # Only 1-800-447-3020 (Service for Taxpayers With Special Hearing and/or Speaking Needs).

Name and/or Address Change			Cancellation of Exemption
Name			
Address			
City	State	Zip Code	Date organization ceased operation

\_\_\_\_\_  
 Signature and Title of Authorized Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

Telephone No:(     ) \_\_\_\_\_