



SMITH MILLS CAMP MEETING ASSOCIATION

POLICY

SMCMA

Title: SEC 001 “Policy and Procedure Policy”

Date Adopted: May 17, 2022

Policy: “Smith Mills Camp Meeting Association has and maintains written policies and procedures for the major functions of the corporation, this includes procedures in which the Board of Directors will follow during all business proceedings. The Policies and Procedures which have been drafted, read, and voted into place will be filed containing the corporation name and seal, policy format name, date adopted, policy, definitions, and procedures.”

Definitions:

“Policy”: “A course or principle of action adopted or proposed by a government, party, business, or individual.”

“Procedure”: “an established or official way of doing something.”

“Policy Format Name”: “Containing 3 letter abbreviation of these variations – GEN (General), FIN (Financial), SEC (Secretarial), followed by 3 numbers indicating the order of filing (ex. 001), followed by the Policy Title.”

Procedures:

1. “Policy Creation and Filing”: “The Board of directors will draft, read, and vote policy into place. The secretary will properly file adopted policies”