

Special Assemblies Policy and Procedure

Policy: Awakening Together (AT) shall have a policy that addresses special assemblies and their function. The policy shall define what is and is not a special assembly. The policy shall also outline procedures regarding special assemblies, co-sponsored events, and AT involvement with events that are neither special assemblies nor co-sponsored events.

Procedure I: AT special assemblies serve the purpose of joining together in associational worship in addition to AT weekly gatherings. AT special assemblies include the following: retreats or pilgrimages sponsored by Awakening Together and special meetings offered in the Sanctuary. A special meeting is defined as a meeting called by the President-Minister and the Member Board of Trustees for the benefit of the entire assembly and open to both members and friends, (e.g.: prayer circle, member meeting, etc.)

Procedure II: AT special assemblies must be authorized and facilitated by an appropriate AT authority.

1. If there is no expense, a special assembly may be authorized by the Member Board of Trustees. If there is an expense, a special assembly must be authorized by the appropriate budget authority as stated in the bylaws.
2. A special assembly shall be facilitated (or co-facilitated in the case of a co-sponsored event) by either an ordained or licensed AT minister. For the purposes of this policy “facilitate” is defined as overseeing and coordinating the progress and implementation of the assembly. The facilitating minister may delegate special assembly functions to AT members and friends as he/she sees fit.
3. The President-Minister or Vice President-Minister supervises special assembly facilitating ministers. If the President-Minister is the facilitating minister, the Board of Directors supervises him/her.

Procedure III: Special assemblies may be initiated in any of the following ways:

1. Any member may suggest the initiation of a special assembly. The Member Board of Trustees will review member suggestions or delegate that review to the Event Planning Subcommittee. All reviews must follow the procedures of the Conflict of Interest Policy as stated in the bylaws.
2. The Event Planning Subcommittee, under the authority of the Board of Trustees and appropriate budget authority, may initiate a special assembly. The primary responsibility of the subcommittee is to coordinate with members to see what types of events may be most helpful to the assembly, to research and recommend venues for an assembly and/or to coordinate with vendors necessary for the implementation of the assembly.
3. The Member Board of Trustees may initiate a special assembly. The Member Board of Trustees may delegate some or all authority for planning an event to the Event Planning Subcommittee. Authorization as stated in Procedure II applies.

4. The Board of Directors may initiate a special assembly. The Board of Directors may delegate some or all authority for planning an event to AT employees, the Member Board of Trustees and/or the Event Planning Subcommittee.

Procedure IV: Another person or organization may invite Awakening Together to co-sponsor an event. A co-sponsored event is an event where Awakening Together has some but not all responsibility for planning and implementing the event.

1. In order to be co-sponsored, an event must be in harmony with AT's purpose and core values.
2. A co-sponsored event will qualify as a special assembly if AT has financial or contractual obligations as part of the agreement. When a co-sponsored event is a special assembly, Procedure II.2 and Procedure II.3 of this policy apply.
3. A co-sponsored event will not qualify as a special assembly if AT shares in the marketing or communication of the event without any additional obligations.
4. The proper budget authority based upon the bylaws approves a co-sponsor request including the formal and informal terms of agreement. If there is no financial obligation associated with the request, the Member Board of Trustees may approve the formal and informal terms of the agreement. The President-Minister or his/her delegate negotiates the terms of a co-sponsor agreement. The President-Minister may sign a contract on behalf of AT.

Procedure V: In some cases Awakening Together may have involvement in an event that does not qualify as a special assembly or co-sponsored event. The procedures for involvement in events that are neither special assemblies or co-sponsored events are:

1. When another group or organization invites an AT ordained minister, licensed minister or certified teacher to present at their event on behalf of AT and AT accepts the invitation, that event may be communicated via the public website. The Board of Directors, the President-Minister or the Member Board of Trustees with the agreement of the invited speaker may formally accept invitations.
2. When another group or organization invites an AT ordained minister, licensed minister or certified teacher to present at their event on behalf of AT and AT accepts the invitation, any contract, agreement and payment of funds related to the event shall be between AT and the event sponsor. The President-Minister may sign a contract on behalf of AT.
3. If an AT minister or certified teacher presents at an event as a representative of AT, that shall be a volunteer service for the assembly without payment. This applies to AT employees as well as non-employees. Related expenses such as airfare and hotel may be covered by AT or the event sponsor per prior agreement among all parties involved.
4. If any member or group of members offer an event or present at an event that is not a special assembly or co-sponsored event but wish to communicate their event via the Awakening Together website, those members may, based upon their own authority, post event announcements on the members only section of the AT website. Members may not use AT's name or logo in association with any event that is not an approved special assembly or co-sponsored event.

5. The Internal Revenue Code private inurement prohibition forbids the use of the income or assets of a tax-exempt organization to directly or indirectly benefit a person that has a close relationship with the organization or is able to exercise significant control over the organization. Therefore, it is impermissible to announce an event using any public Awakening Together forum including but not limited to the public website, the Sanctuary or public Awakening Together social media pages and groups if an Awakening Together Board Member, Officer, Trustee or employee could potentially benefit personally from the event.