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3 Church of the Brethren
4 South/Central Indiana District, Inc.
5

6 **CONSTITUTION**
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8 **District Mission Statement**
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10 We, the members of the Church of the Brethren, South/Central Indiana District, Inc., joyfully affirm our
11 faith in Christ and in the Church so that persons may come to know God through Jesus Christ. We call
12 our District to be the active connection between the mission of the Church of the Brethren, as defined by
13 Annual Conference, and the mission of the congregation, which is the basic unit of Christ's Body, where
14 people live out their faith in worship, work, and witness.
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17 **Article I. Incorporation**

18 The District shall be incorporated as Church of the Brethren, South/Central Indiana District, Inc., under
19 the Indiana General Not-For-Profit Act. The principal place of business shall be 604 N. Mill St., North
20 Manchester IN 46962-1835. The affairs of the corporation shall be managed by the District Board,
21 whose chair, secretary, and treasurer shall be the legal officers of the corporation and shall sign all the
22 legal documents.
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25 **Article II. Purpose of the District**

26 The purpose of the District shall be to administer and coordinate the religious and business activities of
27 the Church of the Brethren within the bounds of the district, in partnership with denominational agencies
28 and congregations. The District shall have the power to own and convey real estate, and to be the trustee
29 of property and of endowment of other funds. The District shall send delegates to Annual Conference
30 and may appoint representatives to cooperative religious bodies as need and opportunity allow.
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33 **Article III. Member Churches**

34 All Church of the Brethren congregations, which are recognized by the District as organized churches,
35 shall be member churches of the District. A new church shall be called a "fellowship" until it has gained
36 sufficient development to carry on the program of a "church," to be determined by the District Board, at
37 which time it shall be "chartered" as a member congregation.
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40 **Article IV. District Conference**

41 **1. Purpose of the District Conference**

42 District Conference is a mass meeting to which delegates and other interested individuals from the
43 member congregations come together in business sessions to give implementation to the District
44 Mission Statement on matters relating to District policy. Actions and decisions of District Conference
45 shall be in harmony with Annual Conference decisions with the understanding that "queries" from the
46 district may present other interpretations to the Annual Conference for action. Worship and
47 fellowship are also important parts of District Conference.
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53 2. Conference Delegate Body

- 54 a. All members of the churches and fellowships of the District shall have the privilege of moving and
55 discussing business of District Conference. However, only the official delegates shall have the
56 right to vote.
- 57 b. There shall be four (4) delegates for each member church with 200 members or fewer. Larger
58 churches shall have one (1) delegate more for each additional 100 members or fraction thereof.
- 59 c. The pastor and church board chair of each church shall serve as delegates by virtue of their offices.
60 Each church shall elect the remaining quota of its delegates from its membership at large. Pastors
61 of recognized fellowships shall also be delegates.
- 62 d. Delegates elected/called by the congregation shall be chosen for two-year terms. Half of the
63 number shall be called each year.
- 64 e. The term of an elected District Conference delegate shall begin with the opening session of the
65 regular business meeting and shall end two years later at the opening session of the regular
66 business meeting.

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68 3. Conference Officers

- 69 a. The officers of District Conference shall be the:
- 70 1. Moderator
71 2. Moderator-Elect
72 3. Secretary
73 4. Treasurer
74 5. Financial Secretary
- 75 b. The Moderator-Elect shall be called by District Conference for one year and then shall
76 automatically become Moderator for one year.
- 77 c. The Secretary shall be called by District Conference. The treasurer and financial secretary shall be
78 appointed by the District Board.
- 79 d. The helpers, such as timers, messengers, and tellers, shall be appointed by the officers of the
80 meeting, subject to approval of the conference.

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82 4. District Conference Committees

- 83 a. ***Nominating and Personnel Committee***
84 There shall be a Nominating and Personnel Committee of nine (9) members. Five (5) of these
85 shall be called by the conference. The nomination process of these five members is the
86 responsibility of the District Board. One shall be chosen from each section. Members shall serve
87 for one (1) term of three (3) years and not be able to succeed themselves. Terms of service shall
88 be structured so that no more than two (2) members are called each year except where death or
89 resignation occurs. The immediate past Moderator shall chair the committee. The Moderator,
90 Moderator-Elect, and Secretary shall complete the committee.
- 91 b. ***Program and Arrangements Committee***
92 There shall be a Program and Arrangements Committee of eight (8) members. The committee
93 shall be constituted in the same manner as the Nominating and Personnel Committee, except that
94 the moderator shall serve as chairperson.

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96 5. Standing Committee Delegates

- 97 Delegates shall be named by District Conference to represent the District officially on the Annual
98 Conference Standing Committee. The directives of Annual Conference shall be followed in
99 determining their eligibility, the number allowed, and the length of term.

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Article V. District Board

1. Purpose of the District Board

a. The District Board shall manage and administer the work of the district as authorized by District Conference. The Board is the legal agent of the District and shall be empowered to act on behalf of the District Conference ad interim except for those actions specifically reserved for District Conference as set forth in this constitution.

b. Core Functions of the District Board

1. To guide interpretation and implementation of Annual Conference decisions at the local level.
2. To assist congregations to maximize their impact for carrying out the great commission and living out the New Testament.
3. To foster relationships between congregations for the purposes of worship, discipleship and leadership training, evangelism, witness, and service.
4. To administer the matters of property, “called out” ministry, staffing, and budget.

2. Board Membership

Ten (10) members of the District Board, two (2) from each Section, shall be called by the District Conference delegates from that Section. These members shall not come from the same congregation.

The term of office will be five (5) years. Board members shall **not** be eligible for a second term until two years after completion of a prior term of office, except that any person serving a part of a term of three years or less shall be eligible to be called for a second term.

The District Nominating and Personnel Committee will present a plan to the District Conference for the call of the members of the Board that will provide for the staggering of the terms of the representatives from each Section, as well as the minimum turnover within the Board each year.

The District Moderator, Moderator-Elect, Standing Committee delegates, and Mission & Ministry Board members who reside in the district shall also be voting members of District Board because of their positions.

3. Board Officers and Organization

The Board shall be organized annually by the district moderator following District Conference. The chair and vice-chair of the Board shall be selected by the Board from among its elected members.

The Board may organize itself into whatever committees or task forces which would most effectively utilize the expertise of the Board members and meet needs and functions as they arise. The Board shall provide effective administrative leadership in the following areas of church life:

- a. Ministry and Leadership
- b. Stewardship and Service
- c. Congregational Resources

4. Board Function

The Board functions as a Committee-of-the-Whole on all voting matters. This includes the responsibility of the District for ministry as outlined by Annual Conference.

Article VI. District Committees

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1. Auditing Committee

- a. There shall be an Auditing Committee of three (3) members, including at least one qualified public accountant, appointed by the Board. This is a three year term, Eligible to serve a second term with no more than two terms in succession.
- b. The Auditing Committee shall review annually the financial records of the District Treasurer, the Financial Secretary, and such other agencies handling district funds as may be requested by the Board.

2. Shalom Team

- A. *Shalom Team* will be appointed by the District Board and will be accountable and reportable to the Board. The *Shalom Team* will be in partnership with the District Executive Minister(s). Its purpose will be to empower congregations, and the District, to maintain and enhance healthy relationships, and deal creatively with brokenness in its earliest stages. The *Shalom Team* will work in partnership with the District Executive Minister(s) and may be activated by a contact made through the District Executive Minister(s), District Moderator or the *Shalom Team* Chair.
 - a) Membership and Qualifications The *Shalom Team* will be of sufficient size (initially 6 members) to meet the District needs, with attention given to gender balance and geographical representation within the District. Persons eligible for the *Shalom Team* must be active members of the Church of the Brethren. They will serve for 5-years. Eligible to serve a second term with no more than two terms in succession. The District Executive Minister(s), the District Board Chair, and the District Moderator may meet with the *Shalom Team*.

3. Ethics Committee

- a. There shall be an Ethics Committee of five (5) members appointed by the Board. Members will serve a term of five (5) years eligible to serve a second term with no more than two terms in succession.
- b. The Ethics Committee shall respond to reports of clergy ethical misconduct and provide training for congregations and clergy in using the Annual Conference statements of clergy and congregational ethics.

4. Historical Committee

- a. There shall be a Historical Committee of three (3) members appointed by the Board for a three year term eligible to serve a second term with no more than two terms in succession.
- b. The Historical Committee shall be concerned with all matters of historic interest to the District and shall collect, preserve, write and, as authorized, publish such materials.

5. Ministry Interviewing Committee

- a. There shall be a Ministry Interviewing Committee of five (5) members (one from each section), appointed by the Board and approved by District Conference. Members will serve a term of five (5) years, eligible to serve a second term with no more than two terms in succession.
- b. The Ministry Interviewing Committee shall interview candidates for ordination, licensing, and lay speaker, including non-Brethren candidates.

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6. Other Committees

The District Conference may constitute or authorize such other continuing or short-term committees as necessary to assist with the on-going work of the district. When the specific assignment of a committee is achieved, the committee shall be dismissed.

Article VII. Related Institutions and Interest Groups

1. The District may enter into relationship with separately organized and incorporated Church of the Brethren institutions such as camps, retirement homes, colleges, etc. and other ecumenical institutions of interest to the District. In each instance, there shall be mutual agreement between the District and institution as to the nature of the relationship. The involvement of the District in terms of financial support, selection of trustees, program endorsement, receiving of reports, etc., shall be subject to District Conference action. Trustees, directors, and committee members for such institutions shall be appointed by the District Board for approval by District Conference.
2. As requested, or need arises, the Board shall give direction to the formation of special interest and/or age groups within the district. All such organizations shall exist to aid in fulfilling the mission of the church-at-large in the district and shall be subject to the oversight and direction of the Board or its appointees.

Article VIII. The Section Plan

1. Purpose

The District may define within its boundaries workable units (geographically and/or numerically) in order to facilitate the organization and administration of District affairs. These units shall be called Sections and, for the purposes of clarity, may be numbered or named.

2. Size

The size of a Section may vary according to membership. Where possible, a Section shall include five (5) to fifteen (15) churches within a radius that allows for travel and sufficient time for a meeting in one day.

3. Interpretation

The sectional representatives to the District Board are charged with the responsibility of promotion and interpretation of the District's mission in their respective sections.

Article IX. Fiscal Year and District Conference Year

1. The fiscal year of the district shall be the same as that designated by Annual Conference.
2. The conference year shall be from the end of one annual District Conference to the end of the next annual District Conference.

Article X. Amendments

The constitution of the District may be amended by a two-thirds (2/3) vote of the delegates present and voting at any regular session of the District Conference or called District Conference. Written notice of the proposed amendment shall be given with the call of the meeting issued at least thirty (30) days prior to the meeting.

247 This plan of organization is to become effective after its adoption by the District Conference. All former
248 decisions in conflict with this document are hereby rescinded.

249
250 Church of the Brethren
251 South/Central Indiana District, Inc.

252
253 **BY LAWS**

254
255 **Article I. Sections**

- 256 1. The **NORTH SECTION** shall consist of the following congregations: Akron, Eel River
257 Community, Liberty Mills, Manchester, Pleasant View, and West Eel River.
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- 259 2. The **WEST SECTION** shall consist of the following congregations: Buffalo, Burnettsville, Living
260 Faith, Guernsey, Lafayette, Logansport, Lower Deer Creek, Pike Creek, Pyrmont, and Rossville.
261
- 262 3. The **CENTRAL SECTION** shall consist of the following congregations: Harvest Fellowship
263 (fellowship), Kokomo, Marion, Mexico, Peru, Pipe Creek, Roann, Wabash, and Windfall.
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- 265 4. The **EAST SECTION** shall consist of the following congregations: Andrews, Antioch, Bethel
266 Center, Hickory Grove, Huntington, Loon Creek, Pleasant Dale, Portland, Salamonie, Turnpointe
267 Community, and Union Grove.
268
- 269 5. The **SOUTH SECTION** shall consist of the following congregations: Anderson, Arcadia,
270 Grandview, Buck Creek, Christ Our Shepherd, Four Mile, Locust Grove, Nettle Creek, Northview,
271 Richmond, Upper Fall Creek, and White Branch.
272
- 273 6. A visual model, to aid in personnel identification, shall be made and maintained in the District
274 Office. The visual model shall show the following information: District personnel positions (called
275 and appointed), tenure of office and lines of responsibilities. Copies of the current visual model shall
276 be available for use by the District Board and local churches and shall be included in the District
277 Conference booklet.

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280 **Article II. Section Organization and Program**

- 281 1. There shall be a Steering Committee in each Section comprised of one (1) representative from each
282 church within that section. The Steering Committee shall organize by choosing a convener and a
283 recorder. Each congregation shall name their own representative to the section Steering Committee.
284 The representative's name and address shall be reported to the District Office by each congregation
285 via the annual report.
- 286 2. It is expected that each section will hold two (2) or more meetings per year. These meetings should
287 accomplish the following:
- 288 a. Worship through music, prayer and scripture.
 - 289 b. Fellowship in sharing the stories of God's interaction with each
290 congregation.
 - 291 c. Interaction with sister congregations about ways of assisting each
292 other in reaching goals.
 - 293 d. Submit a list of nominees for District positions to the Nominating and
294 Personnel Committee.
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- 296 3. Sectional steering committees will work in partnership with the District Board, District Office, and
297 District Executive, through their sectional representatives. The members of the Board will attend
298 their respective sectional meetings and report back to the District Board.
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301 **Article III. Personnel Selection and Tenure**

- 302 1. The Nominating and Personnel Committee shall prepare a slate to be approved by District
303 Conference for the calling of:
304 a. District Conference officers (except those appointed)
305 b. members of District Conference Committees
306 c. Standing Committee delegates
307 d. District Board Members
308 e. such other officers as are to be called by District Conference
309
- 310 2. The Steering Committee from each Section shall propose a list of suggested nominees to the District
311 Board to represent their section. The Nominating and Personnel Committee shall prepare a slate,
312 containing a name chosen from each Section as needed to fill vacancies. At the Annual District
313 Conference, the slate shall be presented to the entire conference for confirmation.
314
- 315 3. All called and appointed positions shall be filled so that each Section is equally represented. Board
316 membership shall provide a good balance between pastors and lay members.
317
- 318 4. Anyone who does not fill his/her position in a responsible way and is absent from meetings for six
319 (6) months may have his/her office declared vacant by the Board.
320
- 321 5. The prepared slate shall include only the names of persons who have consented to serve. Prior to
322 confirmation of the slate, information about each person on the slate shall be given to the delegates.
323 Immediately following confirmation by the delegate body, the new members shall be sent a letter
324 announcing date, place, and nature of the organizational meeting for the committee or board for
325 which they have been selected. These duties shall be the responsibility of the District Office
326 Administrative Assistant under the direction of District Conference.
327
- 328 6. For the aid of those groups making calls or appointments, the District Office, in cooperation with the
329 Nominating and Personnel Committee, shall maintain a personnel file indicating the training,
330 aptitude, and service record of persons showing promise of District leadership.
331
- 332 7. Nominations may be made from the conference floor provided approval has been secured from the
333 nominee.
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336 **Article IV. Employed Staff**

- 337 1. District Executive/Minister
338 a. The District shall employ an Executive Minister (hereafter referred to as "Executive.") The
339 Executive shall be a person qualified by training, experience, and personal dedication to
340 Christ and the church to guide, counsel, and encourage district and local church workers in
341 the development of vital and well-balanced church programs.

- 390 4. Volunteer staff persons will serve as part of the District staff team as chaired by the Executive.
391 Accountability shall be to the Executive and the District Board.
392
393 5. While the volunteer staff person will not be paid for time on the job, travel and necessary
394 work/training expenses shall be paid by the District.
395
396 6. Volunteer staff may serve in an advisory capacity to the District Board.
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399 **Article VII. District Conference Officers and Delegates**
400 **Qualifications and Duties**

- 401 1. All officers and delegates shall be members in good standing of a South/Central Indiana District
402 congregation and shall serve faithfully in their respective offices.
403
404 2. The **MODERATOR** shall:
405 a. preside at business sessions of the District Conference.
406 b. be a voting member of the District Board.
407 c. chair the District Conference Program and Arrangements Committee.
408 d. serve on the Nominating and Personnel Committee.
409 e. study the needs of the District and give interpretation and counsel regarding them to the
410 Board and District Conference and to any other appropriate District agency.
411 f. convene annually a meeting of the moderators of all the local churches.
412
413 3. The **MODERATOR-ELECT** shall:
414 a. perform the duties of the Moderator in the Moderator's absence or at the Moderator's
415 request.
416 b. become familiar with the program of the District in preparation for Moderatorship.
417 c. be a voting member of the District Board.
418 d. serve on the Nominating and Personnel Committee.
419 e. serve on the District Conference Program and Arrangements Committee.
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421 4. The **IMMEDIATE PAST-MODERATOR** shall:
422 a. chair the Nominating and Personnel Committee.
423 b. not serve on the District Board.
424
425 5. The **SECRETARY** shall:
426 a. record the minutes of District Conference in cooperation with the District Executive.
427 b. prepare the District Conference minutes for publication and distribution to the churches.
428 c. record the minutes of the District Board.
429 d. not have a vote at District Conference or District Board.
430
431 6. The **TREASURER** shall:
432 a. be custodian of all District funds, disbursing them as authorized by the District Conference
433 and the District Board.
434 b. serve in an advisory capacity on the District Board.
435 c. make regular written reports to the Board and to the District Conference as requested.
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- d. submit the accounts for an annual audit.
- e. serve a five (5) year term, subject to reappointment by the District Board.

7. The **FINANCIAL SECRETARY** shall:

- a. receive all current District funds, acknowledge receipt of such, and furnish the Treasurer with a duplicate receipt.
- b. deposit said funds promptly in a depository designated by the Board.
- c. serve in an advisory capacity on the District Board.
- d. prepare regular reports of the giving from member churches and of all receipts; said reports shall be made available to the Board and the churches.
- e. submit the accounts for an annual audit.
- f. serve a five (5) year term, subject to reappointment by the District Board.

8. **CONGREGATIONAL DELEGATES** shall:

- a. be called only from among the active, informed, and committed membership of the church.
- b. be expected to attend all business sessions of District Conference and all meetings of the delegate body.
- c. report and communicate actions and concerns from the District to congregation, and vice versa.
- d. be called at the time of general elections in the church.
- e. serve on a year-round basis.
- f. register at District Conference to indicate their presence.
- g. assume their duties at the beginning of the next regular District Conference.

When called, delegates' names and addresses shall be reported to the District Office to be included on the mailing list for newsletter, financial reports, and other pertinent information.

Article VIII. District Board Functions

1. Fulfill the directives of the District Conference and make an annual report to the Conference.
2. Interpret the rules of procedure for committees & task teams.
3. Study the member congregations and strive to help them meet their needs and to fulfill their mission.
4. Empower leaders.
5. Promote, administer, and supervise, the Mission & Ministry Board's program in the District.
6. Employ and direct the work of the District Executive Minister and such other personnel as may be authorized by the District Conference and engage in regular review of work at fixed intervals and semi-annually review the work accomplished.
7. Make all appointments for which the Board is responsible and report appointments to District Conference for approval.
8. Fill vacancies in District offices occurring between District Conferences and fill other vacancies.
9. Have custody of all District capital funds, endowments and annuities, and hold title to District properties. Distribute District current funds and invest endowment funds as authorized by the District Conference. Negotiate the purchase and sale of property and the borrowing and lending of money with the approval of District Conference. Endowment funds shall be held by the Board as dedicated with interest to be used only as directed by the Board. Any other funds or income dedicated for a specific purpose shall be used for such a purpose.
10. Prepare the District budget for presentation to the District Conference.

- 486 11. Provide for an annual audit.
487 12. Allocate and define authority with respect to the establishment of bank accounts and the signing of
488 checks and other legal documents.
489 13. Appoint the treasurer and financial secretary and arrange for bonding of both District positions.
490 14. Receive, consider, and make disposition of concerns brought by any persons or church group.
491 15. Bring queries or other business to District Conference and process queries from local churches for
492 District Conference action.
493 16. Plan or otherwise provide in-service training opportunities for Board members, employed staff, and
494 other District personnel.
495 17. Nominate candidates for ordination to the ministry. (The congregation may also nominate
496 candidates.)
497 18. Act on nominees for ordination recommended by the District Ministry Interview Committee.
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Article IX. Business Meetings

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501 1. District Conference
502 a. The District Conference shall convene once a year at such a time as to allow District
503 organization and program to be in readiness for the new church year. Special meetings may
504 be called at the discretion of the conference officers in consultation with the District Board.
505 Generally, the Conference should convene at a place centrally located on the basis of
506 membership concentration. The facilities should be conducive to attendance and provide
507 adequate and comfortable arrangements.
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509 b. The time of week for the Conference should be as free as possible from conflicts with work
510 schedules. Business sessions shall be at a time when delegates are most free to attend.
511
512 c. The District Conference Program and Arrangements Committee shall be responsible for
513 planning the Conference program, obtaining leadership, determining the place of meeting,
514 securing facilities, providing for exhibits, registering delegates and making other necessary
515 arrangements for the Conference.
516
517 d. All items of new business proposed for inclusion on the agenda of the District Conference,
518 first shall be brought to the District Board at one of its regular meetings, for its consideration
519 and addition to the agenda.
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521 2. District Board
522 The Board shall meet at least quarterly. Special meetings may be called when needed.
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524 3. Advance Notice
525 Adequate advance notice of all business meetings shall be given to the membership involved.
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Article X. Rules of Order

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529 Unless otherwise specified in these bylaws, Robert's Rules of Order shall be the official rules of order
530 for the District Conference and the District Board meetings.
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Article XI. Amendments

The Bylaws of the District may be amended by a two-thirds (2/3) vote of the delegates present and voting at any regular session of the District Conference or called District Conference. Written notice of the proposed amendment shall be given with the call of the meeting issued at least thirty (30) days prior to the meeting.

This plan of organization is to become effective after its adoption by the District Conference. All former decisions in conflict herewith are hereby rescinded.

Church of the Brethren
South/Central Indiana District, Inc.

ARTICLES OF INCORPORATION

Article I. The name of the corporation will be, “Church of the Brethren, South/Central Indiana District, Inc.”

Article II. The purpose of the corporation shall be to administer and coordinate the religious and business activities of the Church of the Brethren within the bounds of the District. The district shall have the power to own and convey real estate and to be the trustee of property and of endowment and other funds. The District shall send delegates to the Mission & Ministry Board’s Annual Conference and may appoint representatives to cooperative religious bodies as need and opportunity allow.

The foregoing clauses shall be construed as powers as well as purposes, and the matters expressed in each clause shall be in no wise limited by reference to or inferred from the terms of any other clause, and enumeration of specific powers and purposes shall not be construed to limit or restrict in any manner the meaning of general terms of the general powers of the corporation no shall the expression of one thing be deemed to exclude another not expressed. The corporation shall be authorized to exercise and enjoy all other powers, rights, and privileges granted by an Act of the General Assembly of the State of Indiana, entitled, “The Indiana General Not-For-Profit Corporation Act,” approved March 7, 1935, and amendments thereto, to corporations organized there under and the foregoing shall not be in limitation of any rights or powers or privileges or immunities conferred on this corporation by law.

Article III. The period during which the corporation shall continue will be perpetual.

Article IV. The resident agent will be the District Executive Minister, or acting District Executive Minister.

Article V. There will be only one class of members.

Article VI. The minimum number of directors shall be ten (10) and a maximum number of twenty-five (25), provided, however, that the exact number of directors shall be prescribed from time to time in the bylaws of the corporation.

Article VII. The provisions for the conduct of the affairs of the corporation shall be the Constitution and Bylaws to be hereafter submitted for adoption.

South/Central Indiana District, Church of the Brethren
Constitution & By-Laws

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583 Adopted at District Conference – July 2010