

PINAWA CHRISTIAN FELLOWSHIP, INC.

BY-LAW NO. 2

Preamble

A By-Law Relating to General Committee Policies & Procedures

Terms not defined in this By-Law No. 2 are as defined in By-Law No. 1.

This by-law is to be read in conjunction with the articles which can be found in the Minute Book of the Corporation. Where a matter is not specifically noted in the by-laws, it will be governed by the provisions of the articles or that Act.

1. GENERAL COMMITTEE MEMBERS AND SUB-COMMITTEES

- 1.1 With the exception of the Minister, General Committee members are elected and Denominational Representatives accepted [as per 1.9, below] at the Annual General Congregational Meeting. The normal term of office is one year.
- 1.2 The term of office of the General Committee members begins at the close of the Annual General Meeting.
- 1.3 If a General Committee member resigns or if a position was not filled at the Annual General Meeting, the General Committee may appoint a member of the Congregation to fill the vacancy. A vacancy created by the resignation of a Denominational representative will be filled by a nomination from that denomination.
- 1.4 The sub-committees of the General Committee may be comprised of the following:
 - (1) Convenor
 - (2) Executive
 - (3) Pastoral Relations
 - (4) Worship
 - (5) Christian Education
 - (6) Guild
 - (7) Missions
 - (8) Social
 - (9) Stewardship
 - (10) Youth
 - (11) Special Gifts Fund Team

The Committee may appoint other sub-committees as needed.

- 1.5 The Executive sub-committee comprises the General Committee Executive. For clarity, this means up to three members of the Convenor Committee, Treasurer, and Secretary. Each of the officers of the Executive sub-Committee is appointed or re-confirmed by the General Committee at the first General Committee meeting after an Annual General Congregational Meeting. The General Committee Senior Convenor chairs this Committee. The Senior Convenor, Treasurer, and Secretary positions may be shared between two or more individual members. All will be elected at an Annual General Meeting. For any position that is shared, or for the Convenor Committee, the individuals must agree how they will share duties to assure that all duties will be covered at all times. For shared positions only one person may vote at an Executive or General Committee Meeting, although all may attend the meetings. In the case of the Convenor Committee, which may contain up to five persons, the Senior Convenor does not have a vote at the meetings (except in the case of a tie), but two other members of this committee will have a vote. It is up to the Convenor Committee to decide which two members will vote.
- 1.6 The Pastoral Relations sub-committee comprises up to three members of the Convenor Committee, and one member elected by the congregation at the Annual General Meeting who is not a member of the General Committee. The Senior Convenor [of the General Committee] chairs this Committee.
- 1.7 The Worship sub-committee comprises the Minister, the Denominational Representatives, the worship bulletin editor, the accompanist, the choir director(s), and such other persons as it may from time-to-time recruit. The sub-committee elects its own Convenor, who reports on its behalf at meetings of the General Committee.
- 1.8 Youth and Guild members of the General Committee are nominated by their respective organizations. They must be members of the Congregation.
- 1.9 Each denomination recognizing the Congregation annually nominates a Denominational Representative to be elected as member of the General Committee. Each Denominational Representative will be a member of the applicable denomination and also of the Congregation. The Denominational Representatives duly elected will serve on the General Committee, and also act as counsellors and assistants to the Minister in conducting the affairs of the Congregation relating to their particular denominations.
- 1.10 The Convenors of sub-committees, or their alternates, (with the exception of the Executive, Pastoral Relations and Worship committees) must be members of the General Committee. They determine the composition and responsibilities, subject to the approval of the General Committee, of their respective standing committees.
- 1.11 An Office Administrator and a Communications Person may be appointed by resolution of the General Committee.
- 1.12 The Minister shall be a voting member of the General Committee and either an official or ex-officio member of all sub-committees.

1.13 Responsibilities and guidelines of officers & sub-committees are included in the Appendices.

2. GENERAL COMMITTEE MEETINGS

2.1 The General Committee normally meets monthly except in July. The date and time of the next meeting is set prior to adjournment.

2.2 The Senior [of the Convenor Committee] Convenor chairs Committee meetings. In the absence of the Convenor, the duties and responsibilities of the office are assumed by another member of the Convenor Committee.

2.3 A quorum of at least one-third of the committee members must be present to conduct business at a meeting of the General Committee.

2.4 The Treasurer submits written financial statements to (at minimum) every other meeting of the General Committee. At other times a verbal report is sufficient.

2.5 The Secretary records minutes of General Committee meetings, places a copy on file, distributes a copy to each Committee member and posts a copy on the church bulletin board.

2.6 Recommendations for specific topics at General Committee meetings include:

- (1) September: Review list of nominees and reports to be presented at the Annual General Meeting.
- (2) October: Out-going and in-coming Committee members attend the first meeting after the Annual General Meeting.
- (3) January: Examine proposed budget; examine financial and other reports to be presented at the Annual Congregational Budget Meeting.
- (4) May: Review arrangements for summer worship services. Plan nominations for Committee positions for the following year.

3. GENERAL COMMITTEE BUSINESS

3.1 The Office Administrator, if appointed, receives all incoming and a copy of all outgoing correspondence, forwards incoming correspondence to the appropriate sub-committee(s), and submits a record of same to the Secretary for reporting at the Committee's regular meeting.

3.2 The Secretary records all actions and/or decisions taken by the Executive between meetings of the General Committee, and reports to the Committee at its next meeting.

3.3 The Secretary may also act as Office Administrator.

4. SUB-COMMITTEE MEETINGS AND BUSINESS

4.1 Sufficient advance notice of meetings must be given.

4.2 Each sub-committee decides if minutes of its meetings will be kept.

4.3 Written reports from sub-committees should be distributed to all members of the General Committee.

4.4 Copies of written reports are filed with the minutes of the General Committee meeting at which they are presented. .

4.5 When action is required, verbal and written sub-committee reports should include clear and concise recommendations, which will be recorded in the General Committee minutes.

5. FINANCIAL

5.1 For accounting purposes, the fiscal year is the calendar year.

5.2 The Treasurer submits a financial statement including a balance sheet for the previous fiscal year at the January meeting of the General Committee. The financial statement must also be placed before the Congregation at the Annual General Meeting.

5.3 The General Committee appoints Auditors or Independent Reviewers who audit or review the financial records as soon as practicable after the fiscal year-end.

5.4 Budgets

(1) Budget requests from all sub-committees must be submitted to the Treasurer by December 15 of each year.

(2) The budget for the ensuing year is considered at the January meeting of the General Committee.

(3) The budget for the ensuing year is presented for consideration and approval by the Congregation at the Special Congregational Meeting held in January of each year.

5.5 The signing officers are the Treasurer, Secretary and all members of the Convenor Committee, but only one member of the Convenor Committee may sign a document or cheque. Cheques require the signatures of two of the signing officers.

6. REVIEW OF BY-LAWS

- 6.1 The by-laws should be reviewed at least every three years. A member of the Executive makes a motion at a Congregational Meeting to approve any changes to by-laws and co-ordinates the review process.
- 6.2 Subsequent to each review or revision, the Office Administrator (or the Secretary) ensures updated copies of the by-laws are posted on the PCF website.
- 6.3 The Office Administrator (or the Secretary) ensures that all new General Committee members receive a copy of the General Committee membership list and are made aware the by-laws are posted on the PCF website.