

PINAWA CHRISTIAN FELLOWSHIP, INC.
BY-LAW NO. 2

A By-law Relating to General Committee and General Committee Subcommittee
Composition and Responsibilities

1. Preamble

This By-law is to be read in conjunction with the Articles that are found in the Minute Book of the Corporation. Where a matter is not specifically noted in this By-law or By-law No. 1, it will be governed by the provisions of the Articles or that Act.

2. Definitions

Definitions of terms in this By-law:

Term	Definition
Act	The <i>Corporations Act</i> (Manitoba), C.C.S.M. c.C225, as amended from time to time and any act that may be substituted therefore, including the regulations under the Act, as amended from time to time
Articles	The Articles of the Corporation as found in the Minute Book of the Corporation and as may be from time to time amended or restated
By-law	This By-law No. 2, By-law No. 1 and all other by-laws of the Corporation from time to time in force and effect
Congregation	The collective of individual Members
Corporation	Pinawa Christian Fellowship, Inc.
Congregational Meeting	A meeting open to all Members of the congregation and includes annual and special meetings of the congregation
Members of the Corporation	Professing Members and Friends
Quorum for a Congregational Meeting	A minimum of twenty-five (25%) percent of the congregation or thirty-five (35) Members, whichever is less
Proper Notice	Notice of the time and place of all Congregational Meetings must be confirmed from the pulpit at two consecutive Sunday Worship Services, one week apart, with the second notice given a minimum of 7 calendar days in advance of a Meeting

3. General Committee Members And Sub-Committees

The General Committee is comprised of the following:

- Convenors
- Treasurer
- Secretary
- Minister
- Denominational Representatives
- Sub-Committee Representatives

The General Committee may appoint sub-committees as needed.

The General Committee determines responsibilities and guidelines of officers and sub-committees.

With the exception of the Minister, General Committee members are elected and Denominational Representatives accepted at the Annual General Congregational Meeting.

The General Committee positions may be shared between two or more individual members. All members will be elected or re-affirmed at a Congregational Meeting. The term of office begins at close of 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. The Senior Convenor, as chairperson of the meeting, does not have a vote at General Committee meetings, except in the case of a tie. All other members of the General Committee have a vote.

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 congregational member from that denomination.

The Convenors, the Minister, the Treasurer and Secretary serve as an Executive to the General Committee.

All actions and/or decisions taken by the Executive between meetings of the General Committee, are reported to the General Committee at its next meeting.

The Pastoral Relations Sub-Committees is comprised of at least one member of the Convenor Committee, and two or more members elected by the congregation, at least one of whom is not a member of General Committee.

The Worship Sub-Committee is comprised of the Minister, Denominational Representatives and other persons as it may from time to time recruit.

Members of each recognized denomination within the congregation annually appoint a Denominational Representative to General Committee. Denominational Representatives

will be a member of both the recognized denomination and the congregation. Denominational Representatives will serve on the General Committee and also act as counselors and assistants to the Minister in conducting the affairs of the congregation relating to their particular denomination.

Each Sub-Committee, with the exception of the Executive Committee and Pastoral Relations, elects its own Convenor who reports on its behalf at meetings of the General Committee.

An Office Administrator and a Communications Person may be appointed by resolution of the General Committee.

The Minister shall be a voting member of the General Committee and either an official or ex-officio member of all sub-committees.

4. General Committee Meetings

The General Committee or Executive Committee meets monthly, except July. The date and time of the next meeting is set prior to adjournment.

One of the Convenors chairs General Committee meetings.

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

An appointed member receives all incoming correspondence and submits a record to the Secretary for reporting at the General Committee's regular meeting

The Treasurer submits a financial report at every meeting.

The Secretary records minutes of General Committee meetings, places a copy on file and distributes a copy to each Committee member. Minutes are available to congregational Members on request.

5. Sub-Committee Meetings And Business

Each Sub-Committee decides if minutes of its meetings will be kept.

Sub-Committees report at each meeting of the General Committee.

When action is required, verbal and written sub-committee reports should include clear and concise recommendations. Written reports are filed with the minutes of the General Committee meeting at which they are presented.

6. Financial

The fiscal year is the calendar year.

The signing officers are: Treasurer, Secretary and all members of the Convenor Committee. Cheques require the signatures of two of the signing officers. Electronic transactions, approved by the General Committee, can be executed by the Treasurer.

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 Budget Meeting.

The General Committee appoints auditors or independent reviewers who audit or review the financial records as soon as practicable after the fiscal year-end.

Budgets

The budget for the ensuing year is considered at the January meeting of the General Committee and is then presented for consideration and approval by the congregation at a Congregational Meeting normally held in January of each year.

Budget requests from all sub-committees must be submitted to the Treasurer one month prior to the General Committee Budget meeting.

7. Review Of By-laws

The Executive Sub-Committee should ensure that the by-laws are reviewed at least every three years.

Subsequent to each review or revision, the Office Administrator (or Secretary) ensures updated copies of the by-laws are filed in the Governing Document Binder and posted on the PCF website.