

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 General Committee members, including the General Committee Executive, Denominational Representatives and the Minister, are elected 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, Guild or Youth representative will be guided by nominations from the applicable group.
- 1.4 The sub-committees of the General Committee may be comprised of the following:
 - (1) Executive
 - (2) Pastoral Relations
 - (3) Worship
 - (4) Adult Education
 - (5) Children's Program
 - (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 the General Committee Convenor, Vice-Convenor, Past-Convenor, Treasurer, and Secretary. Each of the officers of the Executive sub-Committee are appointed or re-confirmed by the General Committee at the first General Committee meeting after an Annual General Congregational Meeting. The General Committee Convenor chairs this Committee.
- 1.6 The Pastoral Relations sub-committee comprises the General Committee Convenor, Vice-Convenor, Past-Convenor, and one member elected by the congregation at the Annual General Meeting who is not a member of the General Committee. The General Committee Convenor 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 The 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 and August. The date and time of the next meeting is set prior to adjournment.
 - 2.2 The General Committee Convenor chairs Committee meetings. In the absence of the Convenor, the duties and responsibilities of the office are assumed by the Vice-Convenor, or

in the latter's absence, by the Past-Convenor.

- 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. Review arrangements for the PCF Anniversary celebration.
 - (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 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 copied in sufficient quantity for distribution 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. Copies of written reports are not normally distributed with General Committee minutes.
- 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, the General Committee Convenor, and the Secretary. Cheques require the signatures of the Treasurer and one of the other two 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 coordinates 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.