

SAA BYLAWS  
May 11, 1993 (Revised March 1998)



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BY-LAWS OF THE SOUTH ALBERTA ASSOCIATION  
OF  
THE FELLOWSHIP OF EVANGELICAL BAPTIST CHURCHES  
OF  
ALBERTA, SASKATCHEWAN AND THE TERRITORIES



ARTICLE 1 - NAME

The name of this Society is The South Alberta Association of the Fellowship of Evangelical Baptist Churches of Alberta, Saskatchewan and the Territories and is registered with the Alberta Government as The South Alberta Association of the Fellowship of Evangelical Baptist Churches of Alta., Sask., and N.W.T.

~~ARTICLE 2 - OBJECTS~~

~~The objects of this Association are:~~

- ~~1. To proclaim and advance the cause of our Lord Jesus Christ, in keeping with the Statement of Faith of the Fellowship of Evangelical Baptist Churches of Alberta, Saskatchewan and the Territories and hereafter will be referred to as (FEBCAST).~~
- ~~2. To carry out charitable projects for the churches belonging to the Association and without limiting the generality of the foregoing, to build and operate camps, organize and hold meetings and rallies, and to conduct non-profit operations which the FEBCAST churches in Southern Alberta are not able to operate alone.~~

*98/08/10/147  
auth. by  
Rev. Thompson*

ARTICLE 3 - STATEMENT OF FAITH

The Statement of Faith of FEBCAST shall be the Statement of Faith of this Association.

ARTICLE 4 - MEMBERSHIP

1. Any church that is a member of FEBCAST and any mission affiliated with FEBCAST and is in Southern Alberta, is eligible for membership in this Association, and upon its application being accepted by the messengers to any Annual or Special Meeting of the Association, shall be entitled to appoint messengers to the Annual and Special Meetings of the Association. Collectively the member churches and missions affiliated shall hereinafter be referred to as Members.
2. Any Members may withdraw by giving notice delivered or forwarded by registered mail to the Secretary of the Association. Withdrawal shall take effect from the date of receipt of notice.

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3. Any Member may be discharged from membership upon a majority vote of the messengers present at any Annual or Special Meeting of the Association for any cause which the Association considers reasonable. Notice with a published agenda must be circulated not less than one (1) month in advance of the Meeting.

4. All members in good standing and present at a duly called business meeting shall be entitled to one vote.

#### ARTICLE 5 - ASSOCIATION MEETINGS

1. The Association shall hold an Annual Meeting on or before the 30th day of November each year for the purpose of spiritual edification, fellowship, and transacting business, which will include receiving reports and holding elections.

2. Special meetings of the Association may be called by the Executive Committee or at the written request of twenty-five percent (25%) of its members.

3. A notice with published agenda must be circulated by the Executive Committee to the Members not less than one month in advance of all Annual and Special Meetings.

4. The messenger representation from Member Churches to Annual and Special Meetings shall be no more than eight (8) active and voting members of those churches. The representation from affiliated Missions shall be four (4) persons. Twenty per cent (20%) of the eligible messengers shall constitute a quorum at any Annual or Special Meeting.

#### ARTICLE 6 - THE ASSOCIATION EXECUTIVE COMMITTEE

##### 1. COMPOSITION OF THE EXECUTIVE COMMITTEE

The Executive Committee of the Association shall be made up of President, Vice President, Secretary, and Treasurer; along with the Chairpersons of the Special Events, Youth, Women's Ministries, and Camp Committees. Each person serving on this Committee shall be an active member of a Church or Mission belonging to the South Alberta Association. There shall be not less than one Pastor on the Executive Committee from the Member Churches or Missions.

##### 2. THE TERM OF OFFICE

The term of office of the Executive Committee of the Association shall be for a period of not over two (2) years. The term of office shall be staggered if possible so that on the even numbered years the President, Secretary, and Chairpersons of Youth Ministries and Women's Ministries are elected while on the odd numbered years the Vice President, Treasurer, and Chairpersons of Special Events, and Camp Committee are elected.

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### 3. FREQUENCY OF MEETINGS

The Executive Committee shall meet not less than once a Quarter. Any Special Meeting of the Executive Committee shall require not less than two (2) weeks notice by personal contact or mail.

### 4. FUNCTION OF THE EXECUTIVE COMMITTEE

- a. The function of the Executive Committee shall be to oversee the smooth operation and to co-ordinate a harmonious spirit of ministry among all aspects of the Association.
- b. The Executive Committee of the Association shall not be involved with the day to day operation of the various Committees except where a Committee is in conflict with some other committee of the Association or where a Committee is violating either the letter or spirit of the job description, or budget set by the Association.
- c. The Association and/or the Executive Committee shall have the right to establish and dissolve Working Committees at their discretion.
- d. The Executive Committee shall be accountable to the Association at the Annual Meeting or any Special Meeting.
- e. The Executive Committee may fill any vacancy at any time so that the full complement of all committee members are in place.

## ARTICLE 7 - JOB DESCRIPTIONS

### 1. PRESIDENT

The President shall preside at all meetings of the Association and the Executive Committee. The President shall be ex-officio member of all committees.

### 2. VICE-PRESIDENT

The Vice-President shall assume the office of the President in the event of the President's absence, and shall work in conjunction with the President.

### 3. SECRETARY

The Secretary shall take minutes of the Association and Executive Committee prepare reports, handle all correspondence, forms and records.

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#### 4. TREASURER

The Treasurer shall: keep an accurate account of all funds entrusted to the Treasurer by or on behalf of the Association, issue receipts, deposit all monies in a bank selected by the Executive Committee, and disburse such funds in payment of regular bills. The Treasurer shall have the authority to pay for special or non-recurring items to the limit established annually by the Executive Committee. Expenses beyond this limit must be authorized by the Executive Committee. The Treasurer shall report to the Executive Committee at each Meeting and shall present a full report at the end of each financial year to the Annual Meeting.

#### ARTICLE 8 - NOMINATING COMMITTEE

The Nominating Committee shall be elected at the Annual Meeting with the responsibility of seeking suitable nominees for the offices of the Executive Committee. Sensitivity shall be given to geographical representation. The circulation of the proposed slate of officers to the churches shall be at least 30 days in advance of the Annual Meeting.

#### ARTICLE 9 - WORKING COMMITTEES

The Association Working Committees will consist of a blend between the executive positions elected at the Annual Meeting of the Association as well as three (3) representatives designated to the Working Committees by our Members. Each Working Committee shall consist of a Chairperson and not less than three persons.

##### 1. SPECIAL EVENTS COMMITTEE

The Special Events Committee shall be accountable to the Executive Committee through the Chairperson who sits on the Executive Committee. This Committee shall be responsible for special rallies, equipping seminars, and Pastoral support ministries. This Committee shall meet not less than quarterly.

##### 2. WOMEN'S MINISTRIES COMMITTEE

The Women's Ministries Committee shall be accountable to the Executive Committee through the Chairperson who sits on the Executive Committee. This Committee shall be responsible for the ministry of the Women's Missionary Society and all other ministries to women in the Association. The Committee shall meet not less than quarterly.

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### 3. THE YOUTH COMMITTEE

The Youth Committee shall be accountable to the Executive Committee through the Chairperson who sits on the Executive Committee. The Youth Committee shall be responsible to co-ordinate and facilitate activities that enhance the ministry to/for/and by youth in the Association. This Committee shall meet not less than quarterly.

### 4. THE CAMP COMMITTEE

The Camp Committee shall be accountable to the Executive Committee through the Chairperson who sits on the Executive Committee. This Committee shall be responsible for the ministry of camping in the Association and is mandated to conduct camping both on the present camp property and off site as well.

This Committee shall be comprised of the Chairperson of the Camp Committee as well as Chairpersons of the Program, Promotion, Personnel, and Property Sub-committees, and shall meet not less than quarterly.

#### a. PROGRAM SUB-COMMITTEE

The Program Sub-Committee shall ensure that each camp has a program that is in accordance with the ethical standards of the Association. This Sub-Committee will ensure the quality of program provided for all camps. It will research new and innovative approaches to camping to ensure that we are maintaining an effective camp ministry.

#### b. PROMOTION SUB-COMMITTEE

The Promotion Sub-Committee shall ensure that the appropriate representation of the Association camping ministry is presented throughout the Association in order that adequate funds may be raised and that an adequate supply of campers be enrolled in camp.

#### c. PERSONNEL SUB-COMMITTEE

The Personnel Sub-Committee shall ensure that programs are developed and executed to equip directors and counsellors. This Sub-committee will ensure that personnel be engaged who will contribute to provide a positive experience at all Association camps.

#### d. PROPERTY SUB-COMMITTEE

The Property Sub-Committee shall ensure that the material property of the camp is well maintained. It will prepare one, two, five, ten and fifteen year plans for the development and maintenance of the property in conjunction with all camp Sub-Committees of the Association.

ARTICLE 10 - CONDUCTING OF BUSINESS

1. Notification of all Committee meetings shall be received by committee members two (2) weeks in advance of the proposed Meeting. Representation from 50% of the members of the respective Committees shall constitute a quorum.
2. All business shall be conducted in accordance with Roberts Rules of Order, except where they are shown to be in conflict with these by-laws.
3. The society shall not have a seal.

ARTICLE 11 - BORROWING POWERS

1. The Association shall have the power to borrow and secure the repayment of monies.
2. The Association shall have the power to raise money or to secure payment of money by the issuance of mortgages, debentures, bonds, or any similar securities in such manner as it sees fit and in no case shall debentures be issued without the sanction of a special resolution of the Association.

ARTICLE 12 - AUDITING

1. The books, accounts and records of the Association shall be audited at least once each year by a duly qualified accountant. In the event that the auditor elected is unable to act, the Executive Committee shall appoint another auditor. A complete and proper statement of the books for the previous year shall be submitted by the auditor/s to the Annual Meeting of the Association. The 30th of September of each year shall be the end of the fiscal year of the Association.
2. The books and records of the Association may be inspected by any Member of the Association at the Annual Meeting or at any time, upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Executive Committee shall at all times have access to such books and records.

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#### ARTICLE 13 - SIGNING AUTHORITY

Association cheques shall be signed by 2 persons authorized by the Association at its Annual Meeting.

#### ARTICLE 14 - AMENDMENTS

1. These bylaws may be amended by a special resolution passed by a seventy-five (75%) majority vote of the messengers present and voting at any Annual or Special Meeting of the Association.
2. Proposed changes must be circulated in writing to and be ratified by the Executive Committee of the Association before they are presented to the Association for their adoption. Notice of the proposed changes must be circulated to Members, at least two (2) months before they may be voted on.
3. By-law amendments shall not be enforced or acted upon until the approval of the Minister of Consumer and Corporate Affairs.

#### ARTICLE 15 - DISSOLUTION

1. The affairs of the Association may be dissolved after a resolution has been passed by a (75%) majority vote of the messengers present and voting at any Annual or Special Meeting of the Association called for that purpose. Notice of the proposed resolution must be circulated to the Members at least two (2) months prior to the date of the Meeting.
2. In accordance with the laws and regulations governing charitable organizations, in winding up the affairs of the Association, the net assets of the Association shall be disposed of by resolution or passed to FEBCAST or its successor; prohibiting this, to another charitable organization of like faith and purpose, that has been granted tax exempt status by Revenue Canada, Taxation, as a charity.

#### ARTICLE 16 - REMOVAL OF DIRECTORS AND OFFICERS

Any director or officer upon a majority vote of all members in good standing may be removed from office for any cause which the society may deem reasonable.

#### ARTICLE 17 - REMUNERATION

Unless authorized at any meeting and after notice of same shall have been given no officer or member of the association shall receive any remuneration for his services.

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POLICIES AND PROCEDURES  
OF  
THE SOUTH ALBERTA ASSOCIATION  
OF  
THE FELLOWSHIP OF EVANGELICAL BAPTIST CHURCHES  
OF ALBERTA, SASKATCHEWAN, AND THE TERRITORIES

1. The Members shall elect three representatives, two persons interested and committed to the camp ministry to be a part of the camp committee and one person to be a part of one of the other committees in the late summer or early fall for presentation at the Annual Meeting.
2. The first meeting of the newly elected Executive Committee and the representatives who will serve on the Working Committees shall be within ten (10) days of the Annual Meeting.
3. In the event that any Member representative is without a position at the first Working Committee their position may be designated by the Executive Committee.
4. The Secretary of the Association shall have two (2) copies of the most recent edition of Roberts Rules of Order available for use at any South Alberta Association Business Meeting.
5. There will be a fee assessed to messengers to the Annual Association Meeting set by the Executive Committee.
6. The President of the S.A.A. shall be one of our Pastors nominated for approval on a rotation basis for a year term starting with (1996/97) Crossfield, followed by Westbourne and other churches of the S.A.A. The Executive Committee will ensure the transition of leadership for the next year.
7. Amendments to the Policies and Procedures may be made at any annual meeting or a specially called meeting of the South Alberta Association within the provisions in Article 5.3 of our By-Laws and passed by a simple majority vote.