

September 8, 2012

**BY-LAWS OF THE SOUTH ALBERTA ASSOCIATION  
OF  
THE FELLOWSHIP OF EVANGELICAL BAPTIST CHURCHES  
OF  
ALBERTA, SASKATCHEWAN AND THE TERRITORIES  
FUNCTIONING AS  
WHISPERING PINES BIBLE CAMP**

**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. The functioning and/or working name of this society is Whispering Pines Bible Camp.

**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 related to camp ministry.

**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 application being accepted by the Camp Board Representatives to any Meeting of the Association, shall be entitled to appoint Camp Board Representatives to Meetings of the Association. Collectively the member churches and missions affiliated shall hereafter be referred to as Members
2. Any Members may withdraw by giving signed notice to the Secretary of the Association. Withdrawal shall take effect from the date of receipt of notice.
3. Any Member may be discharged from membership upon a majority vote of the Camp Board Representatives present at any Meeting of the association for any cause, which the Association considers reasonable. Notice with a published agenda must be circulated not less than two (2) weeks in advance of the Meeting.

## **ARTICLE 5 – ASSOCIATION MEETINGS**

1. The Association shall hold Monthly Meetings, May through October and Bi-Monthly Meetings, November through April of 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 at the request of twenty-five percent (25%) of its members.
3. A notice with published agenda must be circulated to the Members not less than two (2) weeks in advance of all Meetings.
4. The Camp Board Representative representation from Member Churches to Meetings shall be no more than three (3) active and voting members of those churches. The representation from affiliated Missions shall be one (1) person. Twenty per cent (20%) of the eligible Camp Board Representatives shall constitute a quorum at any Meeting.

## **ARTICLE 6 – THE CAMP BOARD REPRESENTATIVE COMMITTEE**

### 1. CONSTITUTION OF THE COMMITTEE

The Camp Board Representative committee of the Association shall be made up of the following officers: President, Vice-President, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer; along with Facilities Overseer, Operations Overseer and Health & Safety Overseer will serve as voting officers of the Association and Camp Board Representative committee. Director will serve as a non-voting officer of the Camp Board Representative committee. Each person serving on this Committee shall be an active member of a Church or Mission belonging to the Southern Alberta Association.

### 2. THE TERM OF OFFICE

The term of office of the Camp Board Representative committee of the Association shall be for a period of three (3) years, with a minimum one (1) year hiatus from service. The term of office shall be staggered so that the Committee Officers serving the longest shall take hiatus first.

### 3. FREQUENCY OF MEETINGS

The Camp Board Representative committee shall meet not less than once every two months. Any Special Meeting of the Camp Board Representative committee shall require not less than two (2) weeks advance notice.

### 4. FUNCTION OF THE CAMP BOARD REPRESENTATIVE COMMITTEE

- a. The function of the Camp Board Representative 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 Camp Board Representative committee of the Association shall not be involved with day-to-day operations, but instead assign these duties to the Director.

- c. The Association and/or the Camp Board Representative committee shall have the right to establish and dissolve ministries at their discretion.
- d. The Camp Board Representative committee shall be accountable to the Association at any Meeting.
- e. The Camp Board Representative committee may fill any vacancy at any time so that the full complements 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 Camp Board Representative committee. The President shall be ex-officio member of all future 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 Camp Board Representative committee; prepare reports, forms and records.

### 4. VICE-SECRETARY

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

### 5. TREASURER

The Treasurer shall: keep an accurate account of all funds entrusted to the Treasurer and/or Vice-Treasurer by or on behalf of the Association, issue receipts, deposit all monies in a bank selected by the Camp Board Representative 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 Camp Board Representative committee. Expenses beyond this limit must be authorized by the Camp Board Representative committee at each Meeting and shall present a full report at the end of each financial year. The Treasurer shall also work closely with the Director to develop and implement a financial plan to ensure that all day to day financial processes are cared for.

### 6. VICE-TREASURER

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

### 7. FACILITIES OVERSEER

The Facilities Overseer shall work closely with the Director to ensure that all facility related resources and processes are being cared for. This shall include but not be limited to equipment maintenance, custodial and grounds keeping.

8. OPERATIONS OVERSEER

The Operations Overseer shall work closely with the Director to ensure that all operations related resources and processes are being cared for. This shall include but not be limited to staffing, administration and client care.

9. HEALTH & SAFETY OVERSEER

The Health & Safety Overseer shall work closely with the Director to ensure that all health and safety related resources and processes are being cared for. This shall include but not be limited to fire protection, workplace and food safety.

10. DIRECTOR

The Director shall manage the day-to-day operations of the Association, working closely with the Camp Board Representative Committee to ensure organizational integrity and accountability. Due to being paid staff, the Director shall serve as the only non-voting member of the Association and Camp Board Representative committee.

**ARTICLE 8 – 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 9 – FINANCIAL REVIEW**

1. A duly qualified reviewer shall review the books, accounts and records of the Association at least once each year. In the event that the reviewer elected is unable to act, the Camp Board Representative committee shall appoint another reviewer. A complete and proper statement of the books for the previous year shall be submitted by the reviewer/s to the next scheduled Meeting of the Association. The 30<sup>th</sup> 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 any meeting, upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Camp Board Representative committee shall at all times have access to such books and records.

**ARTICLE 10 – SIGNING AUTHORITY**

Two (2) officers authorized by the Association each year shall sign association cheques.

**ARTICLE 11 – AMENDMENTS**

1. These bylaws may be amended by a resolution passed by a seventy-five (75%) majority vote of the Camp Board Representatives present and voting at any Meeting of the Association.
2. Proposed changes must be circulated in writing to and be ratified by the Camp Board Representative 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) weeks 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 12 – DISSOLUTION**

1. The affairs of the Association may be dissolved after a resolution has been passed by a (75%) majority vote of the Camp Board Representatives present and voting at any Meeting of the Association called for that purpose. Notice of the proposed resolution must be circulated to the Members at least two (2) weeks 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 Canada Revenue Agency, as a charity.

#### **ARTICLE 13 – REMOVAL OF DIRECTORS AND OFFICERS**

Any director or officer upon a majority vote of all Camp Board Representatives in good standing may be removed from office for any cause, which the Society may deem reasonable.

#### **ARTICLE 14 – REMUNERATION**

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

**POLICIES AND PROCEDURES  
OF  
THE SOUTH ALBERTA ASSOCIATION  
OF  
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1. The Members shall elect three representatives in the late summer or early fall for presentation each year.
2. In the event that any Member representative is without a position at their first Meeting, the Camp Board Representative committee may designate their position.
3. 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 Meeting.

**APPENDIX A**  
**WHISPERING PINES BIBLE CAMP (WPBC) CAMP POLICY**  
**APPLICABLE TO ALL USERS OF THE CAMP FACILITIES**

**VISION**

*“At Whispering Pines Bible camp, our goal is “To show and teach ‘Jesus’ in such a way that our campers can know and follow Him”. We strive to place Jesus Christ as Lord and the centre of our lives. With this focus, our programs are built to reflect solid Christian values. In addition, our carefully selected and trained staff, teach programs and activities with this focus.”*

**CORE VALUES**

1. **Evangelism:** as first priority.
2. **Discipleship:** through multiple facets.
3. **Equipping:** staff for consistent growth.
4. **Safety:** through direction and protection.
5. **Fun:** to keep them coming back.

**PURPOSE (AS DEFINED BY W.P.B.C.)**

Whispering Pines Bible Camp exists for the purpose of glorifying our Lord Jesus Christ by advancing His kingdom through Christian ministry.

It is our prayer that anyone using Whispering Pines Bible Camp will be able to enjoy the facility and God’s creation that surrounds it for years to come. To this end we ask that all users of the camp strive to adhere to the camp policy.

The Director shall be the primary contact and authority for all day-to-day WPBC operations.

**SAFETY REGULATIONS**

1. All persons shall be notified of camp boundaries and all “out-of-bounds” areas.
2. The limits of the swimming area shall be designated to the beach in accordance with government regulations.
3. No persons under 18 years of age may swim or take out watercraft without the presence of a designated Waterfront Director and/or Lifeguard holding a valid National Lifeguard Certificate.
4. No Waterfront Director and/or Lifeguard shall be required to monitor waterfront usage longer than three (3) consecutive hours, in accordance with government regulations.

5. Written safety rules for swimming and use of watercraft shall be posted at the waterfront. These rules apply to all persons.
6. Equipment for all watercraft shall comply with MOT regulations and the use of motorized watercraft is strictly prohibited in accordance with government regulations.
7. There shall be no swimming after dark.
8. An MOT-approved life jacket or MOT-approved personal flotation device (PFD), must be worn by all persons using any watercraft.
9. Emergency procedures shall be posted for emergencies including: fire, water-related accidents, and medical emergencies.
10. All persons should be instructed in proper use of fire-fighting equipment.
11. Adequate firefighting equipment shall be located in strategic positions near doorways and be inspected regularly. Provincial fire regulations shall be posted and complied with.
12. Swimming and boating areas shall be free from unnecessary hazards.
13. If swimming out of approved area for the purpose of distance swimming, each swimmer shall be accompanied by a boat carrying approved lifesaving equipment and manned by two responsible persons capable of using such equipment.
14. No lifeguard shall be on duty for more than three (3) consecutive hours. Lifeguards shall be free from all other duties during the recreation swim periods.
15. All poisonous materials, gasoline, lethal weapons, power tools, ammunition, machinery, medical supplies, and any other potentially dangerous articles shall be properly marked and kept in a safe, locked place.
16. All riflery and archery equipment shall be kept under lock and key when not in use as required under the Standard of the Alberta Camping Association. It is recommended that all sharp or dangerous equipment be locked when not in use (for example darts and lawn darts).
17. Fire extinguishers in the cabins shall be used only for fighting fires.
18. No open flames (candles) shall be used in the cabins.
19. Stoves in cabins shall be operated with adult supervision.
20. Campfires are permitted only in the fire pit at the lake.
21. A full bucket of water must be available at all times for extinguishment.
22. Campfires shall not be left unattended and/or unguarded.

## **OTHER RULES**

1. Persons under 18 years of age must remain with an adult at all times, unless given specific permission by an adult to be somewhere else.
2. No persons shall enter areas marked "out-of-bounds."
3. Live standing trees are not to be cut down, nor bark or limbs taken from them. Wild flowers shall not be picked. Native plants shall be left undisturbed as much as possible.
4. Fire-fighting equipment shall not be used for fun and games.
5. The use of tobacco, alcohol, or drugs will not be associated with the intent of the camp.
6. Camp property is not to be defaced or damaged. Clean up is required during and after each camp and/or retreat.
7. All vehicles must be left on the parking lot unless otherwise specified by the Camp Director.
8. Camp property is restricted to authorized personnel only.
9. Cabins shall be cleaned up at the end of each camp or retreat and left at least as clean and tidy as at the beginning of the camp or retreat.
10. All camp accidents or emergencies shall be reported to the Camp Director and the Camp Board President within 24 hours of the accident.
11. Any and all damage to camp property shall be reported to the Camp Director and the Camp Board President within 3 days of the incident.
12. No individual or group shall enter the camp property without the permission of the Camp Director.
13. There shall be no kitchen use without at least one (1) certified food handler at all times, holding a valid Provincial or National Food Safety Certificate.
14. All persons attending a camp or retreat must adhere to all posted regulations including, but not limited to kitchen care and food safety, maintenance and custodial protocols, tool and machinery usage, waterfront and recreation regulations, etc.