

CONSTITUTION AND BYLAWS OF
SHUSWAP COMMUNITY CHURCH

CONSTITUTION

1. NAME: The name of the society is "SHUSWAP COMMUNITY CHURCH," hereafter referred to as the "church."
2. PURPOSES: The purposes of the church are:
 - 2.1. To preach, teach, and advance the teachings of the Christian faith and religious tenets, doctrines and observances associated with that faith.
 - 2.2. To establish, maintain and support a house of worship with services conducted in accordance with the tenets and doctrines of the Christian faith.
 - 2.3. To contribute to, cooperate with, and support registered Canadian charitable organizations locally, nationally, and internationally, which carry out activities that are consistent with the purposes of the society and are defined as qualified donees described in subsection 149.1(1) of the Income Tax Act (Canada).
3. AFFILIATION: The church is affiliated with the Fellowship of Evangelical Baptist Churches in British Columbia and Yukon, as well as with the Fellowship of Evangelical Baptist Churches in Canada.
4. DOCTRINAL STATEMENT: The church adheres to the statement of faith of the church as of this date.
5. OPERATIONS: The operation of the church are carried on primarily in the Shuswap area of British Columbia.
6. CHARITABLE PURPOSES: The church exists unalterably as a non-profit organization, so that neither the church nor its individual members can use the church for anything but charitable purposes.
7. DISSOLUTION: Upon dissolution of the Church, the assets remaining after all costs, charges, and expenses properly incurred in the dissolution, and after payment of any arrears of salaries or wages including severances, and after payment of any other debts of the Church may be distributed, under the discretion of the membership, to the Fellowship of Evangelical Baptist Churches in British Columbia and Yukon by vote on a special resolution.

BYLAWS

INTERPRETATION

1. In these bylaws, unless the context otherwise requires:
 - 1.1. "Bylaws" means the bylaws of the church;
 - 1.2. "Church" means the society known as Shuswap Community Church;
 - 1.3. "Board" means the board of the church who are elected by the members and who for all purposes serve as the directors (as defined and required by the Society Act) of the church;
 - 1.4. "Business meeting" includes the annual general meeting and any special business meeting;
 - 1.5. "Society Act" means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
2. The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

ARTICLE I: MEMBERSHIP

1. Membership Requirements: Those who desire to become members of the church must meet the following requirements:
 - 1.1. Trust Jesus Christ as Saviour and Lord.
 - 1.2. Publicly express faith in Christ through baptism.
 - 1.3. Agree with the Statement of Faith which will be provided to prospective members.
2. Membership Responsibilities: Members of the Church will strive to live out these responsibilities:
 - 2.1. To be committed to ongoing, personal, spiritual growth (Gal. 5:22:26).
 - 2.2. To express Jesus' love in deeds and words, in the world in which they live (Matt. 28:19:20).
 - 2.3. To meet regularly with the church family (Ps. 150:1, Eph. 5:19:20).
 - 2.4. To support the church financially (2 Cor. 9:6:15).
 - 2.5. To be responsive and supportive to the leadership of the church (Heb. 13:17).
 - 2.6. To love, encourage, support and pray for one another (Rom. 12:10).
 - 2.7. To grow as a servant (Mk. 10:45).
3. Receiving New or Restored Members
 - 3.1. Applications for membership must be made through the board, with the exception of pastors and their spouses who have consented to act for the church, and who, by nature of their call are granted membership.

- 3.2. All applicants for church membership are given a copy of the church's constitution & bylaws and statement of faith.
- 3.3. All applicants are interviewed by two of the board or by such members as are duly appointed by the board.
- 3.4. Upon a satisfactory interview, the interviewers make a recommendation to the board regarding their acceptance into membership.
- 3.5. Upon unanimous approval by the board, new members are presented to the church.

4. Status of Members:

- 4.1. "Active members in good standing" include all members received into membership who have not been dismissed or placed on the inactive list. Only active resident members in good standing, who are 18 years and older, are eligible to vote.
- 4.2. "Non-resident members" are members in good standing who are living too far away to regularly attend the weekly services of the church, or for reasons of health cannot attend regularly, but who maintain contact with the church.
- 4.3. "Inactive members" are those who have been absent from the church for a period of twelve months or more.

5. Removing and Reinstating Members: Members may be removed from or reinstated to church membership under the following conditions:

5.1. Removal: Members may be removed by a vote of the board and presented at the next business meeting under the following conditions:

- 5.1.1. Assuming a new permanent residence out of the area.
- 5.1.2. Requesting to be released from membership.
- 5.1.3. Death.
- 5.1.4. Inactive members who have not responded to efforts to re-establish them as active members.

5.2. Discipline/Reinstatement of Members: Where sin is bringing reproach to the name of Christ, the church, or the church's ministry, the procedure outlined by Christ in Matthew 18:15-20 is to be followed:

- 5.2.1. A private meeting with the parties involved and a Pastor and/or Elder should be arranged to lovingly confront the member.
- 5.2.2. If the member refuses to listen, then one or two witnesses will be taken along in an attempt to restore the sinning member. The desire is to keep the process of restoration in as limited a circle as is possible.
- 5.2.3. If the member refuses to listen to the two or three, the board will request a meeting with all parties involved.
- 5.2.4. If the member refuses to heed the counsel of the board, the board determines the appropriate action, which may include removal from membership by vote of the board. This information will be communicated to members. (Matt. 18:17; 1 Cor. 5:11:23; 2 Thess. 3:6:14).

- 5.2.5. Any member thus removed may be reinstated to membership upon repentance and restoration as determined by the pastors/elders and board. The process for reinstatement follows Article I, 3. "Receiving New or Restored Members".

ARTICLE II: LEADERSHIP

1. Pastors: It is the duty of pastors to pray, proclaim God's word, and oversee the spiritual health, direction, and ministry of the church. The lead pastor provides leadership to the staff and church family in collaboration with the other pastors, elders, and the board so the church's purpose is being accomplished. All pastors are automatically elders but are not voting members of the Board.
 - 1.1. Qualifications: Pastors must meet the character requirements of 1 Timothy 3:1-7 and Titus 1:5-9.
 - 1.2. Duties: The particular duties of each pastor shall be specified by a job description. The job descriptions shall be reviewed at least annually by the board.
 - 1.3. Selection:
 - 1.3.1. The Lead Pastor: A search team is elected by the members, at a special business meeting or the annual general meeting, to interview and select candidates. The search team consists of a minimum of five members, the majority of which are not from the board. However, at least one member of the search team is from the board. Once selected, the search team follows an agreed upon church policy for obtaining a candidate, resulting in the best available candidate being presented to the board. Upon approval of the board, the candidate is given opportunity to interact with the church, and to preach in all regular worship services. The members then vote on a special resolution at a business meeting on whether or not to extend a call.
 - 1.3.2. Other Pastoral Staff: Other pastoral staff are hired by a search team comprised of the lead pastor, one member of the board, and three members of the congregation who represent the ministry areas most affected by the pastoral staff being hired. The search team is appointed by the board. Information will be communicated to the church throughout the hiring process.
 - 1.3.3. Other Staff: Administrative staff, interns, and any other support staff or contractors will be hired or appointed by the pastor giving direct oversight to the position with the agreement of the lead pastor and within the financial parameters of the annual budget as approved by the members.
 - 1.4. Term: Any pastor or other staff may resign with at least one month written notice unless otherwise agreed to by the board. To dismiss a lead pastor, a special business meeting must be called to vote on an ordinary resolution. To dismiss any pastoral staff position other than the lead pastor, a majority vote of the board is required. Dismissal of any other staff is the responsibility of the pastor giving direct oversight to the position with the agreement of the

lead pastor. This information will be communicated to the church. Any staff member dismissed may appeal to the board according to an agreed upon policy.

- 1.5. Remuneration and Evaluation: Pastoral and other staff are remunerated according to terms mutually agreed on and worked out at the time of their call to ministry and employment at the church and reviewed on an annual basis.
- 1.6. Accountability: The lead pastor is accountable to the board of the church. All other staff are accountable to the lead pastor or the ministry staff giving direct oversight to the position.
 2. Board: The board is responsible for the effective operation of the church. The board affirms the vision, approves the goals, oversees membership, and has authority to act on behalf of the church on all matters not specifically reserved for the members, pastors, or other staff.
 - 2.1. Qualifications : Board members must be active members in good standing for at least one year, and demonstrate the character qualities outlined in 1 Tim. 3:8-13.
 - 2.2. Term: Each elected member of the board serves for three years, for no more than two successive terms, and must have a minimum of one year off the board following two successive terms. A reasonable attempt will be made to stagger the terms of the board in order to retain approximately half of the board in any given year.
 - 2.3. Composition: The board consists of no less than five and no more than eleven voting members. The lead pastor is a non-voting, ex-officio member of the board. The specific number of positions to be filled each year is determined by the existing board. The chair, vice-chair, secretary, and treasurer are selected by the board. The secretary and treasurer may cause to carry out their respective functions through church staff.
 3. Elders : Elders oversee the spiritual care of the church. They ensure that the church is pursuing its Biblical purpose and remains true to essential Biblical doctrines. Together with the pastoral staff, elders pray for the spiritual growth and purity of the church and its members and provide counsel and discipline for church members when needed. Elders develop the vision of the church in collaboration with the pastors and board. All elders who are not pastoral staff are voting members of the board.
 - 3.1. Qualifications : Elders must be active members in good standing for at least one year, and demonstrate the character qualities outlined in 1 Timothy 3:1-7 and Titus 1:5-9.
 - 3.2. Term : Elders serve for three-year terms and may be elected for no more than two successive terms and must have one year off following two successive terms. Elders may resign with good reason by giving thirty days written notice unless otherwise agreed upon by the board.
 - 3.3. Composition : Elders constitute no less than three and no more than five voting members of the board.

4. Selection and Removal of Board Members and Elders:
 - 4.1. During the month of November, the nominating committee accepts nominations for board and elder positions. As required, the nominating committee may themselves place additional names of members into nomination for the board and elders.
 - 4.2. During December and January, all nominees are interviewed by the nominating committee for the purpose of evaluation. On the basis of this evaluation, the nominating committee presents to the board a list of board member and elder candidates. All those not chosen as candidates will be informed of the reason for the decision.
 - 4.3. During the first three weeks of February, the names of board and elder candidates will be posted for the church to see. If there is a good reason why one of the candidates should not be in leadership, it is the responsibility of church members to inform a member of the nominating committee, which will meet with both individuals to attempt a resolution. If no resolution is forthcoming, the issue will be brought to the board, which will prayerfully consider an appropriate response.
 - 4.4. At the annual general meeting held within the first 60 days of the year, members vote by ordinary resolution to elect the board members and elders.
 - 4.5. Removal : A board member or elder may resign by giving thirty days written notice unless otherwise agreed upon by the board. Failure to perform duties is treated as a resignation including absence from three consecutive regular board meetings without reasonable cause. The board may request a formal resignation, or recommend that the members remove the person from the board by ordinary resolution.
 - 4.6. Replacement: In the event that a board member resigns his/her position as a board member, or is unable to serve his/her term to completion, the nominating committee will recommend for board approval, a suitable person to fill the vacancy until the next Annual General Meeting.

ARTICLE III: ORGANIZATIONAL AND BUSINESS MATTERS

1. Nominating Committee: At the annual meeting, a nominating committee is elected for a one-year term by ordinary resolution. It consists of the lead pastor, a member of the board and three active members in good standing who are not on the board.
2. Business Meetings
 - 2.1. Annual General Meeting – Within 60 days of the fiscal year end, a congregational meeting is held to celebrate what God is doing, to elect/affirm the board and elders, to conduct membership transactions, to accept the financial statements and approve the budget, to elect the nominating committee, and to conduct other business as needed. A parliamentarian may be appointed to preside over the meeting.
 - 2.2. Special Business Meetings – Special meetings may be called by the board as needed. At least two weeks written notice or an announcement for two successive weeks during worship services are required for a special business meeting. The board must call a special meeting

upon receiving a written petition signed by ten percent of the resident voting membership, with a specific statement of the business intended.

- 2.3. Board Meetings : Board meetings are held monthly and additional meetings as needed.
- 2.4. Quorum – For all business meetings a quorum consists of 25% of active resident members in good standing. A majority forms a quorum for board meetings.
- 2.5. Ordinary resolutions require a quorum of at least 25% of active resident members and require at least a 50% plus one vote to pass.
- 2.6. Special resolutions require a quorum of at least 25% of active resident members and require at least a 75% vote to pass. A minimum of four weeks' notice must be given to members regarding the nature of a special resolution.
- 2.7. Voting : Voting at the annual general meeting and special business meetings is done by show of hands unless otherwise requested or determined by the board.
- 2.8. Proxy voting : Proxy voting is not permitted.
- 2.9. Rules of Order – The current version of “Robert’s Rules of Order” applies for all business meetings.

3. General Regulations

3.1. Financial Regulations

- 3.1.1. Fiscal Year : The fiscal year starts January 1st and runs until December 31st.
- 3.1.2. Availability of Records : With the exception of the personal giving records of donors, all books and records including minutes of business meetings are available for inspection during regular office hours at the church office.
- 3.1.3. Audit : The financial records of the church should be audited or reviewed prior to the annual meeting by an auditor appointed by the board.
- 3.1.4. Borrowing Powers : In order to carry out the purposes of the church, the board may, on behalf of and in the name of the church, raise or secure the payment or repayment of money in the manner it decides, and in particular, but without limiting the generality of the foregoing, by the issue of debentures. No debenture, mortgage or other charge against the real property of the church shall be issued without the sanction of a special resolution vote.

- 3.1.5. Investing Powers
 - 3.1.5.1. The board may invest the money and manage the other property of the church in a manner that the Board considers to be prudent and in the best interests of the Church upon approval by special resolution vote.
 - 3.1.5.2. Subject to the provision of the Society Act, a member of the board is not liable for any loss which may result from any such investment.
 - 3.1.6. Signing Authority : All cheques, bills of exchange or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of the church are signed by any two of four members of the church designated by the board to have signing authority.
 - 3.1.7. Board Members and Elders – Board members and elders who are not pastoral staff serve without remuneration nor receive any profit from their positions whether directly or indirectly, provided that they may be paid reasonable expenses incurred by them in the performance of their duties.
 - 3.2. Amendments – The constitution and bylaws may be amended at any Annual General Meeting or Special Business Meeting of the church by a special resolution vote. Amendments to the constitution and bylaws cannot take effect until they have been filed with the BC Registry Services.
 - 3.3. Organic Division – In the event of organic division within the membership, the property and assets will belong to those members who abide by the constitution (including the statement of faith) and bylaws of the society. In the case where two or more parties claim to abide by the constitution and bylaws, the board must request that the Fellowship of Evangelical Baptist Churches in British Columbia and Yukon (or its successor by name change) arbitrate the dispute and its decision will be final.
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Adopted May 15, 2016

Amended February 27, 2017 (Added II,4.6)

Amended February 26, 2024 (Removed references to “campuses” in II, 2.3 and 4.1)