



**Mennonite  
Church  
Saskatchewan**

# **BYLAWS**

**March 14, 2015**

**Record of Amendments:**

1. Annual Delegate Sessions, February 25, 2012 – Article 28 – Terms of office.
2. Annual Delegate Sessions, February 23, 2013 – Article 4 – Eligibility for Membership.
3. Annual Delegate Sessions, March 14, 2015 – Article 11 – Delegate Sessions, Powers
4. Annual Delegate Sessions, March 14, 2015 – Article 20 – Council, Duties and Powers

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# MENNONITE CHURCH SASKATCHEWAN

## HISTORY OF ITS LEGAL IDENTITY

The Conference of Mennonites of Saskatchewan held its first meeting in Rosthern in 1959 with Paul Schroeder in the chair. The conference was officially incorporated under *The Societies Act* as of Dec. 16, 1960. Bylaws were adopted and subsequently amended from time to time.

*The Societies Act* was repealed and replaced by *The Non-profit Corporations Act*. In compliance with that Act, the Conference of Mennonites of Saskatchewan applied for a Certificate of Continuance and was registered accordingly by the Corporations Branch on March 30, 1982.

The Conference's original bylaws as amended to 1982 were also continued and further amendments were made from time to time. When the bylaws were being revised in 1997, the Conference became aware that the bylaws violated the Act in several ways. The major violation was that the Act does not provide for a delegate form of government. The Conference's legal counsel advised that a disgruntled member of one of the member congregations could therefore possibly successfully challenge in a court of law any decision made by the Conference. The bylaws were rewritten in 1997 and adopted at a Special Conference Session held on November 29, 1997 but they included several temporary provisions to comply with the Act. The most important of these was that each member congregation could send only one voting delegate to Conference Sessions rather than the one delegate per 25 members as the bylaws had previously provided.

At that same Special Conference Session, the Executive Committee was authorized to petition the Government of Saskatchewan to make provision for the incorporation of the Conference to be continued under separate legislation. On

June 2, 1998, the Legislative Assembly of Saskatchewan enacted *The Conference of Mennonites of Saskatchewan Act*. That Act authorizes the Conference to "make... bylaws that it considers advisable for the conduct of its affairs." This allowed the Conference to reinstate its customary parliamentary form of government.

The first bylaws under *The Conference of Mennonites of Saskatchewan Act* were adopted at the annual conference session held in Waldheim, SK on Feb. 26 & 27, 1999. They were amended at the Annual Conference Session in Rosthern on Feb. 26, 2000.

At the annual session held Feb. 23 & 24, 2001, the Conference asked that its name be changed to Mennonite Church Saskatchewan, in keeping with the name change by Mennonite Church Canada. The Legislative Assembly of Saskatchewan, in response to a petition, then enacted *The Conference of Mennonites of Saskatchewan Amendment Act, 2002* to affect that name change. The bylaws were then amended accordingly at the annual delegate session in Saskatoon on March 1, 2003.

In 2004, MC Sask initiated a Visioning process which prompted the establishment of a Structures Task Force in 2006. The recommendations of that Task Force were endorsed at the annual delegate session of Feb 22 & 23, 2008. Then the bylaws were amended to reflect the proposed new structures at the annual delegate session held Feb 27 & 28, 2009.

# MENNONITE CHURCH SASKATCHEWAN BYLAWS

## PART I – DEFINITIONS

### 1. Definition of Terms

In these Bylaws:

- (a) **"Act"** means *An Act respecting Mennonite Church Saskatchewan* and amendments thereto;
- (b) **"area church"** means MC Sask as a member of MC Canada;
- (c) **"area church minister"** means a person engaged by MC Sask under section 53 to provide pastoral services;
- (d) **"committee"** means a committee, a commission, a board or a group established under these bylaws with specifically designated duties and powers;
- (e) **"council"** means the board of directors of MC Sask as provided in the Act; the Act;
- (f) **"congregation"** means a body of persons who have responded to the call of Christ in repentance and in faith, who symbolize their unity through the practice of baptism and communion and who are visibly grouped for the expressed purpose of implementing their obedience to Christ as head of the church;
- (g) **"employee"** means any person hired by MC Sask under section 53;
- (h) **"MC Canada"** means Mennonite Church Canada;
- (i) **"MC Sask"** means Mennonite Church Saskatchewan
- (j) "member", where it is not otherwise qualified, means an individual person whose name is on the role of a member congregation;
- (k) **"member congregation"** means a congregation that has been accepted as a member of MC Sask under the provisions in Part III of these bylaws;
- (l) **"related organization"** is one as defined in section 58;
- (m) **"special resolution"** means a resolution passed by at least two-thirds of the votes cast at a delegate session of which not less than fourteen days' notice specifying the intent to propose the resolution has been given;
- (n) **"youth delegate"** means a senior high school student who is not necessarily a member but who is active in a member congregation's youth program, who is known to have a personal relationship with Christ, and who has been chosen by the member congregation to be a delegate to a delegate session.

## PART II – DEFINITION and RELATIONSHIPS

### 2. Definition of MC Sask

- (1) MC Sask does not exist apart from its member congregations. It defines itself as:
  - (a) congregations voluntarily joined together in relationships of love, caring and mutual accountability for the purpose of serving the Kingdom of God in ways described by the confession of faith adopted by MC Canada;
  - (b) congregations joined in relationship and gathered in meeting and ministry;
  - (c) congregations whose will is expressed by its delegate sessions and administered in accordance with the structures detailed in these bylaws;
  - (d) congregations who have a vision of being Christ centred and sent.

- (2) The authority of MC Sask rests in the congregations as expressed by its delegate sessions.
- (3) MC Sask is an area church of MC Canada under the terms of its bylaws.

### **3. Relationship to Member Congregations**

- (1) MC Sask believes in the congregational form of government whereby each member congregation retains maximum freedom of self-determination. MC Sask is a deliberative body which has the power to recommend but not to enforce.
- (2) Even though MC Sask respects the autonomy of each member congregation, it may give counsel and assistance to a member congregation when necessary or upon request from the congregation.
- (3) When a member congregation takes a position at variance with those of MC Sask including the currently held confession of faith and such other statements as may from time to time be adopted by MC Sask and by MC Canada, the council shall follow the process which may be established from time to time by MC Sask.

## **PART III – MEMBERSHIP**

### **4. Eligibility for Membership**

- (1) Any congregation which accepts:
  - (a) the currently held confession of faith;
  - (b) the MC Sask Covenant;
  - (c) all position statements which may be adopted from time to time by MC Sask and by MC Canada; and
  - (d) these bylaws including the definition of MC Sask in section 2; is eligible to become a member congregation.
- (2) A congregation wishing to become a member congregation shall apply in writing to the MC Sask office at least three months prior to an annual delegate session. Such application shall be evaluated by the council which shall then present a recommendation to the delegate session for consideration.
- (3) When a congregation's application for membership has been approved by a delegate session, that congregation shall be admitted as a member congregation in a manner determined by the council.
- (4) When a congregation has been admitted as a member congregation by a vote of a delegate session, that congregation shall enjoy all the rights and privileges of membership and shall assume all duties and responsibilities as defined in these bylaws.
- (5) If the recommendation is for a period of discernment, then the congregation will be entitled to send persons to attend the Annual Delegate Session as guests, and to participate in all other events of MC Sask during that time.

### **5. Rights and Privileges of Member Congregations**

Congregational members are entitled to:

- (a) send delegates to delegate sessions, as specified elsewhere in these bylaws, with the right to vote;
- (b) to participate in programs and receive services from MC Sask; and
- (c) automatically be a constituent congregation of MC Canada by virtue of MC Sask's status as an area church of MC Canada.

## **6. Expectations of Member Congregations**

Member congregations are expected to:

- (a) give faithful attention to the Scriptures;
- (b) accept the currently held confession of faith;
- (c) uphold position statements which MC Sask and MC Canada may adopt from time to time;
- (d) select pastors whose training and faith positions are such that they meet the credentialing requirements as determined by MC Sask;
- (e) respect the resolutions adopted by delegate sessions of MC Sask;
- (f) support programs and projects of MC Sask;
- (g) make contributions to the budget of MC Sask;
- (h) encourage members to accept positions of leadership and service within MC Sask; and
- (i) assume all duties and responsibilities as defined in these bylaws.

## **7. Withdrawal of Membership**

- (1) A member congregation that wishes to withdraw its membership in MC Sask may do so by giving to the MC Sask office a written notice to that effect.
- (2) When the MC Sask office receives from a member congregation a written notice of withdrawal from membership, that congregation's rights, privileges, duties and responsibilities shall cease immediately.

## **PART IV– DELEGATE SESSIONS**

### **8. Annual Delegate Sessions**

MC Sask shall hold an annual meeting to be known as the annual delegate session at a time and place to be determined by the council unless it was determined by a previous meeting.

### **9. Special Delegate Sessions**

A special meeting to be known as a special delegate session may be called by the moderator after consultation with the council and shall be called on a petition signed by not fewer than 50 members which represent not fewer than six member congregations.

### **10. Notice to be Given**

Written notice of each delegate session shall be sent to all member congregations not fewer than fourteen days in advance of the meeting.

### **11. Powers**

The delegate sessions shall:

- (a) be the setting where final decisions of MC Sask are made;
- (b) receive reports from the council, from all committees as well as from related organizations and shall act on their recommendations as the delegates deem appropriate;
- (c) direct council to develop policies and position statements to enhance operational effectiveness as the delegates deem appropriate;
- (d) approve bylaws and by-law amendments recommended by council;
- (e) provide direction to be followed by the council and all committees;
- (f) elect officers and members of the committees provided in these bylaws;
- (g) select the financial auditor; and

- (h) provide a forum for fellowship and worship for member congregations.

## **12. Voting Delegates**

- (1) It shall be the responsibility of every member congregation to be represented at delegate sessions. Each member congregation shall be entitled to name one voting delegate for every twenty-five members, or any portion thereof, for each delegate session.
- (2) Except for the youth delegates as defined in section 1(n) and provided in section 13, all voting delegates must be members.

## **13. Youth Delegates**

- (1) In addition to the above delegates, each member congregation which has an organized youth program is entitled to send one youth delegate to each delegate session.
- (2) Youth delegates shall have all the rights and privileges of any other delegate or member except to hold elected office.

## **14. Quorum**

- (1) Twenty-five voting delegates which represent not less than one-fourth of the member congregations shall constitute a quorum for the conduct of business at delegate sessions.

## **15. Procedures**

- (1) The name(s) of its voting delegate(s) shall be submitted on a form prescribed by the council by each member congregation to the secretary before the opening of a delegate session.
- (2) All members shall be entitled to attend delegate meetings and to take reasonable part in the discussion but only the registered voting delegates, the registered youth delegates and the members of the council are entitled to present motions or resolutions and to vote.
- (3) No delegate and no member of the council may cast more than one vote on any question.
- (4) Motions or resolutions which are deemed by the council to propose major policy or program changes or to require extra-budgetary expenditure, shall be submitted to the MC Sask office at least two weeks prior to the delegate session for advance circulation to member congregations. Such motions or resolutions may, however, be presented to the delegate session if the delegates agree to waive the requirement for advance notice.
- (5) Written resolutions submitted in advance of, or during, a delegate session will be reviewed by the resolutions committee for clarity of intent.
- (6) Motions or resolutions which arise out of the discussion during the session will also be accepted in the usual manner from the floor and they may be:
  - (a) put to a vote and passed or defeated;
  - (b) amended;
  - (c) referred for further consideration;
  - (d) postponed for consideration at a later date; or
  - (e) treated in any of the other manner provided by rules of order.

- (7) Any voting delegate may challenge a ruling of the presiding officer and when that occurs, the presiding officer's recourse is to call for a vote on whether the ruling of the chair shall stand.
- (8) A presiding officer who is uncertain of the correct procedure in any given situation may seek guidance from the voting delegates or from the parliamentarian.
- (9) Decisions about rules of order which are not clarified in the Act or in these bylaws shall be guided by a recent edition of *Roberts Rules of Order*.

## **PART V - LEADERSHIP ASSEMBLY**

### **16. Composition**

The leadership assembly shall consist of:

- (a) the council as provided in section 19;
- (b) all elected members of all committees provided in these bylaws; and
- (c) all appointed representatives provided in these bylaws.

### **17. Duties and Powers**

The leadership assembly shall:

- (a) serve as a sounding board to the council;
- (b) provide a forum for cooperation and collaboration between all those persons responsible for administering the programs of MC Sask;
- (c) provide advice to the council as it deems appropriate;
- (d) provide input into the establishment of a proposed budget for MC Sask;
- (e) serve as a forum for the establishment and sharing of goals, and the alignment of activities to address the established vision of MC Sask; and
- (f) serve as a forum to reflect on the successes and challenges to meet the established goals.

### **18. Meetings**

- (1) The leadership assembly shall meet at least twice each year between annual delegate meetings at the call of the moderator.
- (2) Additional meetings may be called by the moderator.

## **PART VI - COUNCIL**

### **19. Composition**

The council shall consist of:

- (a) the executive committee as provided in section 22;
- (b) four members-at-large elected at a delegate session; and
- (c) the area church ministers ex-officio but non-voting.

### **20. Duties and Powers**

The council shall:

- (a) represent MC Sask in all matters and shall exercise its powers between delegate sessions;
- (b) consider the advice provided by the leadership assembly;
- (c) maintain an appropriate record of the most current confession of faith, mission statement, position statements, recommendations from MC Sask committees and task forces, and any policy directions adopted by a delegate session, abide

- by them and foster their observance by member congregations;
- (d) ensure the safekeeping of all legal documents and titles of MC Sask;
- (e) act as advisors or consultants for all committees of MC Sask but need attend their meetings only when desired for specific purposes;
- (f) hire such employees as may be authorized by a delegate session of MC Sask;
- (g) dismiss employees for cause as provided in sections 55 and 56;
- (h) assign the signing officers;
- (i) on the recommendation from the finance committee:
  - (i) from time to time establish a level above which cheques must be co-signed;
  - (ii) establish the rates at which those acting on behalf of MC Sask will be reimbursed for out-of-pocket expenses;
- (j) at its discretion, fill vacancies in elected positions that occur between annual delegate sessions until the next election;
- (k) appoint a member of the council to chair the personnel committee;
- (l) appoint a member of the council to chair the bylaws committee;
- (m) appoint the parliamentarian for terms that it shall determine;
- (n) appoint members to:
  - (i) the nominating committee at least eight months before each annual delegate session;
  - (ii) the program committee at least eight months before each annual delegate session;
  - (iii) the resolutions committee for each delegate session;
  - (iv) the archives committee;
  - (v) the vision and wholeness group;
  - (vi) a provincial music committee;
- (o) appoint members as representatives to:
  - (i) the board of the Canadian Mennonite University;
  - (ii) the board of Rosthern Junior College;
  - (iii) the nominating committee of Rosthern Junior College;
  - (iv) MCC Saskatchewan;
  - (v) Mennonite Trust;
  - (vi) Canadian Mennonite;
  - (vii) Mennonite Foundation of Canada;
- (p) name the MC Sask delegates to the delegate assemblies of MC Canada;
- (q) nominate one member to the nominating committee of MC Canada for election at its delegate assembly;
- (r) appoint members as representatives to any other provincial, national or international bodies as deemed desirable;
- (s) work cooperatively with MC Canada in the local promotion and coordination of its education programs;
- (t) initiate the organization of courses for church workers;
- (u) periodically initiate an evaluation of the programs of MC Sask;
- (v) present a report on its actions to the annual delegate session for ratification by the delegates. (This report is to include a summary of major decisions made on behalf of MC Sask since the last delegate session.)
- (w) develop and document policies of MC Sask, as directed by the delegate body at a delegate assembly, or as council deems appropriate.
- (x) provide, for information purposes, a copy of all policies adopted during the year in the report booklet for the Annual Delegate Session.

## **21. Meetings**

- (1) The council shall meet at least four times each year to carry out the duties prescribed in section 20.
- (2) The council may meet more frequently at the call of the moderator.
- (3) The council shall have the option of conducting, at the discretion of the moderator or, on a request from the floor, all or part of its meeting in-camera thereby excluding any person or persons under discussion.

## **PART VII - EXECUTIVE COMMITTEE**

### **22. Composition**

- (1) The executive committee shall consist of the officers which shall be the:
  - (a) moderator;
  - (b) deputy moderator;
  - (c) secretary; and the
  - (d) chairperson of the finance committee.
- (2) All officers must be members and shall be elected as provided in section 26.

### **23. Duties and Powers of the Executive Committee**

The executive committee shall exercise the powers of the council between meetings of the council.

### **24. Meetings**

The executive committee shall meet at the call of the moderator at such times and places as is deemed necessary to carry out the duties prescribed in section 23.

### **25. Duties and Powers of the Officers**

- (1) The moderator shall:
  - (a) preside at all delegate sessions;
  - (b) call and preside at all meetings of the leadership assembly, the council and the executive committee;
  - (c) conduct all meetings in accordance with rules of order and the usual practices of MC Sask and in the spirit of Jesus Christ and His love;
  - (d) conduct correspondence on behalf of MC Sask as appropriate; and
  - (e) be the representative from MC Sask to the general board of MC Canada.
- (2) The deputy moderator shall:
  - (a) preside in the absence of or at the request of the moderator; and
  - (b) act on behalf of the moderator on the moderator's request or when the moderator is unable to act.
- (3) The secretary shall be responsible for:
  - (a) recording the minutes of delegate sessions, the meetings of the leadership assembly, the council and the executive committee; and
  - (b) conducting any correspondence assigned by the executive committee or the council;
- (4) The chairperson of the finance committee shall direct the finance committee in carrying out its duties as prescribed in section 41(2).

## **PART VIII - ELECTIONS AND TERMS OF OFFICE**

### **26. Elections**

- (1) The officers provided in section 22 and all committee positions provided in these bylaws shall be elected at the annual delegate session.
- (2) A slate of candidates for all the elected positions provided in these bylaws shall be presented by the nominating committee but delegates are entitled to make further nominations from the floor provided that each candidate nominated from the floor has agreed to accept the nomination.
- (3) All election voting shall be by ballot.
- (4) Where two or more candidates have been nominated for the same position, the candidate with the most votes shall be declared elected.

### **27. Limitations on Elected Offices**

- (1) No member may hold more than one elected position. A member who already holds an elected position and who is elected to another elected position automatically vacates the previously held elected position.
- (2) Employees of MC Sask:
  - (a) are not entitled to be elected as officers or to the committee under which they are employed; but
  - (b) they are otherwise entitled to be elected as delegates, as representatives of MC Sask or to positions on other committees of MC Sask.
- (3) Employees of related organizations:
  - (a) are similarly entitled to be elected as delegates, as representatives of MC Sask, or to positions on committees; but
  - (b) they are not entitled to be elected as officers.

### **28. Terms of Office**

- (1) The terms of office shall be:
  - (a) for officers and members at large on Council as provided in section 19 and 22 (1):
    - (i) two years, and
    - (ii) they may each be re-elected for two additional consecutive terms;
  - (b) for the members of the vision and wholeness group provided in section 35:
    - (i) three years; except that
    - (ii) for the first appointees, one shall be appointed for one year, one for two years and one for three years; and
    - (iii) they may each be re-appointed for up to two additional consecutive terms; and
  - (c) for all other positions elected at the annual delegate session:
    - (i) three years, and
    - (ii) they may each be re-elected for up to two additional consecutive terms.
- (2) All officers and those elected to committees:
  - (a) shall take office at the close of the delegate session at which they were elected; and
  - (b) shall remain in office until their successor has been elected.
- (3) A member appointed by the council under section 20(j) to fill a vacancy in an elected position
  - (a) shall hold office for the unexpired portion of the predecessor's term; and

- (b) is then eligible for election as in subsection (1) hereof.

## **PART IX - GENERAL PROVISIONS FOR COMMITTEES**

### **29. Establishment of Committees**

- (1) MC Sask may establish committees as provided in these bylaws.
- (2) During the annual delegate session or soon thereafter each elected committee shall select a chairperson and a secretary.

### **30. Eligibility for Election**

- (1) All persons elected by a delegate session must be members but persons who are not members may be co-opted to provide special expertise or perspectives.
- (2) Where a person who is serving on a committee ceases to be active in a member congregation, the matter shall be dealt with by the council on its merits.

### **31. Accountability of Committees**

- (1) All committees are accountable to the delegates and shall submit reports of their activities to each annual delegate session.
- (2) Committees shall submit to the finance committee their estimate of funds required from the treasury for their programs.
- (3) In view of the council's responsibility to exercise the powers of MC Sask between delegate sessions, all committees shall also report to the council in the manner it may prescribe.
- (4) Copies of minutes of all committee meetings shall be sent to the council.
- (5) A committee must obtain the approval for any major capital expenditure, the disposal of any surplus funds, major policy shifts or major program initiatives from the council and from a delegate session if, in the judgement of the council, the question should be referred to a delegate session for consideration.

### **32. General Powers**

- (1) Each committee shall consult with the program committee concerning the time and space it requires at each annual delegate session.
- (2) Each committee may appoint subcommittees as deemed appropriate and a member of the committee shall chair such appointed subcommittees.
- (3) All committees may consult with, and seek the advice of, the council and invite any of the officers to attend their meetings periodically for specific purposes.

### **33. Meetings**

Each committee shall meet at the call of the chairperson at such time and place as is deemed necessary to most effectively carry out its tasks.

### **34. Quorum**

A majority of those comprising the committee shall constitute a quorum.

## **PART X – COMMITTEES**

### **35. Vision and Wholeness Group**

- (1) The vision and wholeness group shall consist of three members appointed by the council.
- (2) The vision and wholeness group shall:

- (a) be a listening and ongoing visioning group;
- (b) keep MC Sask focused on the vision of being “Christ Centered and Sent”;
- (c) study and promote the integration of scripture in practical action and activity;
- (d) serve as a support group for all parts of MC Sask in their visioning and goal setting tasks; and
- (e) assist in the planning of meetings of the leadership assembly.

### **36. Ministries Commission**

- (1) The ministries commission shall consist of:
  - (a) six members elected at a delegate session; and
  - (b) the Missional Formation and Partnership Facilitation worker of MC Canada.
- (2) The ministries commission shall:
  - (a) work in partnership with the Christian Witness Council of MC Canada and with MCC Saskatchewan in the initiation, promotion, support and coordination of mission, outreach and service programs in Saskatchewan and beyond;
  - (b) profile the members of the member congregations who serve abroad and emphasize their efforts as being those of all members collectively;
  - (c) work in partnership with Restorative Justice Ministries Saskatchewan and suggest to the council names of persons to be appointed to its committees; and
  - (d) establish liaison with, and offer support to, emerging churches within MC Sask.

### **37. Camp Commission**

- (1) The camp commission shall consist of:
  - (a) a chairperson elected at a delegate session;
  - (b) one member from each camp board as selected in subsection 38(5)(b); and
  - (c) the director of each camp.
- (2) The camp commission shall:
  - (a) co-ordinate the summer camping program and equipment of MC Sask;
  - (b) co-ordinate the development of the summer camps of MC Sask;
  - (c) support fund raising efforts for and by the area camps;
  - (d) co-ordinate the establishment of camping fees; and
  - (e) support the recruitment of summer camping staff.

### **38. Camp Boards**

- (1) Each of the camps of MC Sask, namely Camp Elim, Shekinah Retreat Centre and the Youth Farm Bible Camp shall be headed by a board as selected below.
- (2) The board of the Shekinah Retreat Centre shall consist of nine members elected at a delegate session.
- (3) The board of Camp Elim shall consist of five to eight people including:
  - (a) three members elected at a delegate session; and
  - (b) two to five persons appointed by the board of which at least 50 percent shall be from member congregations that participate in the camp.
- (4) The board of the Youth Farm Bible Camp shall consist of five to eight people including:

- (a) three members elected at a delegate session; and
  - (b) two to five persons appointed by the board of which at least 50 percent shall be from member congregations that participate in the camp.
- (5) Each camp board shall:
- (a) select one of the members elected at a delegate session as its chair;
  - (b) appoint one of the members elected at a delegate session as representative to the camp commission;
  - (c) manage and maintain the buildings and grounds at its respective facility; and
  - (d) co-ordinate all programs at the facility.

### **39. Pastoral Leadership Commission**

- (1) The pastoral leadership commission shall consist of:
- (a) six members elected at a delegate session of which:
    - (i) three shall be lay persons, and
    - (ii) three shall be pastors who have had a minimum of three years of pastoral experience in a member congregation; and
  - (b) the area church ministers ex-officio but non-voting.
- (2) The pastoral leadership commission shall:
- (a) be responsible for matters dealing with pastoral leadership in MC Sask such as licensing, ordination, and credentialing and other matters relating to ministerial accreditation;
  - (b) work in partnership with the Christian Formation Council of MC Canada in the area of congregational and ministerial leadership;
  - (c) offer guidance and support to member congregations and/or pastors in matters relating to pastoral leadership and relationships;
  - (d) arrange workshops, conferences and professional development courses as it deems appropriate;
  - (e) provide guidance and support to the area church ministers of MC Sask; and
  - (f) oversee the activities of, and relate to, the Saskatchewan Mennonite Youth Organization; and
  - (g) appoint one member of the commission as a representative to the personal committee.

### **40. Youth Farm Complex Board**

- (1) The Youth Farm complex board shall consist of nine members elected at a delegate session.
- (2) The Youth Farm complex board shall be responsible for co-ordinating the activities of the Youth Farm complex which consists of:
- (a) Mennonite Nursing Home Inc.;
  - (b) the Country Gardens Division;
  - (c) the Complex Housing Division;
  - (d) the Mennonite Youth Farm; and
  - (e) the Mennonite Youth Farm Campus.

### **41. Finance Committee**

- (1) The finance committee shall consist of:
- (a) the chairperson elected at a delegate session; and
  - (b) two other members elected at a delegate session.

- (2) The finance committee shall:
  - (a) as soon as possible, bring to the attention of the council any likely over expenditure, misappropriation or misuse, or discrepancy in the funds of MC Sask;
  - (b) make recommendations to the council with respect to:
    - (i) the raising of funds; and
    - (ii) the disbursement of funds;
- (3) prepare an annual budget for consideration by the council and for approval by the annual delegate session;
- (4) on behalf of the council present an audited financial statement of MC Sask to the annual delegate meeting;
- (5) make a recommendation to the delegate session respecting the appointment of the financial auditors;
- (6) at all times have full access to all the financial records of MC Sask including all receipts, vouchers and all other supporting or evidentiary documents relating thereto, and shall check all expenditures and outgoings of funds from time to time to ascertain that they are being properly made; and
- (7) appoint one member of the committee as a representative to the personnel committee.

#### **42. Personnel Committee**

- (1) The personnel committee shall consist of:
  - (a) the chairperson who shall be a representative of the council named by the council;
  - (b) a representative from the finance committee named by the committee; and
  - (c) a representative from the pastoral leadership commission named by the commission.
- (2) The personnel committee shall:
  - (a) develop and keep under review the policies of MC Sask relating to employee salary scales, working conditions, and benefits;
  - (b) conduct searches for employees which may be authorized by a delegate session of MC Sask and make relevant recommendations to the council;
  - (c) conduct periodic performance evaluations of the employees of MC Sask;
  - (d) keep under review the terms of reference of all employees and recommend any desired changes to the council.

#### **43. Bylaws Committee**

- (1) The bylaws committee shall consist of a member of the council as chairperson and the parliamentarian both appointed by the council.
- (2) The bylaws committee shall:
  - (a) keep the bylaws under review and recommend amendments as deemed necessary;
  - (b) consider suggestions for bylaw amendments coming from within MC Sask; and
  - (c) present its deliberations and recommendations to the council.

#### **44. Archives Committee**

- (1) The archives committee shall consist of two members appointed by the council.
- (2) The archives committee shall:

- (a) collect, catalogue and store historical information about MC Sask and its member congregations;
- (b) make such information available to interested parties on request;
- (c) be available to member congregations as a resource on matters relating to archives;
- (d) be in communication with other archives and historical societies as deemed to be helpful; and
- (e) respect the confidentiality of historical information where requested.

**45. Nominating Committee**

- (1) The nominating committee shall consist of three members appointed by the council.
- (2) The nominating committee shall:
  - (a) consult appropriately to determine the expertise desired to fill the office open for election;
  - (b) prepare a slate of candidates with at least one name for each office to be filled; and
  - (c) obtain the acceptance of all candidates whose names appear on the slate.

**46. Program Committee**

- (1) The program committee shall consist of not less than three members appointed by the council.
- (2) The program committee shall:
  - (a) prepare, in consultation with the council as well as the committees, the program for each annual delegate session;
  - (b) submit the program to the council at least eight weeks prior to the annual delegate session; and
  - (c) assist the presiding officer to:
    - (i) control the timetable during the annual delegate session; and
    - (ii) add to the timetable any unforeseen items which require consideration.

**47. Resolutions Committee**

- (1) The resolutions committee shall consist of three members appointed by the council for each delegate session.
- (2) The resolutions committee shall:
  - (a) initiate motions or resolutions of its own volition as it deems appropriate;
  - (b) review the written motions or resolutions submitted in advance of, or during, the delegate session and edit each motion or resolution in consultation with the mover to ensure that its intent is clear;
  - (c) ensure that the mover and a seconder of each motion or resolution before it are identified; and
  - (d) advise the presiding officer when it has a motion or resolution pertaining to the issue under debate.

**48. Ad Hoc Committees**

- (1) The council may appoint an ad hoc committee consisting of the number of persons it deems appropriate to accomplish the direction set out by the council.
- (2) Each ad hoc committee shall report to the council and is automatically disbanded

when its task has been accomplished

## **PART XI – FINANCIAL CONTROL**

### **49. Fiscal Year**

The fiscal year of MC Sask shall be the calendar year.

### **50. Signing Authority**

The signing officers shall be designated by the council as per section 20(h).

### **51. Payments**

All payments made from the treasury shall be by check or by electronic transfer.

### **52. Out-of-Pocket Expenses**

All those who incur out-of-pocket expenses while attending to tasks on behalf of MC Sask shall be entitled to receive reasonable reimbursement for such expenses.

## **PART XII - EMPLOYEES**

### **53. Hiring of Employees**

MC Sask may hire persons to provide pastoral, administrative and other services as may be authorized by a delegate session.

### **54. Evaluation of Employees**

The performance of each employee of MC Sask shall be evaluated periodically as conducted by or under the direction of the personnel committee.

### **55. Termination of an Area Church Minister**

- (1) An area church minister who wishes to be released of his or her duties before the end of his or her term, shall endeavor to provide the council with reasonable notice.
- (2) When dismissal of an area church minister becomes necessary, it shall be done with sensitivity, openness, due process and reasonable notice.
- (3) If at any time the relationship between an area church minister and MC Sask becomes unsatisfactory, the council shall name a subcommittee to:
  - (a) meet with that area church minister; and
  - (b) make a good-faith effort to resolve any conflict;
- (4) If the efforts of the subcommittee do not satisfactorily resolve the conflict, the council may call upon assistance from any outside source deemed appropriate.
- (5) If all efforts to reconcile the relationships fail, the council shall take steps to release the said area church minister.
- (6) When there is credible evidence of unprofessional and/or unethical conduct by an area church minister, the council shall:
  - (a) temporarily suspend him or her from his or her duties with pay; and
  - (b) appoint a mutually acceptable mediator, who need not be a member, to:
    - (i) hear both parties; and
    - (ii) submit a report to the council.
- (7) The report of the mediator shall be binding on both parties.
- (8) Upon receipt of a report from the mediator, the council shall take the necessary steps to comply with the report.

- (9) As the council takes the steps outlined in this section. it shall keep the leadership assembly informed of the progress and the outcome.

**56. Termination of Administrative and Other Employees**

The termination of administrative and other persons employed by MC Sask shall follow, as closely as possible, the steps outlined in section 55.

### **PART XIII - RELATED ORGANIZATIONS**

**57. Definition**

MC Sask seeks to foster mutually supportive arrangements with the following organizations, each of which has a unique relationship to MC Sask, in which its member congregations are actively involved and which the member congregations support:

- (a) Saskatchewan Women in Mission;
- (b) Rosthern Junior College;
- (c) the Person to Person program; and
- (d) Restorative Justice Ministries Saskatchewan.

**58. Mutual Arrangements**

Related Organizations:

- (a) are entitled to name a representative from its governing body to the leadership assembly; and
- (b) are expected to report to annual delegate sessions.

### **PART XIV - AFFILIATIONS**

**59. Authority to Affiliate**

- (1) MC Sask may enter into an affiliation agreement with any other body with similar objectives for the purpose of better meeting their objectives jointly. Joint ventures may be determined from time to time.
- (2) MC Sask authorizes its officers to maintain liaison with the officers of those bodies with which it becomes affiliated to deal with any issues relating to their joint activities.

### **PART XV - SEAL**

**60. Custody and Execution**

MC Sask shall have a seal which shall be:

- (a) held in the custody of an officer; and
- (b) affixed to official documents signed by the signing officers as determined by the council.

### **PART XVI - AMENDMENTS**

**61. Bylaws**

- (1) These bylaws may be amended only by special resolution.
- (2) Amendments to the bylaws come into effect immediately following their adoption by a delegate meeting.

**62. Amendment Process**

- (1) Any member congregation or any member may submit proposals for the amendment of these bylaws to the office of MC Sask.
- (2) Such proposals for amendment shall be reviewed by the bylaws committee which shall then forward its recommendation to the council.
- (3) The council shall:
  - (a) review the recommendations of the bylaws committee; and
  - (b) submit the proposed amendment to a delegate session.

**PART XVII – MC SASK OFFICE**

**63. Head Office**

The head office of MC Sask shall be at such a place within Saskatchewan as the council may determine in keeping with policy established by MC Sask.

**PART XVIII – WINDING UP**

**64. Disposal of Assets**

After payment of all liabilities, the property of MC Sask shall be distributed as provided in the Act.