

**Constitution of the
Hastings Lake Lutheran Bible Camp Association**

(Hastings Lake Lutheran Bible Camp)



ADOPTED JULY 19, 1987

AMENDED MAY 2, 2010

PREAMBLE: “In the name of the Father, and the Son, and the Holy Spirit.” – Matthew 28:19

ARTICLE I. NAME

The name of the society shall be “The Hastings Lake Lutheran Bible Camp Association” (hereafter referred to as “the Association”).

ARTICLE II. PURPOSE

The mission of the Association is “To Make Christ Known” according to Article III. Confession of Faith. All Camp activities that are performed in the name of the Association shall be in accordance with this mission.

ARTICLE III. CONFESSION OF FAITH

- A. This Association confesses the Triune God – Father, Son, and Holy Spirit – as the one true God. It proclaims the Father as Creator and Preserver, His Son Jesus Christ as Redeemer and Lord, and the Holy Spirit as Regenerator and Sanctifier.
- B. This Association confesses that the Gospel is the revelation of God’s saving will and grace in Jesus Christ, which He imparts through Word and Sacrament. Through these means of grace the Holy Spirit creates believers and unites them with their Lord and with one another in the fellowship of the Holy Christian Church.
- C. This Association confesses the scriptures of the Old and New Testaments as the inspired Word of God, through which God still speaks, and as the only source of the Church’s doctrine and the authoritative standard for the faith and life of the Church.
- D. This Association confesses the following symbols, comprising the Book of Concord of 1580, which it subscribes specifically as witnesses to the way in which the Holy Scriptures have been correctly understood and explained and confessed for the sake of the gospel, namely:
 1. The Apostles’, the Nicene, and the Athanasian Creeds, as the chief confessions of the Christian faith;
 2. The Unaltered Augsburg Confession as its basic formulation of Christian doctrine;
 3. Luther’s Small Catechism as a clear summary of Christian doctrine;
 4. The Apology of the Augsburg Confession, Luther’s Large Catechism, the Smalcald Articles with the Treatise, and the Formula of Concord as further witnesses to the Unaltered Augsburg Confession.

ARTICLE IV. MEMBERSHIP

A. Classification of membership in the Association shall be as follows:

1. Congregational membership:

Congregations who adhere to Article II. (Purpose) and Article III. (Confession of Faith) and who fulfill the responsibilities of membership.

2. Individual membership:

Individuals who adhere to Article II. (Purpose) and Article III. (Confession of Faith) and who fulfill the responsibilities of membership.

B. Responsibilities of membership shall be support of the camp and its ministry in the following ways:

1. In prayer for the camp.
2. In the programs of the camp.
3. In the work and improvement of the camp.
4. In the financial support of the camp.

C. Voting Privileges

1. Each member congregation shall appoint two representatives annually.
2. Each individual member shall receive one vote.
3. A representative fulfilling two roles (as an individual member and as a congregational member representative) is entitled to only one vote.
4. All representatives (whether representing a congregational member or individual member) not of legal age shall have a voice but not a vote.

D. Voting Accountability

1. Those attending meetings of the Association as voting members shall sign a Declaration of Adherence prior to the commencement of meetings of the Association. This Declaration will confirm their adherence to:
 - a. Article II. (Purpose);
 - b. Article III. (Confession of Faith);
 - c. Article IV-B. (The Responsibilities of Membership).
2. A Credentials Committee shall be appointed by the Association at each Annual General Meeting (hereafter referred to as "AGM") to determine the integrity of voting membership at Association meetings for the upcoming year. The Credentials Committee shall be comprised of:
 - a. the Financial Secretary of the Board of Directors;
 - b. a member of the Board of Directors;
 - c. a member of the Association.

If the integrity of a Declaration of Adherence is challenged, the Credentials Committee shall investigate and have final ruling on the right of a member to vote.

ARTICLE V. GOVERNANCE

- A. Government of the Association shall be vested in a nine to twelve member volunteer Board elected for a term of three (3) years, the term commencing on the date of the AGM. The election shall be in such a manner that after the first election, one-third is elected each year. A member may serve a maximum of 2 consecutive terms (6 years).
- B. All members and appointees to the Board shall fulfill requirements of Article IV Membership.
- C. The Board shall annually elect from their number the executive (chairperson, vice-chairperson, and member-at-large).
- D. The Board shall appoint a treasurer, recording secretary, and financial secretary for the Association who may or may not, be members of the Board.
- E. All Board appointees handling money on behalf of the Association must be bondable.
- F. A Nominating Committee shall consist of four members to present qualified and consenting candidates to the upcoming AGM for election to the Board:
 - 1. Two members of the Association, who are elected by the Association at each AGM for the upcoming year;
 - 2. Two members of the Board, who are elected by the Board prior to each AGM.
- G. If a vacancy occurs on the Board, the Nominating Committee shall fill the vacancy with a candidate until the next meeting of the Association.

ARTICLE VI. ASSOCIATION MEETINGS

- A. The AGM of the Association shall be held annually with the date to be determined at the previous AGM. The Board shall notify all members of the Association of an upcoming AGM with one calendar month notice, with such notice to be sent by post or electronic mail.
- B. Special Association meetings may be called at such times as the Board deems necessary, with two weeks notice to be given by post or electronic mail to each member of the Association.
- C. Twenty voting members (providing legal signatures) shall have the authority to call a Special Meeting. Notice of Meeting shall then be provided to the Association by post or electronic mail no less than two weeks prior to the meeting date. A Special Meeting shall be limited to the matters for which such meeting was called.
- D. The AGM shall follow the reporting requirements set out by the Government agencies responsible for the Association. At the AGM a motion shall be passed to acknowledge the filing of the appropriate Government documents (eg. T3010B-Registered Charity Information Return).
- E. The Association shall appoint, at the AGM, either an accredited auditor or two non-accredited auditors who are at arms length from the Board.

ARTICLE VII. DUTIES AND LIMITATIONS OF THE BOARD

A. The Board shall:

1. Conserve the camp property.
2. Present an annual budget at each AGM. In an emergency, the Board may approve expenditures to a total of 125% of the budget.
3. Exercise the borrowing powers of the Association.
4. Plan and organize the yearly camping program, by making necessary arrangements and appointments of staff and committees to carry out the business of the camp.
5. Meet as often as is necessary to conduct the required business of the Association.

B. Acquisition and disposition of property must have the consent of the Association with two-thirds majority. The chairperson and vice-chairperson shall sign all documents relating to the acquisition and disposition of property.

C. The Board of directors may be compensated for expenditures incurred in completing the work of the Association as approved by the Board.

D. The preparation and custody of minutes of the meetings of the Association, including meetings of the Board of Directors, as well as other books and records of the Association, shall be the responsibility of the recording secretary of the Board, and any such books and/or records of the Association may be inspected by members of the Association during normal business hours at the place where such books and records are kept by the secretary, upon the said members giving the secretary reasonable notice of their intention to so examine the books and/or records.

E. The financial secretary shall maintain records of, and issue receipts, for all contributions.

F. The treasurer shall have custody of all funds of the Association, and shall disburse of such funds in accordance with the decisions of the Board. The treasurer shall make written report of all financial transactions to the Board monthly, and provide the Association, at its AGM, with an audited financial statement covering the previous fiscal year.

G. A member of the Board who is absent from two consecutive meetings shall be contacted by the Chairperson of the Board; if a member is absent from three consecutive regular meetings without valid excuse, the Board may declare the position vacant.

ARTICLE VIII. QUORUM

A. Half of the Board members plus one shall constitute a quorum at a meeting of the Board. (eg. If there are nine Board members, five Board members shall constitute a quorum.)

B. Twenty members shall constitute a quorum at a meeting of the Association.

ARTICLE IX. DISSOLUTION

- A. The dissolution of the Association shall occur upon the achievement of a two-thirds majority on a motion, by any member of the Association, to dissolve. This motion must be made at two consecutive Association meetings; with those meetings to be a minimum of three months apart.
- B. In the event the Association should dissolve, all assets of the Association, after all debts are settled, shall be dispersed of to qualified donees in accordance with the guidelines of the Canadian Income Tax Act.

ARTICLE X. AMENDMENTS

A proposed amendment shall be submitted, in writing, to the Chairperson of the Board at least six weeks prior to the next annual meeting of the Association. The Board Chair will in turn, forward the proposed amendment to the general membership for consideration at least four weeks in advance of the next meeting. In order for such amendment to be effective, it must be passed by a two-thirds majority of the delegates present, and shall be registered with the appropriate Government bodies.