

Article 1 / Preamble

- 1.1 The name of the society is Bethel Bible Camp (referred to herein as ‘BBC’).
- 1.2 This document is the general bylaws of BBC. These bylaws regulate the transaction of business and affairs of BBC.
- 1.3 The objects of BBC are contained in a document titled “Bethel Bible Camp Constitution”, which can be obtained by request to the secretary.

Article 2 / Membership

- 2.1 Everyone can be a member who meets the following requirements;
 - 2.1.1 Is 18 years or older
 - 2.1.2 Is in good standing with their local church fellowship
 - 2.1.3 Has read and is in agreement with the BBC Constitution, which consists of the Mission Statement, the Vision Statement and Objects and the Statement of Faith; and
 - 2.1.4 Is in attendance at the Annual General Meeting (“AGM”) of BBC

All of which shall be confirmed by one trustee and one committee member

- 2.2 Membership is renewed each year at the annual meeting or within 30 days of the AGM by completing a membership application.
- 2.3 Membership may be withdrawn by a notice in writing by the member requesting their membership be withdrawn. The letter shall be given to the BBC Committee. The effective date of withdrawal will be the date the letter is acknowledged in the minutes of a Committee meeting.
- 2.4 A former member has no rights or privileges effective the day following the date the withdrawal application is accepted, until such time as their membership is reinstated.

- 2.5 Expulsion of a member may occur under the following conditions;
 - 2.5.1 fails to maintain qualifications for membership pursuant to section 2.1
 - 2.5.2 by action or behavior brings the reputation of BBC into disrepute as determined by the Trustees in their sole discretion
 - 2.5.3 fails to fulfill their role as a Trustee or Committee member
- 2.6 Expulsion of a member will occur upon a 75% majority of the Trustees.

Article 3 / Meetings of members

- 3.1 An AGM will be held once a year within 60 days of the end of the fiscal year on September 30.
- 3.2 The Committee will set a date and place for the AGM.
- 3.3 Notice of the AGM will be made via the BBC website and newsletter; a minimum of 30 days prior to the AGM.
- 3.4 If a special resolution is to be presented, then it must be announced in the same notice of the AGM.
- 3.5 The AGM agenda will include appointment of a chairman and secretary for the AGM, reports from each week or weekend of camp, financial statements/reports, election of Trustees, Committee members and Treasurer as required, and those matters added by the Trustees or Committee.
- 3.6 Any motions to be dealt with at the AGM, other than those requiring a special resolution of members, shall be determined by a majority of the votes of those members present.
- 3.7 Every member shall be entitled to one vote at any meeting of the members. Voting is restricted to members present at said meeting. Voting at such meetings shall be by show of hands, or by secret ballot if requested by the chairman.

- 3.8 A majority of the Trustees or Committee may request a special meeting through a written notice to the chairman of the Trustees, setting out the reason for the special meeting. Upon receipt of such a request, the chairman shall provide notice of the special meeting through the BBC website. Notice will be a minimum of 30 days in advance of the special meeting.
- 3.9 A quorum at a meeting of the members shall not be less than 33% of the members of BBC at the time of the meeting.
- 3.10 A quorum at a meeting of the members dealing with a special resolution shall be 75% of the members of BBC at the time of the meeting.

Article 4 / Trustees

- 4.1 The board of Trustees shall consist of 5 members.
- 4.2 Trustees shall serve a term of 5 years. The Trustees' terms shall be staggered with 2 Trustees being elected at one election and the other 3 Trustees being elected at an election 2 years later.
- 4.3 Trustees may serve two successive terms for a total of 10 years. Following a second term, a Trustee must take a minimum of a one-year leave.
- 4.4 At election at an AGM, candidates for Trustee will be nominated and seconded by members attending the meeting. The person nominated must be in agreement to let their name stand in order to run as a candidate. A person can also be nominated if they are not at the meeting but have consented in writing to let their name stand prior to the AGM.
- 4.5 If more people are nominated than the number of positions available, then a secret ballot will be conducted with the persons being elected who have the greatest number of votes.

- 4.6 If there are no nominations for Trustees or insufficient to fill the number of positions, the current Trustees at their first meeting after the AGM have the authority to appoint individuals to fill the vacant positions. Such selection will take place with the majority consent of the current Trustees.
- 4.7 If a Trustee has not been elected to the Committee, at the first meeting between the Trustees and the Committee, one of the Trustees will be appointed to join the Committee.

Article 5 / Committee

- 5.1 The Committee shall consist of a minimum of 9 members and a maximum of 12 members.
- 5.2 The Committee members shall serve terms of 2 years for 6 of the Committee with the remaining 3 members serving a one-year term (for the minimum of 9 members). The 6 members of the Committee serving 2 years terms shall be staggered with 3 Committee members being elected at one election and the other 3 members being elected at the following year's election. For 10 members, there will be 4 members serving a one year term. For 11 and 12 members, there will be additional 2-year terms.
- 5.3 Committee members may serve a maximum of 10 years. Following which a Committee member must take a minimum of a one year-leave.
- 5.4 At election at an AGM, candidates for Committee will be nominated and seconded by members attending the meeting. The person nominated must be in agreement to let their name stand in order to run as a candidate. A person can also be nominated if they are not at the meeting but have consented in writing to let their name stand prior to the annual meeting.

- 5.5 If more people are nominated than the number of positions available, then a secret ballot will be conducted with the persons being elected who have the greatest number of votes.
- 5.6 If there are no nominations for Committee or insufficient to fill the number of positions, the current Committee at their first meeting after the AGM have the authority to appoint individuals to fill the vacant positions. Such selection will take place with the majority consent of the current Committee.

Article 6 / Role of the Trustees

- 6.1 The role of the Trustees is to be responsible for and have authority over the land, to protect the future and integrity of BBC in regards to theology, and ensuring adherence to the objects of BBC.
- 6.2 The Trustees have final authority over the Committee. At the first meeting after the AGM, the Trustees and Committee shall meet at a combined meeting. Together the Trustees and Committee will by consensus agree upon the vision and expectations for the coming year. At their meetings, the Committee will then act to carry out the vision and expectations reached. The Trustees and Committee will also meet prior to the beginning of the camp season.
- 6.3 The Trustees have authority over:
 - 6.3.1 renovations or construction of new buildings at the camp;
 - 6.3.2 the hiring of any full time staff;
 - 6.3.3 the borrowing of any money in accordance with section 11.1
- 6.4 Members of the Trustees are expected to attend meetings of the Trustees and to work co-operatively together to fulfill the mission statement and objects of BBC.

Article 7 / Role of the Committee

- 7.1 The Committee will meet monthly in order to conduct its business, unless otherwise decided at one of its meetings. The Committee is to carry out the directions of the Trustees, the vision and expectations reached at the joint Trustee and Committee meeting, and any motions made at the AGM.
- 7.2 The Committee at their first meeting will appoint people to three subcommittees; Facility, Staffing, and Policy. Each subcommittee will appoint a chair and a secretary. Each subcommittee will meet on its own outside of the regular Committee meetings in order to conduct its business.
- 7.3 Members of the Committee are expected to attend meetings of the Committee and to work co-operatively together to fulfill the mission statement and objects of BBC.

Article 8 / Offices of Trustees and Committee

- 8.1 Each of the board of Trustees and the Committee at their first meetings shall elect a chair and a secretary for the year.

Article 9 / Treasurer

- 9.1 The treasurer serves a two year term.
- 9.2 At election at the AGM, candidates for treasurer will be nominated and seconded by members attending the meeting. The person nominated must be in agreement to let their name stand in order to run as a candidate. A person can also be nominated if they are not at the meeting but have consented in writing to let their name stand prior to the AGM.
- 9.3 If more people are nominated than the number of positions available, then a secret ballot will be conducted with the persons being elected with the greatest number of votes.

9.4 If there are no nominations for treasurer, the Committee at their first meeting after the annual meeting have the authority to appoint an individual to fill the vacant position. Such selection will take place with the majority consent of the Committee.

Article 10 / Role of the treasurer

10.1 The treasurer shall receive all monies donated to BBC for deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Committee may order. They shall properly account for the funds of BBC and keep such books as may be directed. They shall present a full detailed account of receipts and disbursements to the Trustees and Committee at each meeting of same. They shall prepare for submission at the AGM, a statement/report of the financial position of BBC. They shall prepare all reports necessary for government filing.

10.2 At the meetings of the Committee, the treasurer has the same voting rights of any other Committee member, if they attend the meeting. They may serve on a subcommittee if they so desire, but are not required to.

Article 11 / General Matters

11.1 BBC may borrow or raise funds to meet its objects and operations by Special Resolution of the Trustees. BBC may issue security for the borrowing of monies by Special Resolution of its Trustees.

11.2 No Committee member or Trustee shall receive any payment for his or her services as a Member, Committee member or Trustee. Reasonable expenses incurred while carrying out duties of BBC may be reimbursed upon Committee approval.

- 11.3 Each Committee member and Trustee holds office with protection from BBC. BBC indemnifies each Committee members and Trustee against all costs or charges that result from any act done in his or her role for BBC, provided that BBC does not protect any Committee member or Trustee for acts of fraud, dishonesty, or bad faith.
- 11.4 No Committee Member or Trustee is liable for the acts of any other Committee member, Trustee, or employee. No Committee Member or Trustee is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm, or corporation dealing with BBC. No Committee member or Trustee is liable for any loss due to an oversight or error in judgment, or by an act in his role for BBC, unless the act is fraud, dishonesty, or bad faith.
- 11.5 Committee members or Trustees can rely on the accuracy of any statement or report prepared by BBC's auditor. Committee members and Trustees are not held liable for any loss or damage as a result of acting on that statement or report.
- 11.6 These Bylaws may be cancelled, altered, or added to by a Special Resolution at any AGM or special meeting of BBC, provided details of the proposed resolution is given in the notice of such meeting.
- 11.7 If BBC is dissolved, any funds or assets remaining after paying all debts shall be paid to a registered and incorporated charitable organization. Members shall select this organization by Special Resolution. In no event shall any members receive any financial or pecuniary benefit from the dissolution of the BBC.

DATED at the town of Westlock, in the Province of Alberta, this 18 day of November, 2018.