

# **ATLANTIC MISSION SOCIETY**

**The Presbyterian Church in Canada**

# **CONSTITUTION AND BY-LAWS**



*Adopted as revised at the 139<sup>th</sup> Annual Meeting  
September 2015*

**THE ATLANTIC MISSION SOCIETY  
CONSTITUTION AND BY-LAWS  
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# CONSTITUTION

## **Article 1 – Name**

The society is called the Atlantic Mission Society, The Presbyterian Church in Canada, and is hereafter referred to as “the Society”.

## **Article II - The Purpose**

The purpose of the Society is to glorify God and to support with prayer, study and service mission endeavours through The Presbyterian Church in Canada.

## **Article III - Membership**

The membership consists of Active Members, Associate Members and Life Members.

## **Article IV - Organization**

**Congregation:** With the approval of the session of the congregation, any group in agreement with the purpose of the Society may organize as:

- (A) An Auxiliary
- (B) An Affiliated Group

**Presbyterial:** A Presbyterial consists of all Auxiliaries and Affiliated Groups within its bounds.

**The Society:** The Society consists of all Presbyterials within its bounds.

**The Executive Committee:** The Executive Committee is the administrative body of the Society. The Executive Committee is composed of elected members, ex officio members and non-voting members.

## **Article V - Meetings**

The Society will meet annually.

The Executive Committee will hold regularly stated meetings.

## **Article VI - Officers**

The officers of the Society are: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary and such officers as may be deemed necessary for the conduct of the Society's work. Officers are elected at the Annual Meeting.

## **Article VII - Administration of Funds**

- (A) The business of the Society will be carried on without monetary gain for its members and contributions shall be used to support its aims and purposes.
- (B) The Executive of the Society will disburse its funds in accordance with approval granted by members at the annual meeting.
- (C) There will be two signing officers of the Society for all official documents. The signing officers will be the treasurer, the president, or other executive member as selected by the Executive Committee.
- (D) Upon dissolution of the Society all assets (after payment of legal debts) will be turned over to The Presbyterian Church in Canada.

### **Article VIII - Report to Synod of the Atlantic Provinces and General Assembly**

The president will prepare a report annually for the Synod of the Atlantic Provinces and for the General Assembly of The Presbyterian Church in Canada.

### **Article IX - By-Laws**

The By-Laws provide direction to the Society on matters of business that affect the total work of the Society at every level. These By-Laws may be changed at any Annual Meeting of the Society, notice of these changes having been forwarded to the Presbyterials by the Executive Committee and published in *The Presbyterian Message* at least one month prior to the meeting.

### **Article X - Change of Constitution**

The Constitution may be altered at any Annual Meeting of the Society by two-thirds majority vote. Notice in writing of the intended change or changes must be given at the previous Annual Meeting.

**Note:** Whenever the Constitution and By-Laws is revised, a new page (declaration) must be signed and a revised copy of the Constitution and By-Laws must be sent to the Charities Directorate, Canada Customs and Revenue Agency, Ottawa, ON, K1A 0L5

## **BY-LAWS**

### **ARTICLE I - ORGANIZATION**

#### **The Congregation:**

**Auxiliaries-** Must fulfil the purpose of the Society through regular meetings, study, financial support and participation in their Presbyterian and Society activities.

#### **The Presbyterial:**

The Presbyterial should endeavour in every way to further the objectives of the Society and its work and to promote the organization of new auxiliaries and affiliated groups within its bounds. The Constitution (including the By-Laws) of the Society is the Constitution of the Presbyterial. Each Presbyterial may set up additional By-Laws which **do not conflict with the By-Laws of the Society.**

#### **The Executive Committee:**

The Executive Committee is composed of:

- Elected members (Executive Officers)
- The president of each Presbyterial, ex-officio
- Representative of the Life and Mission Agency, (non-voting)
- Synod Staff affiliated with the Society, (non-voting)

The Executive Committee meets at least three times per year, including sessions at the time of the Annual Meeting.

The Executive Committee is empowered to conduct ordinary business affairs of the Society between Annual Meetings and in accordance with the Society's decisions.

## **ARTICLE II - MEMBERSHIP**

**Members** – must belong to an auxiliary, an affiliated adult group, affiliated children's group, or youth group along with their leaders. Members should attend meetings faithfully and support the mission work of the Society.

**Associate Members** – are those who do not attend meetings but support the mission work of the Society.

**Life Members**- are individuals honoured with a Life Membership in the Society in recognition of Faithful Christian service. A specified amount of money shall be given to the Society when such a membership is granted. (See Article V item 4 “Life Membership Certificate”.)

## **ARTICLE III - ANNUAL MEETING**

The Annual Meeting of the Society is held the third weekend of September.

Auxiliaries and affiliated groups may each send one of its members as a delegate to the Annual Meeting. That delegate has voting privileges.

Presbyterials may send delegates to the Annual Meeting. The number of Presbyterian delegates may not exceed 20% (twenty per cent) of the number of auxiliaries and affiliated groups within its bounds.

Elected Society Officers and Presbyterian Presidents are considered as delegates in the matter of voting at the Annual Meeting.

All accommodation and travel expenses are the responsibility of the individual delegate. Those requiring meals must register in advance.

All other members of the Society are welcome to attend the Annual Meeting. They may speak at the Annual Meeting but are not entitled to make a motion or vote.

### **Recommendations to the Society:**

**From an Auxiliary-** Recommendations will be presented in writing at their Presbyterian Annual Meeting. If approved by a two-thirds vote of the Presbyterian, the recommendation will be forwarded through the Presbyterian Executive with comment, not later than June 30<sup>th</sup>, for consideration at the Annual Meeting of the Society.

**From a Presbyterian-** Recommendations, if approved by two-thirds vote of the Presbyterian, will be forwarded with comment through the Presbyterian Executive not later than June 30<sup>th</sup>, for consideration by the Annual meeting of the Society.

**From All Standing and Special Committees -** Recommendations must be presented to the Executive Committee of the Society prior to reporting to the Annual Meeting.

## **ARTICLE IV – REPORTING**

The Society Reporting and Financial Year is from July 1<sup>st</sup> to June 30<sup>th</sup>.

**Society Executive Officers** - are responsible for informing the appropriate Presbyterial Officers that all forms are available on the AMS web site.

**Presbyterial Officers** - are responsible for making sure the Annual Report Forms are accessible to all Auxiliaries within the Presbyterial.

## **ARTICLE V - ADMINISTRATION OF FUNDS**

1. **Auxiliaries** - will forward semi-annually not later than **November 30 and May 31** all contributions for mission work to the Presbyterial Treasurer. Auxiliaries may have a separate fund for general expenses by special contributions.

2. **Presbyterials** - will forward semi-annually not later than **January 15 and June 15** contributions received for mission work to the Treasurer of the Society. Presbyterials may have a separate fund for general expenses.

3. **The Society** -will disburse funds through:  
a) The Presbyterian Church in Canada  
b) Approved special projects (see Note 1)  
c) General operating expenses

**Note 1:** When an offering is taken at a special meeting of a Presbyterial or Auxiliary (eg. Presbyterial Rally, Thankoffering Service etc.), the money should be forwarded through the **Presbyterial Treasurer to the Society Treasurer**. The money may or may not be designated to support a special project. Such a project should be approved by the Executive of the Society or be a special project supported by The Presbyterian Church in Canada. When choosing a project and forwarding the money to the Presbyterial Treasurer, please state the Project Name and Project Number. The Presbyterial Treasurer will forward the money and information to the Society Treasurer. (Also see Article X)

4. **Life Membership Certificates** - The amount of \$25.00 for life membership certificates must be sent to the Society Treasurer with the following information:  
a) The name of the life member  
b) The name of the person or group presenting the certificate  
c) The name of the person and address to which the certificate should be sent and the date required.

The Society Treasurer will issue the certificate and forward the name(s) to the Editor of *The Presbyterian Message*.

5. **Memorial Gifts** - are given through the Auxiliary or Presbyterial and are forwarded with semi-annual remittances. The Auxiliary is responsible for sending the name of the one remembered to the *Message* Editor. (See Note 2)

Note 2: Monies for Life Membership Certificates and Memorial Gifts are over and above regular contributions.

## **ARTICLE VI – EXECUTIVE OFFICERS:**

1. **The Officers are:**
  01. President
  02. Vice-President
  03. Treasurer
  04. Recording Secretary
  05. Corresponding Secretary
  06. Mission Education Convener(s)
  07. Personnel and Policy Convener
  08. Archivist
  09. Editor of *The Presbyterian Message*
  10. Circulation Manager of *The Presbyterian Message*
  11. Member Without Portfolio
  12. Member Without Portfolio

2. Society Executive officers are elected annually. The nominating committee may re-nominate without calling for nominations after the first and second years. Two three-year terms only (a total of six years) are permitted in a particular office with the exception of the following:

The **President** holds office for not more than three years and as immediate Past President shall continue as a member of the Executive Committee for one additional year.

**The Message Editor, the Archivist and the Treasurer** may be re-elected annually after the second term.

**Members Without Portfolio** are for one two-year term only.

Other Officers, after serving one three-year term must submit their resignations in writing.

Nominations must be called for at which time they may again be re-nominated for a second term.

Note: Elected Executive Officers may not name alternates to Executive Committee Meetings.

## **ARTICLE VII – DUTIES OF EXECUTIVE OFFICERS**

The following are the duties of the Elected Executive Officers. (All Officers please refer to the General Directives, Article X.)

### **1. President**

- a) Presides at the Annual Meeting of the Society and all executive meetings
- b) Is an ex-officio member of all Standing Committees
- c) Is the convener of the Bursary Committee
- d) Prepares a report for the Annual Meeting
- e) Attends the General Assembly and the Synod of the Atlantic Provinces as the official representative of the Society, expenses to be paid by the Society
- f) Presents a report (for information) to the Synod of the Atlantic Provinces, this being a summary of the Annual Report of the Society
- g) Presents a report (for information) to the General Assembly
- h) Represents the Society on the Assembly Council and the Life and Mission Agency
- i) Serves as a representative on the Mission Committee of Synod
- j) Represents the Society at meetings of organizations other than those mentioned above, only



when invitations are accepted by the Executive Committee or the Personnel and Policy Committee

- k) Represents the Society at meetings of Presbyterials, when invited
- l) Represents the Society on Synod Council
- m) Serves as a representative for Presbyterian World Service & Development (PWS&D)

## **2. Vice-President**

- a) Performs the duties of the President's office at the request of, or in the absence of, the President
- b) Acts as an ex-officio member on Standing Committees of the Society
- c) Is prepared to accept the nomination for President

## **3. Treasurer**

- a) Is Convener of the Finance Committee
- b) Receives, holds, and keeps an account of all monies given to the Society
- c) Reports the state of the Treasury at each regular Executive Committee Meeting with a printed statement
- d) Is a member of the Society's Personnel & Policy Committee
- e) Will prepare and present the Annual Financial Report to an auditor appointed by the Society for examination prior to presenting it to the Annual Meeting

## **4. Recording Secretary**

- a) Keeps a record of the proceedings of the Society and the Executive Committee Meetings
- b) Sends out copies of Executive Committee Minutes as soon as possible
- c) Gives proper notice three weeks in advance of stated and special meetings as requested by the President
- d) Following the Annual Meeting, prepares an updated copy of  
*Appendix "A" - Slate of Officers* for the ensuing year.  
*Appendix "B" - Appointments to Agencies and Committees*  
A list of *Executive Committee Members*, with addresses, telephone numbers and e-mail addresses as available.  
A copy of each of these will be included with the minutes of the Annual Meeting sent to all Executive Committee Members
- e) Prepares "highlights" of the previous Annual Meeting for the Annual Report

## **5. Corresponding Secretary**

- a) Deals with all correspondence as directed by the Society
- b) Keeps the Tabulated Reports up to date on the AMS web site
- c) Stocks supplies such as Society Pins, In Remembrance Cards, and Offering Envelopes
- d) Forwards annually the names of those named to the committees of Synod to the Clerk of Synod and also to the conveners of said committees
- e) Supplies the Office of The Clerk of Assembly with the name of the President-elect in January of the year in which the office of President of the Society changes
- f) Forwards all correspondence received to the appropriate Society Officer
- g) Prepares a report for each Executive Committee Meeting and the Annual Meeting

- h) Compiles the Annual Report from the reports received from the Presbyterial
- i) Has a hard copy of the Constitution and Bylaws available at all meetings

#### **6. Mission Education Convener(s)**

- a) Is the Convener of the Mission Education Committee. The office of Mission Education Convener may be shared by two persons as co-conveners.
- b) Is a member of the Society Finance Committee
- c) Is a member of *The Presbyterian Message* Editorial Committee
- d) Keeps all members of the Society informed of new and current mission education resource materials, as they become available
- e) Displays available resource material at the Annual Meeting
- f) Supports *The Presbyterian Message*, with information on the current mission education resources
- g) Assists members of the Synod Staff, co-operating as requested
- h) Represents the Society in the preparation of schedules for visiting mission guests
- i) Prepares a report for each Executive Committee Meeting
- j) Prepares an Annual Report from the reports received from the Presbyterials

#### **7. Personnel and Policy Convener**

- a) Is the Convener of the Personnel and Policy Committee
- b) Serves on the Finance Committee
- c) Serves on the Personnel Committee of Synod
- d) Prepares a report for each Executive Committee Meeting and the Annual Meeting
- e) Develops and maintains the forms required by the Society

#### **8. Archivist**

- a) Is responsible for the care and development of the Society's Archives by:
  - (1) Receiving and properly storing all Annual Reports, Tabulated Reports, *The Presbyterian Message*, Record Books, published materials, policy statements and other materials pertaining to the Society
  - (2) Receiving and properly recording and storing documents, letters and photographs pertaining to the Society
  - (3) Receiving and properly recording and storing any records that Presbyterials or auxiliaries may wish to preserve
  - (4) Maintaining up-to-date Accession Records, and Finding Files in accordance with up-to-date information of the Nova Scotia Archives relative to Small Archives policy
- b) Conducts correspondence related to the Archives and maintains contact with Presbyterials
- c) Prepares a report for each Executive Committee Meeting
- d) Prepares an Annual Report which shall include a listing of the current year's acquisitions
- e) Adheres, insofar as is possible, to the suggestions of the Nova Scotia Archives representatives and their publications relative to Small Archives

#### **9. Editor of *The Presbyterian Message***

- a) Is convener of *The Message* Editorial Committee
- b) Is responsible for the publication, assisted by an Editorial Committee, under the direction of the

#### Executive Committee

- c) Has power to condense or make extracts of material submitted to the Editor
- d) Serves on the Society Mission Education Committee
- e) Gives notice of the place and date of the Annual Meeting in the two issues prior to the Meeting
- f) Prepares a report for each Executive Committee Meeting and for the Annual Meeting.

#### 10. Circulation Manager of *The Presbyterian Message*

- a) Maintains the subscription list
- b) Pays all expenses of *The Presbyterian Message* with monies received in payment of subscriptions. Should expenses exceed this income, the Executive shall allocate a covering grant
- c) Prepares a report for each Executive Committee Meeting and an Annual Distribution and Financial Report

#### 11. Members Without Portfolio

- a) May not have served on the Society Executive within the preceding five years
- b) Must be willing to accept nomination to an office whenever an appropriate office becomes available
- c) Must be willing to serve on a Society Standing Committee

### **ARTICLE VIII - HONORARY PRESIDENTS**

1. Any person who has given outstanding service on the Executive of the Society may be named as Honorary President, for a three year term. Each year, at the Spring Executive, someone may be named for this honour.
2. The President will inform the nominee of the Executive's wishes and asking the nominee to accept the honour. The President will invite the Honorary President to the Annual Meeting, with the assurance that all expenses (registration, accommodation, meals and travel) will be reimbursed by the Society for the first year only.
3. The Honorary President will have speaking and voting privileges for their three years in office.
4. The Honorary president will be introduced by an executive member at the appropriate time.
5. The presence of other current Honorary Presidents will be recognized.

### **ARTICLE IX - STANDING COMMITTEES**

#### **The Finance Committee:**

1. The members are the Treasurer, Mission Education Convener, Personnel and Policy Convener, the President or Vice-President and one other named by the executive.
2. The duties are:
  - a) To prepare a budget for each ensuing year
  - b) To deal with all financial requests coming to the Executive Committee.

### **The Mission Education Committee:**

1. The members are: the Mission Education Convener(s), the Editor of *The Presbyterian Message*, the President or the Vice-President and two others named by the Executive. For special tasks, sub-committees may be appointed from within the Committee with power to add additional members.
2. The duties are:
  - a) Promoting and encouraging mission education
  - b) Planning leadership, mission education and special events at the request or with consent of the Society
  - c) Supporting children's and youth groups, as requested, as well as events sponsored by the Synod and/or The Presbyterian Church in Canada

### **The Personnel and Policy Committee:**

1. The members are: the Convener, the President or Vice- President, the Treasurer and two others named by the executive.
2. The duties are:
  - a) To manage all policy statements of the Society
  - b) To formulate and maintain all forms used within the Society, available on the web site.

### ***The Presbyterian Message* Editorial Committee**

1. The members are the Editor and the Circulation Manager, the President or Vice-President, the Mission Education Convener and two others named by the Executive.
2. The duties are:
  - a) To advise and support the Editor in the duties of the office
  - b) To promote submission of articles and new ideas for *The Presbyterian Message*

### **The Bursary Committee:**

1. The members are: the President, the Vice-President, the Treasurer and the Presbyterial Presidents.
2. This committee will decide on all applications for all bursaries.
3. The duties are:
  - a) To meet and consider all applications
  - b) To make recommendations to the Executive Committee re the granting of bursaries

### **The Nominating Committee:**

1. A nominating committee shall be named at each Annual Meeting of the Society for the ensuing year. It shall be composed of the Presbyterial Presidents who, in turn, will act as convener of the Committee for one year only, on a rotational basis, the rotation being the Presbyterials in alphabetical order.
2. Since the Convener of the nominating committee is ineligible to vote, the convener's Presbyterial will be represented by its Vice-President or an attending delegate.
3. Should a member of the Nominating Committee be nominated for an office on the Executive Committee and agrees to be considered, the member must withdraw from the Nominating Committee and be replaced by an alternate of the Presbyterial.

4. The duty of the Nominating Committee:  
To select a slate of officers to be presented to the Annual Meeting. (Other nominations may be made from the floor, with the consent of the nominees.) It is expected that those accepting nomination to an office will be at the Annual Meeting.
5. The duties of the Nominating Committee Convener are:
  - a) To ascertain the intentions of Executive Officers as to continuing in office for the ensuing year. Where an officer has served a three-year term, or is unable or unwilling to continue, a written resignation should be submitted.
  - b) To receive written resignations from Executive Committee Officers by **December 31**. Note: Resignations sent by electronic mail (e-mail) must be followed by submission of a signed document.
  - c) To inform Presbyterian Executives by **January 31** of all vacancies to be filled, requesting nominations for these positions which should be received by **June 30**.
  - d) To contact each nominee, referring to the duties of the particular office and receiving confirmation of acceptance.
  - e) To present the complete slate of officers approved by the Executive Committee to the Annual Meeting
6. If further nominations are made from the floor, there must be a vote.

## **ARTICLE X – DIRECTIVES**

### **1. General:**

- a) All Standing Committees ordinarily meet just prior to or between sessions of the Executive Committee. (The President is to co-ordinate times of meeting.)
- b) All Standing Committees must keep minutes and circulate them to their members.
- c) The President or Vice President is a member of all Standing Committees.

### **2. Mission Deputation:**

- a) When enquiries are made by the Society for Mission Deputation, the President is the liaison person with the Synod.
- b) The Presbyterian and/or Auxiliaries hosting the mission speaker are responsible for accommodations, meals and travel within the Presbyterian.
- c) Travel between Presbyterials is the responsibility of the Society. Travel to and from Toronto is the responsibility of the Society when it has requested the visit.
- e) The offering received when a mission guest has been invited to speak is forwarded through the Presbyterian Treasurer to the Society Treasurer.  
The offering may be designated as a “Special” (see Article V)
- f) When a Presbyterian has a visiting Mission Speaker, a donation may be made to the Society for deputation, in addition to paying local expenses.
- g) Policy must not conflict with that of the Life and Mission Agency of The Presbyterian Church in Canada.

## **ARTICLE XI- ANNUAL REPORT**

The Annual Report of the Society is comprised of:

- 1) **The Annual Report** - as presented and approved at the Annual Meeting
- 2) **Appendix "A"** - Slate of Officers for the ensuing year
- 3) **Appendix "B"** - Appointments to Agencies and Committees

## **ARTICLE XII - APPOINTMENTS TO AGENCIES AND COMMITTEES**

- A. General Assembly Agencies and Committees:**  
The Society is represented on various General Assembly Agencies and Committees as required, in person or by correspondence. A list of the designated representatives is published as **Appendix “B”** of the Annual Report.
- B. Synod Committees:**  
The Society is represented on various Synod Committees as required, in person or by correspondence. A list of the designated representatives is published as **Appendix “B”** of the Annual Report.
- C. Society Executive Standing Committees:**  
(First-named person to be convener unless otherwise stated)

Nominating Committee

Presbyterial Presidents (Convener by rotation)

Bursary Committee

President

Vice-President

All Presbyterial Presidents

Treasurer

Finance Committee

Treasurer

Mission Education Convener

Personnel & Policy Convener

President and/or Vice-President

One other named by Executive

Personnel & Policy Committee

Personnel and Policy Convener

Treasurer

President and/or Vice-President

Two others named by Executive

Mission Education Committee

Mission Education Convener(s)

*Message* Editor

President and/or Vice-President

Two others named by Executive

Editorial Committee

*Message* Editor

*Message* Circulation Manager

Mission Education Convener

President

Two others named by Executive

## **ARTICLE XIII - RULES OF ORDER**

The rules contained in "*Robert's Rules of Order*" shall govern the Society in all cases to which they are applicable.

## **PRESBYTERIAL BY-LAWS**

Presbyterials may have by-laws related to Presbyterian matters (such as dates of Presbyterian meetings, terms of office, number of Executive Officers) provided they do not conflict with the Constitution and By-Laws of the Society.

### **ARTICLE I - PRESBYTERIAL OFFICERS**

1. The officers of each Presbyterian are: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Mission Education Secretary and any other officers the Presbyterian deems necessary for its effective work.
2. All Presbyterian Officers should be familiar with the Constitution and By-Laws of the Society.

### **ARTICLE II - DUTIES OF PRESBYTERIAL OFFICERS**

#### **1. President**

- a) Is responsible for the general oversight of the Presbyterian.
- b) Will preside at the Annual Meeting of the Presbyterian and at regular meetings of the Presbyterian Executive Committee
- c) Will be in office no longer than three years in order to ensure regular change of leadership
- d) Prepares a report for the Presbyterian Annual Meeting and Presbytery.
- c) Is an ex-officio member of the Society Executive Committee with voting privileges

#### **2. Vice-President/s**

- a) Assists the President in the general oversight of the work of the Presbyterian.
- b) Performs the duties of the President's Office at the request of, or in the absence of, the President
- c) Must be prepared to accept the nomination for President.

#### **3. Treasurer**

- a) Is responsible for banking and keeping account of:
  1. Mission contributions received from Auxiliaries and Affiliated Groups, remitting semi-annually to the Treasurer of the Society.
  2. Presbyterian funds received from Auxiliaries and any other monies received for Presbyterian expenses and projects, making payments as instructed by the Presbyterian Executive
- b) Reports the state of the Treasury at each regular meeting of the Presbyterian Executive Committee and the Presbyterian Annual Meeting.

#### **4. Recording Secretary**

- a) Records the proceedings of the Presbyterian
- b) Gives notice of all meetings

## 5. **Corresponding Secretary**

- a) Deals with all business correspondence connected with the Presbyterial and forwards all correspondence received to the appropriate Presbyterial Officer
- b) Prepares a report for each Presbyterial Executive Committee Meeting
- c) Prepares a report for the Presbyterial Annual Meeting from the reports received from the Auxiliaries
- d) Reports any changes in the Tabulated Report on the web site.
- f) Sends a copy of the Presbyterial Annual Report and any changes to the Tabulated Report to the Corresponding Secretary of the Society
- g) Supplies auxiliaries with In Remembrance Cards
- h) Has a hard copy of the Constitution and By-Laws available at all meetings

## 6. **Mission Education Secretary**

- (a) Promotes and encourages mission education and leadership training within the Presbyterial by:
  - (1) Relaying information to Auxiliaries in regard to Mission Study themes and prepared materials
  - (2) Encouraging attendance at training events planned by the Society and cooperating in promoting workshop sessions within the Presbyterial
- (b) Informs all Auxiliaries that the forms are available on the AMS web site, giving date and address for return, but will provide a hard copy to those Auxiliaries who do not have access to the Internet
- (c) Prepares a Mission Education Report for the Presbyterial Annual Meeting and forward a copy to the Mission Education Convener of the Society by the date requested
- (d) Is prepared to report at each meeting of the Presbyterial Executive Committee

## **AUXILIARY BY-LAWS**

The Auxiliary should be familiar with the Constitution and By-Laws for its organization and for the general direction as to duties. Any rules relating to local affairs of the Auxiliary may be adopted provided they do not conflict with the Constitution and By-Laws of the Society.

### **ARTICLE I - OFFICERS**

The Officers of the Auxiliary are President, Vice-President, Secretary, Treasurer, and any other officers deemed necessary.

### **ARTICLE II - DUTIES OF OFFICERS**

1. **President**
  - a) Presides at all meetings, and has a general oversight of the work
  - b) Represents the Auxiliary on the Presbyterial Executive Committee
2. **Vice-President**
  - a) Assists the President in the work of the Auxiliary



- b) Performs the duties of the President's Office at the request of, or in the absence of, the President
3. **Secretary**
- a) Records the proceedings of the Auxiliary and gives notice of meetings
  - b) Prepares a written report for its Annual Meeting and for the Annual Congregational Meeting.
  - c) Keeps the Presbyterial informed of the status of the Auxiliary and forwards annually all completed Report Forms to the appropriate Presbyterial Officers.
4. **Treasurer**
- a) May provide offering envelopes, available from the Society Corresponding Secretary, and keep a list of personal givings
  - b) Receives and keeps an accurate account of all money received by the Auxiliary and remits same along with the completed Financial Report semi-annually to the Presbyterial Treasurer
  - c) Reports the state of the Treasury at each meeting
  - d) Prepares a written Financial Report for its Annual Meeting and for the Congregational Annual Meeting as required

### **ARTICLE III - EXPENSE FUNDS**

Each Auxiliary shall contribute a specified sum of money per active member, established by the Presbyterial, toward Presbyterial expenses (dues). The Presbyterial funds shall be earmarked for that purpose when forwarded to the Presbyterial Treasurer. Auxiliaries should establish an expense fund for their own use.



