

**THE CANADIAN COUNCIL OF CHURCHES
BY-LAWS**

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BY-LAWS

THE CANADIAN COUNCIL OF CHURCHES

SECTION I

Incorporation and Business

1. The head office of the Council shall be in the City of Toronto, in the Province of Ontario or at such other place as may be designated by the Council. (See Act to incorporate the Canadian Council of Churches, 3 (1)).
2. French and English shall be the official languages of the Council.
3. The seal of the Council shall be a cross with two maple leaves at its base; the whole encircled by the words "The Canadian Council of Churches" in both English and French.

SECTION II

Forum

To function as forum, the standard of practice for each body of the Council shall be that:

1. Each member church has equal voice in discussing issues.
2. The Council acts as coordinator of churches wishing to work together, enabling member churches to act together, or where there is unanimity to delegate the Council to act on their behalf.
3. The concerns of the Council shall normally originate with member churches through their appointed representatives. However, since the Council is part of the Body of Christ and must respond to the guidance of the Holy Spirit, agenda items may also arise from other sources. They are then referred to the appropriate commission or the Governing Board, or to the Executive or other committees when mandated by the Governing Board. In these bodies the appointed representatives of the member churches accept responsibility for these concerns by deciding whether and what action should be taken on them. In this way the member churches ultimately determine the agenda of the Council and its various parts.
4. It is the intent that the Council shall act with the agreement of all member churches.

5. When agreement is not possible, member churches shall have the privilege of opting in to smaller multi-church fora for common action. Such actions shall not be in the name of the Canadian Council of Churches, though the Council office and staff could be asked to facilitate them.
6. Signatories for statements from the Council will vary according to need. When the Council acts as Council, the signatories will be the ecclesiastical authorities or officers of member churches. When the Council acts in a reporting capacity, the General Secretary may be the one to sign. When the member churches act in concert, their ecclesiastical authorities will be the signatories. However, when an issue has unmistakable doctrinal implications or import, actions in the name of the Council can only be agreed to at the level of the full Governing Board.
7. When a committee or Commission acts apart from the Governing Board, it shall be clearly identified as such.

SECTION III

Membership

A. Criteria of Membership

A Christian church body seeking election as a member of the Council, in addition to indicating its acceptance of the Basis on which the Council is founded, must satisfy the following criteria:

1. It shall have a basis of association on which it exists as a church body, such as a constitution, covenant, statement of faith, or other form of confession.
2. It shall give evidence of autonomy, stability and continuity as a church body in Canada.
3. It shall have a definite form of church government including a responsible central body or association.
4. It shall demonstrate a spirit of co-operation with, and respect for, the convictions of other Christian communions.
5. It shall consist normally of at least ten congregations and of 2,000 members in different areas of Canada, unless special circumstances warrant an exception.
6. It shall undertake to make annual contributions to the Council budget as requested by the Governing Board.

7. A church body which does not have credal statements within its tradition may apply for, and be elected to, membership provided it demonstrates by its church life and conduct that it upholds the spirit of the Basis.

B. Churches formed through Union

A church body resulting from the union of two or more church bodies, any of which have been members of the Council, shall be recognized by the Governing Board as a member of the Council upon receipt of a statement of the intention of the new church body to fulfil the obligations of membership in the Council.

C. Associate Membership

1. Unless otherwise provided for, these By-Laws shall apply equally to associate member churches.
2. A review of the associate membership shall take place, usually every three years. Both the Council and the Associate Member shall review the status of the Associate Member and report to each other. This review shall include consideration of the progress toward full membership, and shall be reported to the Governing Board.
3. A financial agreement shall be drawn up between the Associate Member and the Council, and it shall be binding during the period designated.

SECTION IV

Participation by Non-Member Organizations

1. The following may be invited by the Governing Board or a commission to participate in the work of a commission or committee of the Council and may, as hereinafter provided, be accorded the privilege of representation on such commission or committee by its vote:
 - a. churches not members of the Council which are recognized by the Governing Board as being in agreement with the Basis of the Constitution; and
 - b. bodies recognized under the provisions of Article VI of the Constitution as affiliated boards or agencies, related movements, or organizations in collegial relationship.
2. In accepting the invitation and privileges of participating in selected phases of Council work, it is understood that churches and organizations so recognized accept responsibility for

assisting in the furthering of such work, for sharing in its financial support, and for interpreting it to their constituencies.

SECTION V

Governing Board and Executive Committee

1. PURPOSE

- a. The Governing Board shall review ecumenical life in Canada, reflect on its significance, identify needs and direct the affairs of the Council to express the unity which member churches desire. It shall reflect on the common mission of the churches, long-range planning and policy formation and the relationship between or among commissions, as outlined in Section VIII.
- b. The Executive Committee shall oversee the life of the Council offices between meetings of the Governing Board for the implementation of policy.

2. MEMBERSHIP

- a. The membership of the Governing Board and Executive Committee is defined in Article IX of the Constitution.
- b. The Chairperson of each Commission shall be a voting member of the Governing Board and of the Executive Committee.
- c. Members of the Council executive staff shall normally attend meetings of the Governing Board and of the Executive Committee, with voice but no vote.
- d. The President or the General Secretary may invite to meetings of the Governing Board guests, observers or consultants. These shall have voice, but no vote.
- e. No remuneration shall be paid to the directors or officers; except for reimbursement of reasonable expenses.
- f. The directors and officers of the organization are indemnified and saved harmless out of the funds for the organization except such costs, charges, or expenses as are occasioned by the Directors or Officers own willful neglect or default.

3. *MEETINGS*

- a. The Governing Board will normally meet semi-annually in the spring and autumn. The Spring meeting shall be deemed the annual meeting. The Executive Committee will normally meet between meetings of the Governing Board.
- b. Failure of a member to receive notification of a meeting will not invalidate any proceedings taken thereat. Subject to Article 11 Section 5 of the Constitution.
- c. At least one Governing Board meeting of each triennial period shall be held in a different geographical area. That meeting would add to the regular format at least one day dedicated to meeting the local ecumenical community. Planners would also integrate an engagement with local ecumenism into the agenda of the meeting.

4. *TASKS OF THE GOVERNING BOARD*

The Governing Board shall:

- a. plan and determine policy for the Council in the light of the ecumenical situation;
- b. admit church bodies to membership and Associate membership;
- c. make statements on public issues when appropriate;
- d. receive recommendations and confirm appointments of members of the executive staff;
- e. receive the reports of the Executive Committee, commissions, standing committees and such special committees as may be appointed by the Board, review and reflect on them and make decisions as necessary;
- f. receive and act on reports from the Nominating Committee in relationship to Triennial elections and membership on the Executive Committee, the commissions and committees of the Council.
- g. agree on a process and amounts to be used in making annual budget requests to each category of membership

5. *TASKS OF THE EXECUTIVE COMMITTEE*

The Executive Committee shall:

- a. report to the Governing Board through the President;
- b. act on decisions of the Governing Board;
- c. oversee the work of the Treasurer and ensure the availability of sufficient funds for the work of the Council,
- d. receive recommendations of the Personnel Committee regarding the employment and release of executive staff personnel and make recommendations to the Governing Board, and
- e. direct and support the Council staff in the implementation of policy as established by the Governing Board and, in consultation with the Personnel Committee, consider for approval staff initiatives and work priorities.

6. *RULES OF ORDER*

Bourinot's Rules of Order, latest edition, shall be the governing parliamentary guide, except for such rules as may be set forth in the Constitution or By-Laws of the Council.

SECTION VI

The Assembly

PURPOSE

The Assembly shall provide a national forum offering a broader focus, more open participation and prayerful, large-scale, face-to-face celebration of ecumenical community in Christ.

MEETINGS

Meetings of the Assembly shall be at the call of the Governing Board, and shall be planned in the spirit of forum, at reasonable interludes, allowing for annual budget allocations to accrue and for adequate preparation time. Participation would not necessarily be limited to delegates of member churches. Shared prayer, ecumenical education, focus on important current questions, provision for French as well as English participation, and a national frame of reference would all be important components of such Assembly meetings.

SECTION VII

Officers

1. PRESIDENT

The President shall provide general leadership to the Council, and be the presiding officer at meetings of the Assembly, the Governing Board and the Executive Committee. (See Art. X, Sec.5.)

2. *VICE-PRESIDENTS*

In the absence, or at the request, of the President one of the Vice-Presidents may preside instead. There shall be a Vice-President representing the Governing Board on each Commission.

3. *GENERAL SECRETARY*

The General Secretary shall:

- a. direct the administration of the work of Council and the conduct of its programs and staff;
- b. recommend to the Governing Board policies and procedures for the Council;
- c. report to the Governing Board on the over-all progress and problems of the Council and provide to the Governing Board Spring Meeting an Annual report;
- d. with the advice of such working groups as the Governing Board may from time to time establish, co-ordinate relationships between the Council and the World Council of Churches and other world, regional or national bodies related to the ecumenical movement;
- e. represent and interpret the Council to its member churches, other religious organizations, government and the general public;
- f. prepare dockets for meetings of the Assembly, the Governing Board and the Executive Committee; and
- g. seek to ensure adequate financial support for the Council and its programs.

4. *TREASURER*

As the chief fiscal officer of the Council, the Treasurer shall:

- a. oversee the financial program of the Council to assure its soundness and integrity;
- b. assure proper arrangements for the receipt, custody and disbursements of funds;
- c. report to each meeting of the Governing Board and the Executive Committee on the financial status of the Council;
- d. assist in the development of financial resources for the Council;
- e. manage the investments of the Council on the advice of the Finance Committee; and
- f. serve for a term of three years, subject to reelection by the Governing Board.

SECTION VIII

Commissions of the Council

A. Commission on Faith and Witness

1. *PURPOSE*

To provide a forum for Christian churches to:

- a. articulate the Christian faith they hold in common and to seek greater mutual understanding and witness;
- b. identify and explore theological questions of mutual concern and share resources for dialogue and common understanding;
- c. collaborate with other commissions and agencies of the Council in the exploration of mutual concerns and the expression of theological understanding; and
- d. reflect theologically on the direction of ecumenism.

2. MEMBERSHIP

- a. The Commission shall be composed of representatives of member churches of the Council and other churches that wish to participate in accord with Section III of the By-Laws.
- b. The membership of the Commission shall be:
 - 1) up to three representatives from each member church;
 - 2) one representative for each participating non-member church;
 - 3) at least three of the members shall be youth (up to thirty years of age);
 - 4) a Vice-President;
 - 5) designated Council staff.
- c. The Commission may co-opt up to six members-at-large, who shall have the right to vote but not hold office.
- d. The Commission shall elect its own Chairperson, for a three-year term, renewable once.
- e. The Commission shall elect three of its members to a steering Committee which shall also include *ex-officio* the Commission chairperson and Council staff assigned to the Commission.
- f. The Steering Committee may act on behalf of the Commission where action is required between meetings, with due regard to its accountability.
- g. A past Chairperson may assume duties as directed by either the Chairperson or the Commission.
- h. In the final year of the Chairperson's term of office, the Commission shall elect its next Chairperson who shall serve as Vice-Chairperson for the remainder of the term and who will assume duties as directed by either the Chairperson or the Committee.

3. MEETINGS

The Commission shall meet at least once a year, frequency and time to be decided by the commission.

4. *TASKS*

The Commission on Faith and Witness shall:

- a. initiate and engage in theological studies which will encourage greater mutual theological understanding among the churches;
- b. help to promote ecumenical and interfaith dialogue in Canada;
- c. maintain a theological overview of interfaith relations;
- d. encourage and respond to local, regional and international studies and activities;
- e. prepare regional and national conferences from time to time on theological concerns;
- f. maintain active liaison with such groups as the Faith and Order Commission of the World Council of Churches, the Pontifical Council for Promoting Christian Unity, and the Commission on Faith and Order of the National Council of Churches of Christ in the U.S.A.;
- g. establish working groups as required to consider and effect ecumenical collaboration in new areas of work;
- h. ensure the development of resources for the Week of Prayer for Christian Unity;
- i. engage in theological reflection with other commissions and agencies of the Council in relation to their areas of responsibility;
- j. report annually to the Governing Board of the Council and submit a Commission budget to the Finance Committee;
- k. advise and support the staff of the Council assigned to the Commission;
- l. respond as appropriate to requests of the Governing Board and the other commissions of the Council, and
- m. facilitate the exchange of ecumenical news and information.

B. Commission on Justice and Peace

1. PURPOSE

To provide a forum for:

- a. sharing information and concerns among those involved in ecumenical work on peace and social justice in Canada and the world;
- b. reflecting biblically and theologically on peace and social justice, and
- c. facilitating the cooperation of the churches in peace and justice concerns.

2. MEMBERSHIP

- a. The Commission shall be composed of:
 - 1) up to three representatives from each member church of the Council;
 - 2) at least three youths (up to thirty years of age);
 - 3) on invitation by the Commission, one representative each from other Christian churches involved in ecumenical coalition or committee work on matters relating to justice and peace;
 - 4) a Vice-President of the Council; and
 - 5) designated Council staff.
- b. The Commission shall elect its own Chairperson, for a three-year term, renewable once.
- c. A past Chairperson may assume duties as directed by either the Chairperson or the Commission.
- d. In the final year of the Chairperson's term of office, the Commission shall elect its next Chairperson who shall serve as Vice-Chairperson for the remainder of the term and who will assume duties as directed by either the Chairperson or the Committee.

3. *MEETINGS*

The Commission shall meet at least once a year, frequency and times to be determined by the Commission.

4. *TASKS*

The Commission on Justice and Peace shall:

- a. call together churches, coalitions and other interested organizations and individuals for the purpose of sharing information on current activities, identifying emerging issues and making recommendations to the Commission for action to the Council and its member churches;
- b. convene, as appropriate, fora and ad hoc working groups of interested parties with expertise or shared interests;
- c. assist the collaboration of the churches with the World Council of Churches and other national and international bodies involved in promoting peace and social justice;
- d. engage as requested in the coordination of statements on peace and social justice in accordance with the by-laws on Council statements;
- e. receive regular reports from working Committees of the Council concerned with peace and social justice;
- f. report regularly to the Governing Board of the Council and submit annually a Commission budget to the Finance Committee;
- g. collaborate with other Commissions and agencies of the Council, and the Coalitions Priorities and Administration Committee, in areas of mutual concern;
- h. respond as required to requests of the Governing Board and other Commissions of the Council,
- i. advise and support the staff of the Council assigned to the Commission,
- j. oversee the representation of the Council at the United Nations, and
- k. facilitate the exchange of ecumenical news and information.

5. *STEERING COMMITTEE*

- a. There shall be a Steering Committee comprising the Chairperson and up to five members elected by the Commission.
- b. The Steering Committee shall be responsible for:
 - 1) planning agendas and follow-up for Commission meetings;
 - 2) assisting the Commission in the referral of issues to the appropriate groups for action/response, and
 - 3) acting on behalf of the Commission between meetings.
- c. The Steering Committee shall report on its activities at the next full Commission meeting.

6. *COALITIONS*

The Commission on Justice and Peace recognizes the special ecumenical tools of member churches which are called Coalitions. A Memorandum of Understanding amplifying the role of Coalition boards will be developed to serve as terms of reference for the Coalition boards, and specify working relationships.

SECTION IX

Standing Committees of the Council

The following standing committees shall be appointed by the Governing Board after consultation with the churches. Each committee shall elect its own chairperson. Each committee shall represent the diversity of the member churches.

A. Nominating Committee

1. There shall be a Nominating Committee of at least six members.
2. The Nominating Committee shall make the following nominations to the Governing Board after consultation with member churches and other bodies:
 - a. the President;
 - b. the Vice-Presidents;

- c. the Treasurer;
 - d. three youth members of the Governing Board.
3. Upon receipt of notice from the General Secretary that a vacancy exists in any of the foregoing positions, the Committee shall nominate a candidate for the unexpired term, submitting such nomination to the Governing Board (or, if urgent, to the Executive Committee).
 4. The Nomination Committee shall receive appointments from the members churches of:
 - a. members of the Commission on Faith and Witness, the Commission on Justice and Peace,
 - b. members of standing committees: Nominating, Personnel, Finance, Constitution, Audit and Youth, and such other committees as may be required from time to time, and
 - c. such other nominations as may be required.
 5. Procedures for the Nomination and Election of Officers:
 - a. Nomination Procedures:
 - 1) Approximately twelve months prior to the expiry of each three year term of office, member churches shall be asked to make nominations for the position of President and Vice-Presidents. They shall have two months to reply.
 - 2) The Committee shall prepare for the Governing Board's Spring meeting the slate of those who have been nominated and are willing to let their names stand and have the agreement of their member churches.
 - 3) Churches or commissions may nominate persons from any member church of the Council, with the prior agreement of the nominee and her/his member church.
 - 4) When a request for nominations is sent to member churches, each nomination shall be accompanied by a brief biographical sketch (approximately 100 words) of the person concerned. The sketch shall include the nominee's denomination but shall not mention the group or groups making the nomination.
 - 5) The Nominating Committee shall take such steps as are necessary to encourage member churches to provide a balanced slate of nominees.

- 6) When a vacancy exists in the office of Treasurer, the procedures for nomination and election as stated in this bylaw will be followed.

b. Election Procedures:

- 1) The Committee shall be responsible for nominating to the Governing Board one person for President and for each Vice-President, designating the Commission each might serve.
- 2) When electing these officers, the Governing Board shall deal with each position separately, starting with the President.
- 3) After the Committee has placed a name in nomination, opportunity shall be given for other nominations. Before a nomination can be received, it must first have been given in writing to the Committee at least twenty-four hours previously, supported by a member church, and have the consent of the nominee and her/his member church. A brief biographical sketch must also be given to the committee.
- 4) After nominations are completed, the vote shall be taken and the person receiving the majority of votes shall be declared elected. If no candidate receives a majority, the person receiving the lowest number of votes shall be dropped and the balloting continued.

B. Personnel Committee

1. There shall be a Personnel Committee of at least six members.
2. The Personnel Committee shall work with the General Secretary in:
 - a. developing, interpreting and applying personnel policies which enable the Council to employ and retain a staff competent to implement its goals and objectives;
 - b. recommending to the Governing Board the number and nature of staff positions;
 - c. recommending to the Executive Committee the employment and release of executive staff personnel;
 - d. consulting as needed with the Executive Committee on the workload of the Council's staff;
 - e. enabling the Governing Board in the search and selection process for executive staff; and

- f. conducting performance reviews of all staff.

C. Finance Committee

1. There shall be a Finance Committee of at least six members on which the financial officers of the Council's member churches, or their delegates, are invited to sit.
2. The Finance Committee shall:
 - a. review the annual budgets of the Council and make recommendations thereon to the Governing Board;
 - b. oversee the financial operations of the Council and its administration;
 - c. in co-operation with the Personnel Committee recommend salary ranges for all staff categories and for specific positions;
 - d. review the current financial status of the Council for regular report to the Governing Board;
 - e. review the annual report of the Treasurer, for presentation to the auditor;
 - f. review, and advise the Treasurer on, the investments of the Council; and
 - g. all monies, securities and other valuable effects shall be deposited in the name and to the credit of the Canadian Council of Churches in such chartered bank or trust company, or in the case of securities, in such registered dealer in securities as may be designated by the Governing Board.

D. Constitution Committee

1. There shall be a Constitution Committee of at least six members.
2. The Constitution Committee shall:
 - a. interpret the Constitution and By-Laws of the Council, as may be requested or required;
 - b. review the Constitution and By-Laws of the Council, recommending to the Governing Board such changes as may seem desirable or necessary in accord with Articles XV and XVI of the Constitution;

- c. review and make recommendations on applications for membership or recognition of non-member organizations.

E. Audit Committee

1. There shall be an Audit Committee of at least three members.
2. The Audit Committee shall:
 - a. review the draft financial statements prepared for audit;
 - b. recommend the final audited statements to the Governing Board for approval;
 - c. review, and advise the Governing Board on, the auditor's recommendation(s); and
 - d. recommend to the Governing Board the appointment of auditors and their fee.

F. Youth Committee

1. There shall be a Youth Committee of at least six members to help the Council and its member churches integrate young people into the activities of the Council.
2. The Youth Committee shall:
 - a. encourage member churches to send youth participants to the Council, including its Governing Board and its Commissions;
 - b. monitor youth participation in the various levels of the Council and report its findings and recommendations to the Governing Board;
 - c. involve young people in a way that is consistent with forum, in study, action, service and leadership development;
 - d. provide support for young people and youth leaders in responding to the ecumenical calling in Canada.

3. The Youth Committee shall be comprised of the following members:
 - a. up to three representatives from each member church of the Council, and at least half of the committee's members shall be youth representatives from member churches (up to thirty years of age);
 - b. national youth staff, in those denominations which have them, as consultant members without vote, and
 - c. co-opted members (without vote) who possess specific skills or experience, or who belong to organizations which share the concerns of the Youth Committee.

SECTION X

Agencies under the Aegis of the Council

A. The Canadian Churches' Forum for Global Ministries

The Canadian Council of Churches, having agreed with the Canadian School of Missions in 1962 to establish the Canadian School of Missions and Ecumenical Institute, acting on a resolution of the Board of Management of the Canadian Churches' Forum for Global Ministries, hereby specifies the following understanding under which the Canadian Churches' Forum for Global Ministries (hereafter called "the Forum"), the successor to the Ecumenical Forum of Canada, and the Canadian School of Missions and Ecumenical Institute, shall operate in continuing and developing the work of its predecessor institutions.

1. PURPOSES AND GOALS

The Canadian Churches Forum for Global Ministries is an ecumenical Christian partnership through which Canadian Churches work toward intercultural leadership development and ministry learning.

Through the Forum, Canadian churches:

- Come together for biblical and theological reflection on issues of contemporary intercultural mission and ministry;
- Provide educational resources and programs for intercultural learning, leadership development and ministry in Canada and globally, with special emphasis on cultural awareness and identity;
- Participate in learning and dialogue with church members and wider communities of faith about a society that fully honours diversity and God's unequivocal welcome; and

- Provide educational resources and programs to persons directly engaged in long-term ministry placements, short term internships, accompaniment and visits, including those returning from international service.

2. MEMBERSHIP AND MANAGEMENT

- a. The Forum shall be managed by a Board of Management.
 - 1) The Board shall consist of not more than fifteen (15) persons in two different categories:
 - a) Category I members (not more than two-thirds of the Board), consisting of representatives of sponsoring churches and religious bodies and partner organizations. Partner organizations include the Canadian Council of Churches and the Canadian Theological Students' Association. Category I membership is approved by the Board of Management on the recommendation of the Executive Committee and may be represented immediately following such approval. Sponsoring churches and religious bodies are organizations that support the Forum's annual operating budget and may participate in its programs.
 - b) Category II members ("Members at Large), consisting of individuals who are committed to the purposes of the Forum and support its work. Members at Large are elected at the Annual General Meeting for a three year term and may serve up to two consecutive terms.
 - 2) Members of the staff team participate in the meetings of the Board, having voice but no vote.
 - 3) A quorum is 51% of the members.
 - 4) The Board shall meet at least two times per year.
 - 5) The Forum Board of Management is responsible for:
 - a) Setting the vision and mission of the Forum.
 - b) Setting program priorities.
 - c) Reviewing financial statements, approving budgets, and providing financial oversight.
 - d) Appointing the Director (or Co-Directors), adopting a position description, and conducting an annual performance review.

- e) Developing and implementing policies concerning personnel, program, finances, sexual harassment/abuse, and diversity and inclusion according to our guiding ecumenical vision and consistent with legal standards and requirements.
 - f) Determining the governance policies and practices of the Board.
- b. The Executive Committee of the Board of Management will consist of the Chairperson, the Treasurer, and at least one other member of the Board. They shall be elected at the Annual General Meeting for two year terms. A staff member shall participate, having voice but no vote.

The Executive Committee is responsible for:

- 1) Managing the business of the Board between Board meetings by responding to emergent issues at the discretion and call of the Chair
 - 2) Ongoing oversight of the Director (or Co-directors), and being available to the staff for consultation
 - 3) Planning the agenda and process of Board meetings.
 - 4) Recruiting Category II nominees (Members at Large) for board membership
- c. The Annual General Meeting shall be an opportunity for the Board of Management to report to its sponsoring churches and religious bodies and to its wider constituency.

At the Annual General Meeting, the Board of Management shall:

- 1) Elect Category II Board members;
 - 2) Receive the audited financial statements; and
 - 3) Appoint the auditors for the coming year.
- d. The Canadian Council of Churches, and any institution successor to it, shall hold in trust for the use and benefit of the Canadian Churches' Forum for Global Ministries, the property, funds, and investments formally held in trust by it for the Canadian School of Missions and Ecumenical Institute and its successor institutions. These properties, and such investments as are held will be invested, reinvested or sold upon the recommendation of the Board of Management of the Canadian Churches' Forum for Global Ministries.

3. STAFF

- a. The staff team of the Canadian Churches' Forum for Global Ministries shall be appointed by the Board of Management and shall be accountable to it. The detailed description of each staff member's responsibilities shall be outlined in a job description which has been approved by the Board of Management.
- b. The terms of employment for staff members will be stated in the Forum's Personnel Policy as approved by the Board of Management.

4. AMENDMENTS

Amendments to this By-law shall be proposed to the Canadian Council of Churches by the Board of Management of the Canadian Churches' Forum for Global Ministries. Any motion to propose an amendment must be circulated to Board Members of the Forum at least two months before the meeting at which the motion will be considered and subsequently reported to the Annual Meeting.

The Canadian Council of Churches shall have authority to act upon any proposed amendment under Article XIV of its constitution.

1999 Revision: Approved by the Board of Management of the Canadian Churches' Forum for Global Ministries, January 25, 1999

Adopted by the Governing Board of the Canadian Council of Churches, May 13, 1999

2013 Revision: Approved by the Board of Management of the Canadian Churches' Forum for Global Ministries, June 19, 2013

Adopted by the Governing Board of the Canadian Council of Churches, May 16, 2014.

SECTION XI

Guidelines for Council Statements

1. PURPOSE AND TYPES OF STATEMENT

- a. The Council may be called to make public statements from time to time. The initiative to make a public statement may emerge from the Council's own life, at the request of one or more of its member churches, in response to a request from the government of Canada, or from a national non-governmental organization. The need to make a statement may arise from events and situations which compel the Council and its members to declare a position.

- b. The term "statement" shall include: briefs to government, judicial and parliamentary committees, public letters and telegrams to governments, press releases and statements to the media, calls to prayer and action and public letters addressed to the churches or church leaders.
- c. The purpose of making public statements is to:
 - 1) address the Council's own membership in order to raise consciousness in matters that might require united attention in thought or action;
 - 2) raise issues for public debate and influence public opinion in Canada;
 - 3) influence Canadian Government policies and actions in matters of concern to the Christian community of Canada; and
 - 4) influence, in cooperation with international colleagues, the policy and actions of other national governments in matters of justice, peace and the quality of human life.

2. *RESPONSIBLE BODIES*

Statements may be made by:

- a. the Governing Board;
- b. the Executive Committee between meetings of the Governing Board (in emergency circumstances);
- c. the Assembly;
- d. the General Secretary or deputy in situations which require immediate action, after consultation with the Executive Committee, and
- e. a commission within its area of competence.

3. *INITIATION AND PROCESS*

- a. The need for an ecumenical public statement may be raised by a member church, by a member of the Assembly, Governing Board or the Executive Committee, a social action coalition, a commission or the Council staff.
- b. After preliminary testing for viability and approval in principle by the officers, or the General Secretary in emergency situations, research and drafting should be done by a

competent body, usually a commission or sub-committee, a coalition, the Council staff or an ad hoc group of church staff and volunteers called together for that purpose.

- c. The Governing Board, the Executive Committee or the General Secretary in consultation with the President, shall give approval in principle to any plans to prepare a statement in the name of the Council. The President and General Secretary shall also authorize the final text of any statement to be issued in the name of the Council.
- d. No statement will be made that has not been given prior consideration by an informed and competent group related to the Council. However, in urgent situations when a public statement by the Council is considered necessary, the General Secretary, on the recommendation of a commission, committee or coalition and after consultation with staff or other responsible church officials, may issue a statement in the name of the Council provided that it is consistent with the Council's established policy, after consultation with the Executive Committee.
- e. Commissions or committees may speak in their own names provided that in the judgment of the General Secretary in consultation with the President such statements are consistent with previous pronouncements of the Council and its established policy.
- f. In the case of statements signed by several churches, each church will have an adequate opportunity to review the statement using its own procedures, but with due consideration for the exigencies of the situation and the needs of other partners.
- g. All actions taken by commissions, committees or the General Secretary will be reported at the next meeting of the Governing Board.
- h. The Council will not normally endorse the statement of another organization. If in some circumstances a public statement is better made jointly with other like-minded organizations, the Council may participate provided that:
 - 1) the joint nature of the enterprise is clear; and
 - 2) representatives of the Council participate in the production of the statement.
- i. It is neither appropriate nor within the competence of the Council to respond to every request from the Government of Canada or other organizations for a public statement. While the Council must be open to new initiatives which are consistent with the policy and purpose of the organization, the Council will not normally consider a public statement on an issue that has not been studied by a body within or related to the Council. When the Executive and Governing Board are unable to act, the General Secretary, in consultation with staff colleagues, officers and other church officials will use personal

discretion in proposing or rejecting requests for public statements and report such decisions to the Executive Committee.

SECTION XII

Initiating Projects

1. DEFINITION AND PURPOSE

- a. An ecumenical project is a focussed task adopted by the Council, which may require the time of the executive and support staff of the Council, staff associates, and the Council's administrative resources.
- b. An ecumenical project may be:
 - 1) a long-term task or continuing responsibility of high priority, of either national or international significance;
 - 2) a short term project, national or international significance;
 - 3) the preparation of a special consultation or event.
- c. The purpose of an ecumenical project is to:
 - 1) accomplish a task proposed by one or more member churches as common agenda;
 - 2) bear witness in the midst of the world, to a common Christian life; and
 - 3) help the churches of Canada grow in knowledge, understanding and common community by engaging together in a common task.

2. IDENTIFICATION, APPROVAL AND INITIATION

- a. The initial request for consideration of a specific project may come from one or more of the member churches, a Council commission or committee, a coalition, or the Council staff.
- b. A proposal for a project may be presented at a meeting of the Assembly for information or recommendation, and of the Governing Board for approval or referral.
- c. For approval a project proposal should include:

- 1) a statement of purpose, with reference to the priorities of the Council;
 - 2) an estimate of the duration of the project;
 - 3) a tentative procedure;
 - 4) required staffing, with reference to Council staff;
 - 5) special budget required; and
 - 6) an informal survey of the member churches supporting the project with both personnel and/or funding.
- d. Proposals for major projects, requiring broad church support and special funding, must be approved by the Governing Board and the participating churches. In matters of urgency, for a lesser project that is in line with established Council policies and comes within an approved budget, the General Secretary may exercise personal discretion, and report as soon as possible to a meeting of the Executive Committee, which will report to the Governing Board.

3. PROCESS

- a. Each member church shall have an opportunity to participate in the formulation of the project at the first stage and may elect to participate in the actual project. The first stage will include an estimate of the budget and of the number of people expected to participate from each church. Non-member churches or related organizations may be involved.
- b. Projects requiring special budgets will be normally funded by the participating churches.
- c. Every member church and associate member church has the right to participate in Council projects, and may make the decision to participate or withdraw at any point in the planning process so long as it is willing to share the administrative responsibility and financial cost of a late decision to participate or withdraw.
- d. Final approval of a major project, the adoption of a budget and the appointment of the planning group is the responsibility of the Governing Board or the Executive Committee, if so authorized by the Governing Board.
- e. Provision shall be made for non-member churches and related agencies to participate in projects.

- f. Progress reports and, upon completion, a final report will be made to the Governing Board.

SECTION XIII

Amendments

The procedures for the adoption, amendment or suspension of the By-Laws of the Council shall be those provided in Article XVI of the Constitution.

As amended by the CCC General Board, November 1991

As approved as Provisional By-laws by the CCC Governing Board, November 1992

As accepted by the CCC Governing Board, May 1993

As amended by the CCC Governing Board, November 1996

Amended text approved by the Governing Board in November 8th, 2000.

APPENDIX - FOR INFORMATION

The following paragraphs are for information only, and do not constitute part of the Constitution or By-laws of the Canadian Council of Churches.

1. COALITIONS

The Coalitions are ecumenical working groups, formed by participating churches and agencies to work on particular social justice issues.

Coalition boards are one of the means through which the participating churches and agencies continue to fulfil their designed mandates. They consist of representatives of member churches and agencies. These Boards are the decision-making bodies with respect to coalition programs and priorities within the context of agreed upon mandates. Board members are accountable to their member churches and agencies.

2. COALITION PRIORITIES AND ADMINISTRATION COMMITTEE

a. Purpose

This Committee shall act on behalf of the church and religious bodies in relation to the mandate and those administrative aspects of the life of the social justice Coalitions which

the churches and the coalitions have agreed to deal with collectively, and in accord with the vision developed by the Commission.

b. Membership

Those church bodies which are actively involved in 50% or more of the coalitions shall be invited to be members of this Committee. Each member church shall be entitled to one voting delegate. In addition, a member church may send up to three persons representing different aspects of its life who will have voice but not vote.

c. Responsibilities

The Committee shall be accountable to the churches and the religious bodies participating in the coalitions, report for information to the Commission to facilitate the process of co-ordination and shall be directly responsible for the following:

1. determining the collective response of the churches and religious bodies to the annual budgets of the coalitions;
2. acting as the agent of the churches in the negotiation and monitoring of personnel and salary matters for coalition staff, and act as employer in grievance procedures (Current policy is that found in the Coalition Staff Personnel Policy);
3. establishing and carrying out procedures for regular review of coalition mandate; and
4. exploring the possibilities for administrative co-operation among the Coalitions.

(A Memorandum of Understanding amplifying the role of this Committee will be developed.)

As amended by the Governing Board, November 2000