

Constitution & By-Laws
of the Rock Lake United Church Camp Society
a not-for-profit society registered
in the Province of British Columbia

Article 1: The name of this camp, operated for the Kootenay Presbytery of the United Church of Canada, shall be called Rock Lake United Church Camp ("Camp").

Article 2: Rock Lake United Church Camp, consisting of 480 acres, located between Elko and Galloway, BC, described as Lot 4332 except parts included in Right-of-Way plan D.D. 18475 and Ministry of Highways Right-of-Way plan D.F. U26917, Kootenay District; Certificate of Title Q 22839. The Certificate of Title is held by the British Columbia Conference Property Development Council of the United Church of Canada. Authority for operating the camp is held by Kootenay Presbytery. The administration of this authority is carried out by the representatives of the United Church pastoral charges of Creston, Kimberley, Cranbrook, Fernie, Grasmere and Windemere Valley Shared Ministry, otherwise known as the Rock Lake United Church Camp Board, ("Board").

Article 3: *The Purpose for Operation of the Camp:*

1. Broadly defined to operate under the Theological Rationale for Church Camping which states:
 - God shares with us the responsibility for one another and for God's world.
 - United Church Camping provides the opportunity for extended and concentrated periods of Christian experience, reflection, practice and enjoyment as manifest in our relationship with God, self, others and our environment. This would include the discovery of God's love in Christ by examining the teaching of the Gospels and our Hebrew Christian traditions.
 - United Church Camping enables persons of all ages and at all stages of development to experience God's creation and to gain inspiration, strength and renewal.
 - United Church Camping reaches out to the community at large and enables all persons to experience and nurture growth and fellowship within the setting of a Christian community.
2. To make available continued opportunities for supporting pastoral charges to provide ministries in which an outdoor camp setting is essential.

Article 4: *Membership and Responsibility of the Board*

1. The Board will be made up of up to three voting representatives from each of the pastoral charges of the East Kootenay, namely Creston, Kimberley, Cranbrook, Fernie, Grasmere and Windemere Valley Shared Ministry. Other representatives from each pastoral charge will be encouraged to become part of the Board but will be non-voting members. If one or more Pastoral Charges decline to fill their voting positions on the Board, then those positions may be filled by other members of the United Church as appointed by the Board. All such appointees will be given full voting rights of the

Society. This By-Law will be reviewed at the Society's Annual General Meeting, and it is understood that all such appointments are effective only until the following Annual General Meeting.

2. Ministers of the United Church may be voting members of the Board by virtue of the office.
3. A quorum for regular meetings shall be a majority of the lay voting members currently in office. This number shall not be less than three from two different pastoral charges.
4. The Board shall oversee the general operation of the camp including: administration, programming, registration, and property maintenance and development.
5. From amongst the Board members, the Executive shall be formed and shall include: Chairperson, Vice-Chairperson, Secretary and Treasurer. The signing officers shall be the Treasurer and one other Board member. The Executive role is to manage the Board between Board meetings. It is accountable to and has the emergency powers of the full Board; except the power to incur liabilities or spend money without the Board's authorization.
6. The Board members shall be responsible to ensure the following duties are performed:
 - Preparation of an annual report, an audited annual financial statement and an annual budget.
 - Approval and payment of bills.
 - Hire, pay and discharge staff.
 - Consider and approve capital expenditures.
 - Examine and recommend camp, campground and summer camp and rates and fees.
 - Raise funds as required to ensure the camp is financially sound.
 - Prepare and revise, as required, job descriptions for Board members, contract employees, hired and volunteer staff.
 - Prepare and revise, as required, a operating manual
 - Prepare camp forms, as needed.
 - Seek to conform to all standards set by the British Columbia Camping Association ("BCCA") and the United Church of Canada ("UCC") Camping Standards with regard to health, safety, facilities, administration and insurance requirements in order that the camp can remain accredited by both organizations.
7. The Board shall elect a Presbytery Liaison person at the Annual General Meeting
8. The Board shall operate camps for children, youth, adults and families of the United Church.
9. The Board shall promote work parties each year to ensure the camp is in good repair.

Article 5: *Responsibilities of Subcommittees:*

1. Program Subcommittee

- Provide broad direction for activities on a year-round basis.
 - Develop a year-round program for United Church users.
 - Select Camp Directors for United Church camps and assist them with securing leaders. Camp Directors and leaders will then establish their programs.
2. Property Maintenance and Development Subcommittee
 - Establish annual and long-range plans for year-round facilities with recommendations for capital expenditures.
 - Preserve the environment.
 - Maintain the camp at "BCCA" and "UCC" standards.
 - Oversee improvements.
 - Plan and oversee the duties and responsibilities of the Camp Caretaker.
 3. Publicity Subcommittee
 - To publicize the programs.
 4. Booking and Registration Subcommittee
 - To book year-round activities.
 - To register "UCC" use of the camp.
 5. Accreditation Subcommittee
 - Maintain the Society's Operating Manual up to BCCA & UCC standards so that the Camp can continue to be accredited by both entities
 6. Other Subcommittees
 - Other Subcommittees may be formed with duties as specified at the time of formation.

Article 6: *Responsibilities to the B.C. Outdoor Ministry Committee:*

The B.C. Outdoor Ministry Committee is a part of the Division of Mission of the British Columbia Conference of the "UCC" and is responsible to Conference for the camps operating under the name of the "UCC". It shall be the objective this Board to maintain a good liaison with the B.C. Outdoor Ministry Committee and to adhere as closely as possible to their guidelines.

Article 7: *Meetings of the Rock Lake Board:*

The Committee shall generally meet a minimum of four times a year or at the discretion of the Chairperson at 11:00 a.m. at a prearranged place. At least one meeting per year shall be at the camp. Reports and recommendation from each subcommittee shall be heard and dealt with.

An Annual General Meeting shall be held in the spring. This meeting shall include election of officers, Chairpersons of the Subcommittees and the Presbytery Liaison Person. The annual report and the annual financial statement and budget shall be given.

Article 8: *Use of the Camp Property by Non-United Church Users*

The use of the camp property by non-United Church individuals and groups may be advantageous and can be allowed to an extent deemed acceptable to the Rock Lake Camp Board and presented in written guidelines. Policies and procedures cannot be introduced to encourage non-United Church use that would jeopardize the property as a United Church

camp.

Article 9: *Booking Priorities:*

In view of the use of the camp by other than United Church groups, a priority in booking shall be as follows:

1. United Church camps shall have first priority. United Church groups shall confirm booking dates by October 15th of the year preceding their camps. Confirmations are to be made with the Registrar. No other party shall have priority over these dates, regardless of past bookings.
2. Following United Church bookings, priority shall be given to:
 - a) United Church affiliated groups (e.g. Cub groups, CGI T)
 - b) Other Christian churches
 - c) Community groups (e.g. Cubs, Brownies)
 - d) Schools
 - e) Recreation Associations
 - f) Family Reunions

Past bookings of various groups will be taken into consideration if their requests are forwarded to the Registrar or the Rock Lake Camp Committee prior to the registration deadline of November 30th of the year prior to their camp. Any dates that are available after that time are available on a first come, first serve basis.

Article 10: *Amendments to the Constitution:*

The Constitution can be amended when the following conditions are met:

1. A Notice of Amendment to the Constitution is given at the meeting preceding the motion to amend and the vote; and
2. A two-thirds (2/3) majority of voting representatives present at the meeting which the motion to amend the Constitution is made are in favour of the motion.