

Constitutions

The Protestant Chapel Guild Constitution

Name of Organization

1. The name of the organization shall be (name of Chapel) Protestant Chapel Guild.

Aims and Objectives

2. The aims and objectives of the Protestant Chapel Guild shall be to:
 - a) Promote Christian fellowship, worship, witness, and work in the Canadian Forces community;
 - b) Assist in the provision of leadership and material support for programs and projects of the Protestant Chapel;
 - c) Work for the furtherance of the aims and objectives of the Protestant denominations as transmitted through the Chaplain General.
 - d) Assist in the care of communion vessels and furnishings for the Protestant Chapel and the Chapel annex.

As an organization of the Protestant Chapel, the Guild should plan its program in consultation with the Chapel Life Coordinator.

NOTE – It is necessary, because of the interdenominational nature of the Guild, even in the matter of the financial disbursements, to follow the guidance of the Chaplain (P).

Membership

3. Membership shall be open to any woman who is in sympathy with and subscribes to the aims and objectives of the Guild.

Officers

4. The officers of the Guild shall be as follows:

President
Vice-President
Secretary
Treasurer

NOTE – Officers of the Guild must be active members of the Protestant Chapel

Duties of the Officers

5. President: Shall preside at all regular, special and Executive meetings; shall have general supervision of the affairs of the Guild, in consultation with the Chaplain (P); shall be a member ex-officio of all committees of the Guild; shall normally countersign all cheques issued by the Treasurer and shall serve, during her term of office, as a member of the Chapel Committee.
6. Vice-President: shall preside when necessary and be familiar with all other Presidential duties; and shall serve as chairperson of the committee of her choice.
7. Secretary: Shall keep an accurate record of all business transacted at regular and Executive meetings and shall be responsible for all correspondence.
8. Treasurer: Shall receive and hold in a bank account all monies; shall keep a complete record of all receipts and disbursements and pay all accounts when so authorized by the Guild general membership; shall present a financial report at each regular meeting and an annual financial report at the regular meeting as early as can reasonably be expected in the new year. This annual report shall be reviewed. If, for any reason, the Treasurer is unable to complete her term of office, the Executive shall act to ensure that a proper review of the books, by an independent source, is made before the newly elected Treasurer assumes her duties.

Committees

9. Possible committees are as follows:
 - a) Executive – the officers and may include chairpersons of standing committees;
 - b) Standing Committees – as decided; and
 - c) Special Committees – as decided.

Fees

10. There shall be a yearly membership fee as set down by each individual Guild according to its needs, with ten dollars per member being forwarded to the National Executive in order to provide funds to cover the expenses of this Executive. This ten dollar per member fee may be changed subject to the approval of the general membership at the annual meeting of the National Protestant Chapel Guild. Cheques sent to the National Treasurer shall be made payable to: “National Protestant Chapel Guild”.

Meetings

11. Normally, the Guild will hold regular meetings each month from September to June. The annual reports of the President and the Treasurer will be presented to the local guild prior to submission to the Chapel Life Coordinator. Election of the Executive shall be held annually. Nomination for membership on the Executive shall be determined by discussion at the local guild meetings prior to the night of the elections and additions, if any, from the floor of the meeting. Voting shall be by show of hands or by ballot, if so requested by any guild member. The Chapel Life Coordinator or the chaplain's representative shall preside at the annual meeting and/or the election of officers. Special meetings shall be convened as decided by the membership, the Executive, the President or at the request of five members.

Voting

12. Voting on motions shall be by show of hands. Decisions reached by a Quorum (2/3 of their membership) in a regular meeting shall be binding. Voting by ballot may be requested by any guild member if they so desire.

Enterprises and Projects

13. All enterprises and projects, including the raising of finances, shall conform to the accepted principles and practices of Protestant denominations and be in keeping with the aims and objectives of the Guild.

NOTE – This precludes the use of raffles, bingos and other forms of gambling to raise monies.

Donations and Disbursements

14. Financial disbursements shall be made for religious and welfare purposes, in consultation with the Chapel Life Coordinator. Organizations of the Chapel (P) and any of the official Wider Mission projects may be assisted financially by the Guild. All other disbursements of funds shall be made after consultation with the Chapel Life Coordinator who will advise the Guild concerning acceptable causes.

Amendments to the Constitution

15. Any proposed amendments to this constitution should be forwarded to the Secretary of the National Guild Executive two months prior to the annual conference. Any such proposed amendments shall be decided by a majority vote of the delegates to the National Conference, after being presented and discussed at prior year's conference.

Dissolution

16. If a Guild has been dissolved, a reserve of up to \$50 is to be kept in trust in the Protestant Chapel Fund in the event of re-establishment.

(Accepted as amended May 2017)

The Protestant Chapel Guild National Executive Constitution

Name of Committee

1. The name of the committee shall be the **National Executive of the Protestant Chapel Guild.**

Roles and Objectives

2. The role of the national Executive of the Protestant Chapel Guild shall be to:
 - a) Coordinate the inter-relationships between Protestant Chapel Guilds in Protestant Chapels of the Canadian Forces;
 - b) Be the means by which devotional materials, program ideas and support for common financial appeals may be shared and coordinated with other Guilds;
 - c) Purchase common supplies/Guild materials for distribution to individual Guilds;
 - d) Arrange and conduct annual national meetings of the Protestant Chapel Guild;
 - e) Support individual Guilds to fulfill their mandate of Christian witness, service, fellowship and spiritual growth in the Canadian Forces community;
 - f) Work in close cooperation with the office of the Chaplain General to promote moral, spiritual and personal growth of women in the Canadian Forces community and the spread of Christian love throughout the world;

Membership

3. The members of the National Executive of the Protestant Chapel Guild shall be:
 - a) Members of a local Guild and attending a Canadian Forces Chapel.
 - b) Members must be present at the National Annual meeting to be nominated for a position on the Executive.
 - c) The offices of the National Executive shall include:
President

Vice-President
Secretary
Treasurer
Past-President, and
Chaplain Advisor from the Chaplain Branch

- d) The positions of President, Vice-President, Treasurer and Secretary may be filled by active military, spouse of active military, retired military, spouse of retired military or an associate member.
- e) In Addition as a Best Practice, whenever possible, there will be a minimum of one Active military or spouse of active military on the National Executive.

Note – An associate member must meet the following criteria: They are members who are posted to or located in an area where there isn't an active Guild and must be active members of a local faith community. If the service member/spouse is released or retired then the associate member must change her member status to retired status.

(Accepted as Amended, May 2009)

Terms of Office

- 4. The length of service in any one office of the National Executive shall normally be two years, except for the treasurer. The treasurer shall hold office for a four year term. (see page 50 for exception)

Duties of National Executive Officers

President

- 5. Shall preside at all meetings of the Executive. Executive meetings shall be held at least once per year.
- 6. Shall be the final authority (in consultation with the Office of the Chaplain General) in interpreting and enforcing the constitution of the Protestant Chapel Guild.
- 7. Shall direct (with support of other members of the Executive and in consultation with the Office of the Chaplain General) the planning and conduct of the National Protestant Chapel Guild Annual General Meeting.
- 8. Shall fill by appointment any Executive officer's unexpired term after consultation with the remaining members of the Executive.

Vice-President

- 9. Shall support the President in the performance of her duties.
- 10. Shall substitute for the President whenever necessary.
- 11. Shall keep an up to date Guild history, to be maintained on the Guild website as a permanent record.
- 12. Shall keep the Guild membership honour roll.

Secretary

13. Shall keep an accurate record of all business transacted at Executive and Annual meetings.
14. Shall distribute pertinent information from these meetings to all Chapel Guilds.
15. Shall receive, record and reply to correspondence received on behalf of the National Executive.

Treasurer

16. Shall receive and hold in a bank account all monies received on behalf of the National Executive
17. Shall pay all accounts as authorized by the National Executive and/or the National Guild at its annual meeting. The Guild account requires at least two signatures, but it is advisable to require two of three signatures.
18. Shall maintain financial records subject to periodic review (annually and at the time of a change in treasurers).
19. Shall prepare an annual statement for approval at the National Guild meeting.
20. Shall be in charge of Kit Shop.

Past President

21. Shall be an ex-officio (non-voting) member, acting in an advisory capacity to the Executive.

Chaplain Advisor

22. Shall be appointed from the office of the Chaplain General.

Amendments to the National Guild Executive Constitution

23. Any proposed amendments to this constitution shall be approved at the national meeting. Two months notice of such amendments shall be forwarded to the Secretary of the National Guild Executive for consideration by individual Guilds before the annual meeting. A two-thirds majority of members shall be required to approve amendments.

(Accepted as amended May 2017)