

THE CARIBBEAN ASSOCIATION OF ADVENTIST IN ALBERTA OPERATING GUIDELINES

TABLE OF CONTENTS

Article 1 – Name.....	1
Article 11 – Purpose.....	1
Article 111 – Mission.....	1
Article 1V – Location.....	1
Article V – Membership.....	1
Article V1 – Meetings.....	2
- Voting Procedures.....	2
- Election officers and Term of Office.....	2
- Quorum.....	2
- Unfinished Business.....	2
Article V11 – Chapters.....	3
Article V111 – Ad Hoc Committees.....	3
- Ad Hoc Committees.....	3
Article 1X – Officers.....	3
- Officers’ Titles.....	3
- President.....	3
- Area Presidents.....	4
- Secretary.....	4
- Treasurer.....	4
- Chaplain.....	4
- Camp Director.....	4
- Assistant Camp Directors.....	4
- Music Director.....	5
- Communications Director.....	5
- Assistant Communications Director.....	5
- Audio-Visual Director.....	5
- Assistant Audio-Visual Directors.....	5
- Children’s Program Director.....	5
- Sports & Social Director.....	5
Article X – Executive Committee.....	6
- Membership.....	6
- Delegated Authority.....	6
- Meetings.....	6
- Quorum.....	6
- Attendance.....	6
Article X1 – Finance.....	6
- Financial Safeguards.....	6
- Financial Statements.....	7
- Independent Audit.....	7
- Internal Audit.....	7
Article X11 – Amendments.....	7
Article X111 – Parliamentary Authority.....	7
Article X1V – Dissolution.....	7

**OPERATING GUIDELINES
OF
THE CARIBBEAN ASSOCIATION OF ADVENTISTS IN ALBERTA**

ARTICLE I – Name

The name of this organization is the Caribbean Association of Adventists in Alberta (hereinafter referred to as the “CAAA”)

ARTICLE II – Purpose

The purpose of the CAAA is as follows:

- a. To foster cultural enrichment
- b. To expose the children of Caribbean parentage and other Canadians to Caribbean culture
- c. To promote a high level of Spirituality among members according to the principles of the Seventh-day Adventist Church

ARTICLE 111 - Mission

The Caribbean Association of Adventists in Alberta (CAAA) aims to foster, maintain and promote the cultural characteristics of Caribbean people while adhering to the principles of the Seventh-day Adventist Church.

ARTICLE IV – Location

The transaction of the business of the CAAA shall be in the Province of Alberta, Canada.

ARTICLE V – Membership

The membership of the CAAA shall consist of:

- a. Seventh-day Adventist Caribbean natives, their spouses and descendants.
- b. Any friends and/or relatives of persons identified in section “a” above.

ARTICLE VI – Meetings

General Meeting

The CAAA shall hold one general meeting at the annual CAAA Family Camp for the purpose of considering financial statements, reports and if necessary electing officers, and members of the Executive Committee and for the transaction of such other business as may properly be brought before the membership. An agenda shall be prepared by the President and/or Executive Committee.

Voting Procedures

Voting shall be by show of hands and/or by secret ballot.

Election of Officers and Term of Office

All officers shall be elected by the members present at alternate annual meetings (every two years) of the CAAA and shall hold their offices for two years unless they resign or are removed from the office by the Executive Committee. All nominees must be present at the annual general meeting.

The only exception to the election of officers where the nominee is not present would be in the event an interested party expresses their desire to be considered for an office in writing to the Executive Committee prior to the annual general meeting.

Quorum

A quorum for the annual meeting shall consist of a simple majority of the members present.

Unfinished Business

All business not concluded at an annual general meeting shall be referred to the Executive Committee for disposition. Upon addressing such matters, the Executive Committee, through its chapter presidents, shall report all actions taken to the chapter constituents and/or at the next annual general meeting.

ARTICLE VII – Chapters

Chapters

The area chapters of the CAAA shall consist of the Northern Chapter (Edmonton and outlying areas including northern Alberta), the Central Chapter (Red Deer, Lacombe, Ponoka, and outlying areas), and the Southern Chapter (Calgary and outlying areas including southern Alberta).

The above chapters exist for the purpose of promoting local cultural, spiritual, social, and educational activities, in keeping with the Mission of the CAAA.

The chapters shall be responsible for electing their own committee members as required.

ARTICLE VIII – Ad Hoc Committees

Ad Hoc Committees

The Executive Committee shall appoint ad hoc committees, as required, to address identified issues such as educational scholarship funds for needy students of Caribbean background, a review of the Operating Guidelines and other relevant matters, and shall give a report at the annual general meeting.

ARTICLE IX – Officers

Officers' Titles

The following are the officers of the CAAA.

President

The president is the chief officer and shall work in the best interest of the CAAA. The president shall attend to the strategic and administrative operations of the CAAA and chair face to face and other meetings of the Executive Committee as required.

Area Presidents

The area presidents (North, Central and South chapters) are to promote the CAAA in their local chapters and are responsible for managing registrations for the annual CAAA Family camp. Area presidents may elect local committee members as required.

Secretary

The secretary is to keep the minutes of annual general meetings and of Executive Committee meetings, furnish copies of these minutes to all members of the Executive Committee, and perform such other related duties.

Treasurer

The treasurer is to receive all CAAA funds, to disburse them in harmony with the actions of the Executive Committee, and to render such financial statements at regular intervals as may be desired by the president of the CAAA or by the Executive Committee. Bank accounts approved by the Executive Committee shall be operated by the treasurer. Disbursements of funds shall bear at least two signatures. One being that of the treasurer and the other as authorized by the Executive Committee.

Chaplain

The chaplain is to care for the spiritual needs of CAAA, to conduct religious services when needed, and to lead out in the arranging for the spiritual aspects of the annual CAAA Family Camp, including contacting potential speakers.

Camp Director

The camp director is to prepare and care for the physical arrangements of the campsite for the annual CAAA Family Camp, and to ensure that the campsite is in order upon arrival and departure.

Assistant Camp Directors

The assistant camp directors are to work in collaboration with the camp director to ensure the effective running of the annual CAAA Family Camp. An assistant camp director may attend an Executive Committee meeting as appointed in the absence of the camp director.

Music Director

The music director is to plan, arrange and co-ordinate the music for the annual CAAA Family Camp and any other CAAA function where music is a requirement. The music director shall ensure the music selected is of a spiritual nature for the uplifting and edification of Christ.

Communications Director

The communications director is to update and maintain the CAAA on social media. The communications director is responsible for preparing the program for the annual CAAA Family Camp and to ensure pictures are taken at various CAAA events for publishing on social media as required.

Assistant Communications Director

The assistant communications director works in collaboration with the communications director to ensure the CAAA is promoted on social media and other applicable venues.

Audio-Visual Director

The audio-visual director to co-ordinate and manage the technical requirements to ensure the smooth running of equipment for the annual CAAA Family Camp. This includes, but is not limited to the sound system, microphones, recordings such as video and audio, duplicating system and laptops.

Assistant Audio-Visual Directors

The assistant audio-visual directors will work collaboratively with the audio-visual director to ensure the technical needs are met at the CAAA Annual Camp.

Children's Program Director

The children's program director is to organize and oversee programs, and activities at the annual CAAA Family Camp that nurture the children and lead them into a loving relationship with Christ. Programs and activities, including Sabbath School Programs, should meet the spiritual and social needs of the children.

Sports & Social Director

The sports & social director is to plan and organize activities that meet the spiritual, physical and social needs of all participating members at the annual CAAA Family Camp and during the year as required.

ARTICLE X – Executive Committee

Membership

The Executive Committee will be comprised of the following officers: President, Area Presidents, Secretary, Treasurer, Chaplain, Camp Director, Music Director, Communications Director, AV Director, Children’s Program Director and Sports & Social Director.

Delegated Authority

The Executive Committee of the CAAA is delegated the authority to act on behalf of the members between annual meetings, including the power to elect, fill vacancies, or remove for cause officers and Executive Committee members. The Executive Committee shall appoint such committee as may be necessary to implement policies and procedures and to execute its work effectively.

Meetings

Meetings of the Executive Committee may be scheduled at such times and places as it may select.

A special meeting shall be called by the secretary in response to the written request of a majority of the members of the Executive Committee.

Quorum

A quorum shall consist of a simple majority of the members of the Executive Committee.

Attendance

Executive Committee members are required to attend all duly call meetings. Executive Committee members may delegate an assistant to attend a meeting on their behalf. In the event of absence from four (4) consecutive meetings by any Executive Committee member without cause, the Committee shall review the matter and may declare the member’s position vacant.

ARTICLE XI – Finance

Financial Safeguards

The CAAA will authorize two (2) officers, one being the treasurer, to sign on behalf of the CAAA. The Executive Committee may grant signing authority to other individuals as necessary. The

funds of the CAAA shall be deposited in the name of the CAAA in regular or special accounts in such banks or savings institutions as the Executive Committee shall designate, and shall be withdrawn only by persons authorized by the Executive Committee.

Financial Statements

The CAAA shall prepare annually appropriate statements of income and fund balances and shall be responsible for informing the Executive Committee and providing a report at the annual CAAA Family Camp.

Independent Audit

All accounting records of the CAAA shall be audited at least annually by an auditor designated by the Treasurer and/or Executive Committee. The financial records of the CAAA, including the chapters where appropriate, shall at all times be opened to said auditor(s).

Internal Audit

The treasurer, and other individuals authorized by the Executive Committee, shall be responsible for all internal audits of all the financial records of the CAAA, including the chapters where appropriate.

ARTICLE XII – Amendments

The Operating Guidelines of the CAAA may be reviewed and/or revised at any duly called meeting by two-thirds (2/3) vote of the delegates present and voting at any such meeting of the CAAA.

ARTICLE XIII - Parliamentary Authority

The parliamentary authority for the CAAA pertaining to all rules and procedures not covered by its Operating Guidelines, shall be based on Robert's Rules of Order.

ARTICLE XIV – Dissolution

On the dissolution or winding up of CAAA, its assets remaining after payment of all debts and liabilities, shall be transferred to the Alberta Conference of the Seventh-day Adventist Church, to be distributed for charitable purposes as designated by the CAAA Executive Committee.