



CANADIAN ASSOCIATION FOR BAPTIST FREEDOMS

By-Law #2 Adopted by Special Resolution October 3, 2020 and Amended June 16, 2022 (Office Consolidation)

(This is what the amended By-Law will look like if all the amendments recommended by Council are approved by the Membership)

INDEX TO BY-LAWS

<u>Section No.</u>	<u>Page</u>
PREAMBLE	
Preamble.....	1
DEFINITIONS	
1. Definitions	1
INTERPRETATION	
2. Interpretation.....	2
MEMBERSHIP	
3. Accountability.....	2
4. Members.....	2
5. Membership Fees	2
6. Classes of Membership	2
7. Individual Members.....	2
8. Member Churches	3
9. Lifetime Membership.....	3
10. Termination of Membership	3
11. Membership Non-transferable	3
12. Membership Documents	3
FUNDS	
13. Funds to be Used for Association Purposes	4
MEMBERS MEETINGS	
14. Voting	4
15. General or Special Meeting	4
16. Notice of General or Special Meeting.....	4
17. Annual General Meeting and Notice	5
18. Business at Annual General Meeting.....	5
19. Vincent Rushton Lecture and Luncheon.....	5
20. Quorum for Members Meeting	5
21. Quorum Not Present	6
22. Chair of Meeting.....	6
23. No Second or Casting Vote.....	6

By-Law #2 was adopted by Special Resolution October 3, 2020 and Approved by the Registrar December 16, 2020. Sections 54-59 were amended by Special Resolution June 16, 2022 and Approved by the Registrar July 15, 2022. This version is what the amended By-Law would look like if all the amendments approved by Council at its March 12, 2025 Meeting are approved by vote of the Membership.

<u>Section No.</u>	<u>Page</u>
24. Adjournment	6
25. Procedure for Vote.....	6
COUNCIL	
26. Qualification for Council	6
27. Council are Directors	6
28. Members of Council	6
29. Term of Council.....	6
30. Vacancy	7
31. Removal of Members of Council.....	7
32. Responsibilities of Council	7
33. Declaration of Conflict of Interest	7
34. Interest of Members of Council in Contracts.....	7
35. No Remuneration of Council	8
COUNCIL MEETINGS	
36. Meetings of Council	8
37. Notice of Meetings	8
38. Quorum for Council Meeting	8
39. Chair of Council	8
40. Vote by Council	8
41. Council Meetings Open	8
OFFICERS	
42. Officers	9
43. President.....	9
44. Past President.....	9
45. Vice-President.....	9
46. Secretary	9
47. Treasurer	10
48. No Remuneration of Officers.....	10
49. Signing Officers.....	10
COMMITTEES	
50. Committees	10
51. Reorganization of Committees	11
52. Committee Minutes.....	11
53. Records and Reports	11
ORDINATION, APPOINTMENT AND DISMISSAL OF ACCREDITED MINISTERS	
54. Ministerial Credentials.....	11
55. Accreditation.....	11
56. Qualification for Accreditation	12
57. Authorization to Conduct Marriages	12
58. Dismissal of Accredited Ministers	12

By-Law #2 was adopted by Special Resolution October 3, 2020 and Approved by the Registrar December 16, 2020. Sections 54-59 were amended by Special Resolution June 16, 2022 and Approved by the Registrar July 15, 2022. This version is what the amended By-Law would look like if all the amendments approved by Council at its March 12, 2025 Meeting are approved by vote of the Membership.

Section No.

Page

FINANCE

59. Fiscal Year 12
60. Financial Report..... 12
61. Signing of Financial Report 12
62. Filing of Financial Report with Registrar 12
63. Auditor 12
64. Borrowing..... 12
65. Members Inspection of Books and Records 13
66. No Loans or Advance of Funds 13

STATUTORY COMPLIANCE

67. Compliance with *Societies Act* of Nova Scotia..... 13

AMENDMENT

68. Amendment, Repeal of Memorandum, By-Laws or Covenant..... 13

APPENDIX I

CABF Covenant 14

By-Law #2 was adopted by Special Resolution October 3, 2020 and Approved by the Registrar December 16, 2020.
Sections 54-59 were amended by Special Resolution June 16, 2022 and Approved by the Registrar July 15, 2022.
This version is what the amended By-Law would look like if all the amendments approved by Council at its March 12, 2025 Meeting are approved by vote of the Membership.

BY-LAW #2
for the
CANADIAN ASSOCIATION FOR BAPTIST FREEDOMS

PREAMBLE

Being led as we believe by the Holy Spirit, who moves with renewing power among Christians in all denominational traditions;

And as Baptists committed to preserving and celebrating our historic freedoms;

And desiring to associate ourselves in a fellowship which seeks to experience and express both personally and in the corporate life of our Churches that freedom in which Christ makes us free;

And further desiring to continue the Atlantic Baptist Fellowship, initially established November 20, 1971, pursuant to the following By-Laws.

DEFINITIONS

1. Definitions. In these By-Laws:

- (a) “CABF” and “Association” mean CANADIAN ASSOCIATION FOR BAPTIST FREEDOMS.
- (b) “Members” or “Member” means Individual Members, Member Churches, and Lifetime Members, collectively or singly, or either of them, as required by the context.
- (c) “Registrar” means the Registrar of Joint Stock Companies appointed under the *Companies Act* of Nova Scotia.
- (d) “Special Resolution” means a resolution passed by not less than **three quarters** ($\frac{3}{4}$) of such Members entitled to vote as are present in person or via teleconference at a General Meeting of which notice specifying the intention to propose the resolution as a Special Resolution has been duly given.
- (e) “Policy and Procedures Manual” means a separate document that contains the approved operating policies and procedures of the CABF.”
- (f) “Teleconference” means a conference with participants in different locations linked by telecommunications devices and includes telephone conferencing, video conferencing and computer conferencing.

By-Law #2 was adopted by Special Resolution October 3, 2020 and Approved by the Registrar December 16, 2020. Sections 54-59 were amended by Special Resolution June 16, 2022 and Approved by the Registrar July 15, 2022. This version is what the amended By-Law would look like if all the amendments approved by Council at its March 12, 2025 Meeting are approved by vote of the Membership.

INTERPRETATION

2. **Interpretation.** In these By-Laws:
- (a) words importing the singular number only, include the plural number and *vice versa*, and words importing the masculine gender only, include the feminine or neuter gender and *vice versa*. The headings and other descriptions of all articles, sections, paragraphs and sub-paragraphs are inserted for convenience of reference only and shall not affect the construction or interpretation of these By-Laws; and
 - (b) for Terms of Office, the term shall be from Annual Meeting to the Annual Meeting at the expiry of the term, except when an individual has been elected mid-term, when the term shall commence upon election and continue until the Annual Meeting at which the original term expired.

MEMBERSHIP

3. **Accountability.** The CABF is ultimately accountable to the Members of the Association.
4. **Members.** The Members of the CABF shall be those Baptist Churches and individuals from time to time who have declared and registered their support for the Objectives of the Association as set out in the Memorandum of Association of the Canadian Association of Baptist Freedoms and its Covenant as set out in Appendix I to these By-Laws, are enrolled as Members of the Association at its head office and pay the prescribed Membership Fee. There shall be maintained at the head office of the Association a list of Members in good standing enrolled at such office. The CABF does not consider its membership to be exclusive of other associations. Members may freely associate with other groups or organizations without interference from the Association.
5. **Membership Fees.** Save as otherwise expressly herein provided, the fee for membership in the Association, for each class of Member (as hereinafter provided for), shall be such sum *per annum* as may be recommended from time to time by Council and ratified by the Members, save that there shall be no membership fee for those who have been awarded a Lifetime Membership.
6. **Classes of Membership.** There shall be three classes of membership in the Association, namely:
- (a) Individual Members;
 - (b) Member Churches; and
 - (c) Lifetime Membership.
7. **Individual Members.** Individual Members shall be those individuals who have filed an application for such membership with the CABF and who have been approved for acceptance as an Individual Member by the Membership Committee. Any Individual Member of legal age is entitled to hold any office in the CABF.

8. **Member Churches.** Member Churches shall be those Churches which have, upon resolution duly adopted by that Church, filed an application for such membership with the Association and who have been recommended for acceptance as a Member Church by the Membership Committee and approved by the Council. Any Member Church is eligible to appoint delegates to represent it at any Meeting of Members of the Association. Any member of a Member Church who is of legal age is entitled to hold any office in the Association.
9. **Lifetime Membership.** Lifetime Membership is an honorary class of membership and shall be reserved for those who have made a significant contribution to the CABF and its predecessor organization, the Atlantic Baptist Fellowship, or to the promotion of the principles of Baptist Freedom. Lifetime Membership is recommended by the Membership Committee and approved by Council, subject to ratification at the next meeting of the Members.
10. **Termination of Membership.** Membership in the Association of any Member shall cease:
 - (a) upon any such Member failing to pay any fee within 60 days after it is due, provided, however, that such termination of membership shall not prejudice the Member's right to apply for re-admission; or
 - (b) upon death of an Individual or Lifetime Member; or
 - (c) upon the dissolution of a Member Church; or
 - (d) upon the Member resigning by written notice to the Association; or
 - (e) upon the Member ceasing to qualify for membership in accordance with these By-Laws; or
 - (f) following consultation with the Membership Committee, upon a vote to terminate the Individual Member's or Church Member's membership in the Association being passed by a **three quarters** ($\frac{3}{4}$) majority of the Members of the CABF Council and passed as a Special Resolution by the Members of the Association at a meeting duly called and for which notice of the proposed action has been given;
 - (g) provided, however, that the membership in the Association of any member of the Council of the Association shall not be terminated unless such member of Council has first been removed as a member of Council of the CABF pursuant to By-Law 31.
 - (h) Notwithstanding 10(f) and 10(g), no vote to terminate the membership of an Individual Member or Church Member shall be taken until due process has been followed. Due process shall include the right to be notified of impending action and the right to a hearing with the Council.
11. **Membership Non-transferable.** Membership in the Association is not transferable.
12. **Membership Documents.** Every Member shall be provided with a copy of the Memorandum of Association, these By-Laws and the Covenant of the Canadian Association for Baptist Freedoms, which Covenant is Appendix I to these By-Laws. The Covenant expresses the Members' agreed upon way to live and serve together.

FUNDS

13. **Funds to be Used for Association Purposes.** The income and property of the Association shall be applied solely towards the promotion of its Objectives as set forth in the Memorandum of Association, and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise howsoever by way of profit, to its Members. Provided that nothing herein shall prevent payment, in good faith, of reasonable and proper remuneration to any Member of the Association in return for any services actually rendered to the CABF.

MEMBERS MEETINGS

14. **Voting.** All meetings of Members shall be open meetings, however only Individual or Lifetime Members or delegates from Member Churches shall have the right to cast the vote or votes **as** set below and no more, and there shall **not** be proxy voting.
- (a) Each Individual Member or Lifetime Member who is present at a meeting of the Members in person or via teleconference shall have the right to cast one (1) vote providing they do not also vote as a Delegate from a Member Church.
 - (b) Each Member Church may designate two Delegates to cast its votes at any meeting of the Members with each Delegate who is present in person or via teleconference being entitled to cast **one (1)** such vote on behalf of that Member Church providing they do not also vote as an Individual Member or Lifetime Member.
 - (c) Individual Members, Lifetime Members and Delegates of Member Churches must be registered for the meeting prior to the vote being taken.
15. **General or Special Meeting.** A General or Special Meeting of the Members may be held at any time and shall be called:
- (a) if requested by the President; or
 - (b) if requested by a majority of Council; or
 - (c) if requested in writing to the Secretary signed by **ten (10) percent** of the Members, where each Individual Member counts as **one (1)** Member and each Church Member counts as **one (1)** Member.
16. **Notice of General or Special Meeting.** Notice to Members is required for General or Special Meetings. The Secretary shall issue a notice which must:
- (a) specify the date, place and time of the meeting;
 - (b) be given to the Members **seven (7)** days prior to the meeting;
 - (c) be given to the Members by any of the following: newsletters, regular prepaid post, e-mail, telephone, fax and/or other electronic means; and
 - (d) specify the nature of business, such as the intention to propose a Special Resolution.

By-Law #2 was adopted by Special Resolution October 3, 2020 and Approved by the Registrar December 16, 2020. Sections 54-59 were amended by Special Resolution June 16, 2022 and Approved by the Registrar July 15, 2022. This version is what the amended By-Law would look like if all the amendments approved by Council at its March 12, 2025 Meeting are approved by vote of the Membership.

The non-receipt of notice by any Member shall not invalidate the proceedings. Notice may be waived for Meetings of Members with the unanimous approval of all Members.

17. Annual General Meeting and Notice. Notice to members is required for the Annual General Meeting, which shall be held in the fall of every calendar year. The Secretary shall issue a notice which must:

- (a) specify the date, place and time of the meeting;
- (b) be given to the Members **thirty (30)** days prior to the meeting;
- (c) be given to the Members by any of the following: newsletters, regular prepaid post, e-mail, telephone, fax and/or other electronic means; and
- (d) specify the intention to propose any matter as a Special Resolution.

The non-receipt of notice by any Member shall not invalidate the proceedings. Notice may be waived for Members meetings with the unanimous approval of all Members.

18. Business at Annual General Meeting. At the Annual General Meeting of the Association the following items of business shall be dealt with and shall be deemed ordinary business and all other business transacted shall be deemed special business:

- (a) minutes of the previous Annual General Meeting and any General or Special Meetings held in the interim;
- (b) consideration of the annual report of Council;
- (c) consideration of the annual financial report of the Association; and
- (d) election of Council, as set out in these By-Laws.

19. Vincent Rushton Lecture and Luncheon. The Vincent Rushton Lecture and Luncheon may be held each spring at which items of interest will be presented and a speaker invited to deliver a lecture. The exact date, agenda, and speaker shall be arranged by the Program Committee under the direction of the Council. A General Meeting may be held in conjunction with the Lecture and Luncheon.

20. Quorum for Members Meeting. Quorum for all meetings shall consist of **twenty (20)** percent of the total number of Individual Members and Lifetime Members plus the total number of Delegates from Member Churches that were eligible to attend the meeting. No business shall be conducted at any meeting unless a quorum is present to open the meeting and, upon request, before any vote. Individual Members, Lifetime Members and Delegates from Member Churches may be present in person or via teleconference.

21. **Quorum Not Present.** If a quorum is not present within **thirty (30)** minutes from the time appointed for a meeting:
- (a) convened pursuant to By-Law 15(a) or 15(b), such meeting shall be adjourned to such time and place as a majority of the Individual Members and Delegates present shall decide and notice of the new meeting shall be given, provided, however, that at the adjourned meeting, the Individual Members and Delegates present shall constitute a quorum only for the purpose of winding up the Association; or
 - (b) convened at the request of the Members pursuant to By-Law 15(c), such meeting shall be dissolved.
22. **Chair of Meeting.** The President, or in their absence, the Vice-President, or in the absence of both of them, any Individual Member or any Delegate of a Member Church appointed from among those present, shall preside as Chair at Meetings of Members.
23. **No Second or Casting Vote.** At all Meetings of Members, the Chair shall have a single vote. With the exception of a vote on a Special Resolution, where there is an equality of votes the motion shall be lost.
24. **Adjournment.** The Chair may, with the consent of the meeting, adjourn any meeting. No business shall be transacted at the subsequent meeting other than the business left unfinished at the adjourned meeting unless notice of such new business is given to the Members pursuant to By-Law 16.
25. **Procedure for Vote.** At any meeting a declaration by the Chair that a resolution has been carried is sufficient unless a poll is demanded by at least **one (1)** Member. If a poll is demanded, it shall be held by show of hands or by secret ballot as requested by any Individual Member or Delegate from a Member Church.

COUNCIL

26. **Qualification for Council.** Any Individual Member or any member of a Member Church shall be eligible to be elected as a member of the Council of the CABF at the Annual General Meeting or at any General or Special Meeting where notice has been duly given, and a member of the Council of the Association shall be an Individual Member or a member of a Member Church.
27. **Council are Directors.** For the purposes of the *Societies Act* of Nova Scotia, the Council and its members are the Directors of the Association.
28. **Members of Council.** The Council shall consist of the Officers of the Association, Editor of the Bulletin, and at least **six (6)** additional members and not more than **fourteen (14)** additional members, all of whom shall have voting privileges.
29. **Term of Council.** Members of Council terms shall be coincident with the term of the office they hold as documented in the Policy and Procedures Manual. With respect to the Editor of the Bulletin, the term of office shall be as determined by Council in consultation with the Editor.

By-Law #2 was adopted by Special Resolution October 3, 2020 and Approved by the Registrar December 16, 2020. Sections 54-59 were amended by Special Resolution June 16, 2022 and Approved by the Registrar July 15, 2022. This version is what the amended By-Law would look like if all the amendments approved by Council at its March 12, 2025 Meeting are approved by vote of the Membership.

30. Vacancy. If a member of Council:

- (a) resigns their position; or
- (b) ceases to be an Individual Member and is not a member of a Member Church; or
- (c) ceases to be a member of a Member Church and is not an Individual Member;

their position as member of Council shall be vacated and the vacancy may be filled for the unexpired portion of the term from among the Individual Members /or members of Member Churches by a vote of the Members at a General or Special Meeting for which notice of the election shall be duly given.

31. Removal of Member of Council. The Members may, by Special Resolution, remove any member of Council and appoint another person to complete the Term of Office. No vote to terminate the membership of a Member of Council shall be taken until due process has been followed. Due process shall include the right to be notified of impending action and the right to a hearing with the Council.

32. Responsibilities of Council. The Council shall have the responsibility for making recommendations to General Meetings and for the execution of the policies and programs approved by the General Meetings. The Council shall be authorized to establish and manage a Policy and Procedures Manual. The management of the CABF is the responsibility of Council. Council shall be responsible for strategic and operational planning for the CABF and for ensuring that the plans are implemented. Detailed Terms of Reference and Roles and Responsibilities for Council shall be approved by Council and recorded in the Policy and Procedures Manual.

- (a) **Council Executive.** Council may establish an Executive for the purpose of facilitating the work of Council and to reduce the number of Council Meetings required and to deal with routine matters between Council Meetings. The Terms of Reference and Roles and Responsibilities for Council Executive shall be approved by Council and recorded in the Policy and Procedures Manual.

33. Declaration of Conflict of Interest. Any member of Council who has, or could reasonably be seen to have, a conflict of interest, has a duty to declare this interest. The declaration should be made to the Members:

- (a) upon nomination: and
- (b) if serving as a member of Council, when the possibility of a conflict is realized.

34. Interest of Members of Council in Contracts. Subject to the provisions of any applicable legislation, no member of Council shall be disqualified by their office from contracting with the CABF nor shall any contract or arrangement entered into by or on behalf of the Association with any member of Council or in which any member of Council is in any way interested be liable to account to the Association or any of its Members or creditors for any profit realized from any such contract or arrangement by reason of such member of Council holding that office or the fiduciary relationship thereby established, provided that such member of Council withdraws from the decision making on matters pertaining to that contract or interest. The withdrawal should be recorded in the minutes.

35. **No Remuneration of Council.** Members of Council of the Association shall serve without remuneration and no member of Council shall directly or indirectly receive any profit from their position as such; provided that a member of Council may be paid reasonable expenses incurred by him or her in the performance of the duties of that member of Council.

COUNCIL MEETINGS

36. **Meetings of Council.** The Council shall meet no less than **six (6)** times each year when Council or the Association Membership deems a meeting is appropriate. A meeting of Council may be held at the close of every Annual General Meeting.
37. **Notice of Meetings.** Notice is required for all Council meetings, except any meeting held at the close of every Annual General Meeting. The President of the Association shall call the meeting, and the notice issued by the Secretary must:
- (a) specify the date, place and time of the meeting:
 - (b) be given to the members of Council **seven (7)** days prior to the meeting: and
 - (c) be given to the Members of Council by any of the following: newsletters, regular prepaid post, e-mail, telephone, fax and/or other electronic means.

The non-receipt of notice by any Member of Council shall not invalidate the proceedings. Notice may be waived for Council meetings with the unanimous approval of Council.

38. **Quorum for Council Meeting.** Quorum shall consist of fifty (50) percent of the sitting Members of Council present in person or via teleconference. Vacant Council positions shall not be counted when considering quorum. No business shall be conducted at any meeting of the Council unless a quorum is present to open the meeting and, upon request, before any vote.
39. **Chair of Council.** The President or, in the absence of the President, the Vice-President or, in the absence of both of them, any member of Council appointed from among the Council Members present, shall preside as Chair of a meeting of Council.
40. **Vote by Council.** All members of Council may vote at Council meetings, with the Chair having a single vote. Except as otherwise required by section 10(f), where there is an equality of votes the motion shall be lost.
41. **Council Meetings Open.** All meetings of Council shall be open to Individual and Lifetime Members of the Association and Delegates from Member Churches and to other visitors with prior approval by Council Executive and invited to make presentations or observe, except for any portions of the meeting that the Chair declares must be held *in camera*. Visitors and observers may be permitted by the Chair to speak, but may not make motions or vote.

OFFICERS

42. **Officers.** The Officers shall be elected by the Members for terms as recorded in their Terms of Reference in the Policy and Procedures Manual and shall be a President, a Vice-President, a Treasurer, and a Secretary. There shall also be a Past-President who shall be determined pursuant to these By-laws and shall be an *ex-officio* voting officer.
43. **President.** One of the Officers shall be the President. The President shall be responsible for the effectiveness of Council and shall perform other duties as assigned by the Members or Council. The President shall be an *ex-officio* non-voting member of all Committees.
44. **Past-President.** One of the Officers shall be the Past-President. The Past-President shall be the most immediate former President who is willing and able to so serve. When this person is unwilling or unable to serve, the Council shall appoint a previous President who is willing to serve or another member of Council to fill this role. The Past-President shall chair the Nominating Committee.
45. **Vice-President.** One of the Officers shall be the Vice-President. The Vice-President shall perform the duties of the President during the absence, illness or incapacity of the President, or when the President may request the Vice-President to do so.
46. **Secretary.** One of the Officers shall be the Secretary. The Secretary shall:
- (a) be responsible for taking minutes of all Council and Members meetings: and
 - (b) have responsibility for the preparation and custody of all non-financial books and records of the Association, including, but not limited to:
 - (i) the minutes of Members meetings;
 - (ii) the minutes of Council meetings; and
 - (iii) in consultation with the Membership Committee, the register of Members;
 - (c) have custody of the Seal, if any, which may be affixed to any document upon resolution of the Council, and
 - (d) file with the Registrar:
 - (i) within **fourteen (14)** days of their election or appointment, a list of members of Council with their civic addresses, occupations, and dates of appointment or election;
 - (ii) a copy of every Special Resolution within **fourteen (14)** days after the resolution is passed, and
 - (iii) within 14 days of them being approved, the Annual Financial Statements of the Association;
 - (e) keep records as required by section 53 of these By-Laws; and

By-Law #2 was adopted by Special Resolution October 3, 2020 and Approved by the Registrar December 16, 2020. Sections 54-59 were amended by Special Resolution June 16, 2022 and Approved by the Registrar July 15, 2022. This version is what the amended By-Law would look like if all the amendments approved by Council at its March 12, 2025 Meeting are approved by vote of the Membership.

- (f) have other duties as assigned by Council.
- 47. Treasurer.** One of the Officers shall be the Treasurer. The Treasurer shall have responsibility for:
- (a) the custody of all financial books and records of the Association;
 - (b) the preparation of the financial report as set out in By-Law 60 for each fiscal year of the Association after the fiscal year end;
 - (c) the submission of the applicable Registered Charity Information Return as required by the Canada Revenue Agency, and application for GST/HST rebates; and
 - (d) have other duties as assigned by Council.
- 48. No Remuneration of Officers.** Officers shall serve without remuneration and shall not receive any profit from their positions. However, an Officer may be paid reasonable expenses incurred in the performance of that Officer's duties.
- 49. Signing Officers.**
- (a) Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the CABF by either the President or the Vice-President together with the Secretary, or otherwise as prescribed by resolution of the Council; and
 - (b) For cheques on the CABF account, the Signing Officers shall be any two of the persons who are members of the Council who are so prescribed by resolution of Council.

COMMITTEES

- 50. Committees.** Council may establish Standing and Ad Hoc Committees to assist in carrying out the Objectives of the Association as set out in the Memorandum of Association of the CABF. Each Committee so established shall:
- (a) have Terms of Reference which are approved by Council and recorded in the Policy and Procedures Manual;
 - (b) be composed of members who have been appointed by Council, including a chairperson who is a member of Council and one additional member who is a member of Council. Council may appoint as many additional members as it sees fit to undertake the work of the Committee from among the members of Council, Individual Members of the Association and Members of Member Churches;
 - (c) Committees shall schedule such meetings as necessary to carry out their responsibilities and be prepared to report to Council at Council meetings.

51. **Reorganization of Committees.** Council may reorganize Committees, altering their Terms of Reference to meet the changing needs and priorities of the Association
52. **Committee Minutes.** Each committee shall keep minutes of its meetings and, excepting any record of “in camera” portions of the meetings, make those minutes available to Council. Committee minutes shall not be posted on the Association Website.
53. **Records and Reports.** Documents related to the business of the CABF shall be kept in safe keeping by the chairpersons of the various committees, and when they are no longer required for the transaction of current business, shall be given to the Secretary for retention until such time as they are deposited with the Baptist Archives at Acadia University.

ORDINATION, APPOINTMENT AND DISMISSAL OF ACCREDITED MINISTERS

54. **Ministerial Credentials.** The CABF oversees a process by which a person having a sense of calling and the necessary education may receive the credentials necessary to become accredited by the CABF to perform ministry.
 - (a) For candidates who are not ordained and who hold a Church Licence to Minister, a candidate may apply for a CABF Association Licence to Minister;
 - (b) For candidates who hold the appropriate Church and CABF Association licenses, a candidate may apply for designation as an Accredited Lay Minister;
 - (c) for candidates who hold the appropriate Church and CABF Association licenses, the CABF may organize an Ordination Examining Council; and
 - (d) for those who have been ordained by a body acceptable to the CABF, a candidate may apply to become accredited by the CABF.

In all cases, candidates must fulfill the requirements as established in the CABF Policy and Procedures Manual.

55. **Accreditation.** Accreditation is an official declaration by the Canadian Association for Baptist Freedoms that a person meets the Association’s standards to be a CABF Accredited Minister. Accreditation is a covenant relationship between the CABF and the persons the Association accredits. This allows ministers to meet certain professional requirements and have ‘denominational’ recognition for employment. It confirms that a minister is in good standing with the CABF and provides the minister with a professional ‘denominational’ identity. The CABF pledges to provide ongoing support to those who have attained CABF accreditation and who strive to maintain its standards. Accredited clergy agree to on-going participation in the life of the Association, as well as maintaining communication and accountability to the Canadian Association for Baptist Freedoms. Accreditation by the CABF does not preclude the holding of accreditation by other denominational bodies.

- 56. Qualifications for Accreditation.** Accreditation is granted to individual ministers who:
- (1) successfully complete requirements overseen by the CABF Credentials Committee, which address the core professional, ministerial, ethical and educational standards through a process of written papers, interviews, and mutual discernment. Details of these standards are found in the Policy and Procedures Manual.
- 57. Authorization to Conduct Marriages.** On the recommendation of the Credentials Committee, CABF accredited ministers may be listed with their respective Provincial or Territorial Department of Vital Statistics or other appropriate Register or office for authorization to officiate, conduct or solemnize marriages. The scope and details of this authorization are found in the Policy and Procedures Manual.
- 58. Dismissal of Accredited Ministers.** The Credentials Committee is charged by the Council to create and review from time to time and revise as required, and then to administer and follow a process whereby CABF accredited ministers may have that accreditation removed. There shall also be a process and means whereby any decision of the Credentials Committee may be appealed. These processes as they are created or revised, and approved by Council, shall be communicated to, and subject to approval by, the members at the next succeeding meeting of Members. Details of the procedure are contained in the Policy and Procedures Manual.

FINANCE

- 59. Fiscal Year.** The fiscal year end of the Association shall be the last day of July.
- 60. Financial Report.** Council shall annually present to the Members a written report on the financial position of the Association. The report shall be in the form of:
- (a) a balance sheet showing its assets, liabilities and equity, and
 - (b) a statement of its income and expenditure in the preceding fiscal year.
- 61. Signing of Financial Report.** A copy of the Financial Report shall be signed by the auditor, if one has been appointed by the Membership or the Council, or by two members of Council if no auditor has been appointed.
- 62. Filing of Financial Report with Registrar.** A signed copy of the Financial Report shall be filed with the Registrar within 14 days after each Annual General Meeting.
- 63. Auditor.** An auditor of the CABF may be appointed by the Members at the Annual General Meeting and, if the Members fail to appoint an auditor, Council may do so or may authorize a Financial Review but is not required to do so.
- 64. Borrowing.** The Association may only borrow money as approved by a Special Resolution of the Members.

- 65. Members Inspection of Books and Records.** Any Member may inspect the Financial Report and minutes of Members and Council meetings at the registered office of the Association upon giving one (1) week of notice. All other books and records of the Association may be inspected by any Member at any reasonable time within two (2) days prior to the Annual General Meeting at the registered office of the CABF.
- 66. No Loans or Advance of Funds.** The Association shall not make loans, guarantee loans or advance funds to any Member, Member of Council or Officer of the CABF.

STATUTORY COMPLIANCE

- 67. Compliance with *Societies Act of Nova Scotia.*** For so long as the Canadian Association for Baptist Freedoms is incorporated under the *Societies Act* of Nova Scotia, the CABF shall do all things necessary to comply with that *Act*. If, for reasons of polity or otherwise, the Association cannot comply with that *Act*, the Association may by Special Resolution and satisfying any other requirements of the *Act* or by law, surrender its Certificate of Incorporation.

AMENDMENT

- 68. Amendment, Repeal of Memorandum, By-Laws or Covenant.** The Members may repeal, amend or add to the Memorandum of Association of the Association, or these By-Laws, or the Covenant of the Canadian Association for Baptist Freedoms by a Special Resolution at a meeting duly called and for which notice of the proposed action has been duly given. No By-Law or amendment to these By-Laws or amendment to the Memorandum of Association of the Association shall take effect until the Registrar approves of it.

APPENDIX I

CANADIAN ASSOCIATION FOR BAPTIST FREEDOMS

Covenant

**Being led as we believe by the Holy Spirit,
and in response to the call of God in Jesus Christ
to be disciples and servants in the world, we as
individuals and churches who cherish historic
Baptist principles, freedoms, and traditions,
humbly commit that in our life together:**

- We will respect and defend the freedom and the responsibility of individuals and local churches to interpret and live the call of God in every aspect of their individual and shared lives, led by God's Spirit, informed by the Scriptures, and without coercion from the state or any ecclesiastical body;
- We will support and uphold one another in mutual respect and love, and remember one another in prayer;
- We will affirm and celebrate participation in the whole Church of Jesus Christ, worshipping and working together to witness to, and to further, the reign of God in our lives and in our world;
- We will create opportunities for exploration of doctrinal, ethical, and social issues, entering into dialogue with one another, and with those beyond our fellowship, in a spirit of tolerance, respect, and love;
- We will make the worship of God primary in all our gatherings;
- We will strive, when we gather, to create times and places of refuge and renewal, health and wholeness, in which all are welcome;
- We will seek to be equitable and to act justly in all our dealings;
- And we will foster partnerships within the fellowship, and with other people of faith, in order that we might live out the intent of this Covenant freely in community.