

2019

Ontario Conference Pathfinder Council
Constitution



Ontario Conference Pathfinder Council Constitution and by-laws (Revised October 15, 2017)

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Ontario Conference Pathfinder Council (OCPC)

Constitution and by-laws

Article 1: Ontario Conference Pathfinder Council (OCPC) Organization

Section A: Statement of Purpose

We, the duly elected representatives of the Pathfinder clubs registered with the Ontario Conference Pathfinder Council, believe it is our mission to assist youth to personally know Jesus as their Lord and Saviour. We understand the Pathfinder Ministry to be that work of the church that is conducted for, with and by young people ages 10 to 15, inclusive.

It is our privilege to:

Lead youth to better understand their individual worth and to discover and develop more fully their spiritual gifts and abilities.

Equip and empower them for service within God's church and the community thus fulfilling the mission of the church.

We pledge to work together to achieve a high standard of excellence in all areas of Pathfinder Ministry including spiritual development, community service, policy development, leadership training and continuous evaluation.

Section B: Pathfinder Staff Leadership Level

1. This section provides various levels of Pathfinder Council Staff Leadership:

- a. Conference Pathfinder Director
- b. Executive Coordinator
- c. Assistant Executive Coordinator
- d. District Coordinator
- e. Area Coordinator
- f. Pathfinder Club Administrative Director
- g. Pathfinder Club Director
- h. Pathfinder Club Deputy Director
- i. Pathfinder Club Counsellor
- j. Counsellors-in-Training
- k. Teen Leadership Training

1. Master Guides-in-Training

2. Definitions

Conference Pathfinder Director:

A conference employee who oversees the Pathfinder, Adventurer and Master Guide ministry.

Executive Coordinator:

Reports to the conference Pathfinder Director and acts as liaison to District and Area Coordinators of the Pathfinder Council.

Chairs the OCPC and Executive Committee meetings.

Assistant Executive Coordinator:

Reports to the Executive Coordinator.

Acts as Assistant Chair of the OCPC and Executive Committee meetings.

District Coordinator:

Reports to the Executive Coordinator

Is responsible for supervising Area Coordinators within his/her district.

Area Coordinator:

Reports to the District Coordinator.

Is responsible for supervising the Pathfinder Club Directors within his/her assigned churches.

Pathfinder Club Administrative Director:

Reports to the Area Coordinator.

Is liaison between the Teen and Junior Club Directors

Pathfinder Club Director:

Reports to the Club Administrative Director or Area Coordinator.

Supervises and implements all Pathfinder programs.

Pathfinder Club Deputy Director:

Reports to the Club Director.

Assists in supervising and implementing all programs of the Pathfinder Club.

Pathfinder Club Counsellor:

Reports to the Club Director and assists in coordinating the units within the Pathfinder Club as they implement the planned programs and activities.

Counsellor-in-Training:
Pathfinder teens who assist a counsellor in overseeing a Pathfinder unit
or class in the Pathfinder Club and reports to the Counsellor.

Teen Leadership training
The Teen Leadership Training is for Pathfinder teens in grades 9-12 who wish to be mentored in Christian service and leadership.

Master Guide Trainee:
A person in training to become a Master Guide.

Article 2: The OCPC

Section A: Composition

The OCPC consists of the Pathfinder clubs registered with the Ontario Conference and the Ontario Conference Pathfinder Executive Committee.

Section B: Aims and Objectives

Leadership in the OCPC is dedicated to:

1. Assuring the young people of the Ontario Conference that the Seventh-day Adventist Church appreciates and cares for them.
2. Holding before the youth the destiny God has planned for each of them.
3. Assisting Seventh-day Adventist youth in developing a positive attitude to Christianity, Bible principles and gaining a better appreciation for the ministry of the Seventh-day Adventist church and its Christian ideals.
4. Organizing the youth for active missionary service, encouraging teamwork and helping them to share, serve and work together.
5. Teaching Pathfinders specific skills.
6. Acquainting Pathfinders with God's first book, Nature.
7. Guiding Pathfinders in their physical, mental, social and spiritual growth, thus making life more meaningful.

8. Limiting competition and undue stress while aiming to achieve cooperation and perfection in Pathfinder activities.
9. Enhancing and utilizing expertise in the area of Pathfinder classes, honours, art and crafts and camping skills, thereby maintaining, upgrading and supporting the Pathfinder clubs.
10. Coordinating and promoting the role of Pathfinder clubs within the community by promoting affirmative action programs in community services, recreation, citizenship and multiculturalism.
11. Ensuring, as well as verifying the effectiveness of the Pathfinder ministry by monitoring and evaluating the programs.
12. Carefully managing funds entrusted to carry out the objectives of the OCPC.
13. Acting as liaison for the Pathfinder organization within the Ontario Conference and wherever it may be required or applicable.

Section C: The Council Social Media Platform

The OCPC will compile, promote and distribute a newsletter to all Pathfinder clubs in the Ontario Conference at least three times a year. The Executive Committee can decide to post the newsletter on the Conference website.

Article 3: The Executive Committee

Section A: Composition:

- a. Conference Pathfinder Director
- b. Executive Coordinator
- c. Assistant Executive Coordinator
- d. Secretary
- e. Assistant Social Media Secretary
- f. Treasurer
- g. Assistant Treasurer
- h. District Coordinators
- i. Area Coordinators
- j. Chaplain
- k. Assistant Chaplain
- l. Layperson Representative
- m. Ontario Pathfinder Youth Advisory Representative
- n. Two current Pathfinder Club Directors

Section B: Qualifications for Positions

1. The qualifications, as stated in (following *numbered Article and lettered Section*) 4B, 5B, 7B, 9B, 11B, 12B, 13B, 14B, 15B and 16B, below, must be possessed by all nominated candidates for their respective positions.
2. Be a member of the Seventh-day Adventist Church in Ontario in regular standing upholding the standards of the church.
3. Submit a police check as per the policy of the Ontario Conference of Seventh-day Adventists.

Section C: Responsibilities

The OCPC Executive Committee shall:

1. Adopt an annual budget for financing the activities of the OCPC
2. Plan OCPC conference-wide programs and activities
3. Receive financial statements and district reports
4. Formally evaluate all conference-wide Pathfinder events using written format, seeking input from Pathfinders and staff. Discuss club and individual input and, if warranted, make recommended changes for future programs
5. Plan yearly agenda to include leadership award training courses, conference programs and special events and communicate to clubs in a timely manner.

Article 4: The Conference Pathfinder Director

Section A: Selection

The OCPC recommends to the Board of Directors of the Ontario Conference, that the written job description and guidelines submitted to the nominating committee of the Ontario Conference includes the qualifications as stated in Section B of this article. The above should be considered when filling the office of the Conference Pathfinder Director.

Section B: Qualifications

The Conference Pathfinder Director shall:

1. Be an active Master Guide.
2. Have pastoral or teaching experience.
3. Have a passion for youth ministry.

Section C: Duties

The Conference Pathfinder Director shall:

1. Act as advisor to the OCPC and Executive Committee.
2. Be involved in all decisions making process of the OCPC and Executive Committee before implementation.
3. Serve as a voting member of the OCPC and Executive Committee and may present ideas and plans for discussion, debate and decision to the Council or Executive Committee.
4. Assist in liaising between Executive Coordinators and the church pastors.
5. Be responsible for approving legitimate expenses for the OCPC Executive Committee.

6. Help coordinate Cconference Pathfinder Ministry programs and future directions in conjunction with the Executive Committee.

Article 5: The Executive Coordinator

Section A: Selection

The Executive Coordinator is elected by the OCPC membership for a term of three years.

Section B: Qualifications

The Executive Coordinator must:

1. Be a Seventh-day Adventist Church member in regular standing, upholding the standards of the church.
2. Have at least two years' experience as a District Coordinator.
3. Demonstrate keen interest and active involvement in Pathfinder activities.
4. Maintain an active involvement with Pathfinder clubs.
5. Have completed all requirements for, or in the process of completing, the requirements for the Adventist Youth Ministry Training (AYMT) for Pathfinder Leaders

Section C: Duties

The Executive Coordinator:

1. Is responsible for District and Area Coordinators and reports to the Ontario Conference Pathfinder Council Executive Committee and the Conference Pathfinder Director.
2. Shall call and chair all OCPC and Executive Committee meetings.
3. Shall provide input on any matter pertaining to Pathfinders and have a working relationship with the Conference Pathfinder Director.
4. Shall act as a resource person for the Conference Pathfinder Director.
5. Shall present progress reports to the OCPC, Executive Committee and the Conference Pathfinder Director on all assignments.
6. May assist with Investitures, Inductions, Pathfinder Sabbaths and other events or can assign Area or District Coordinators with this responsibility.

7. Assist in liaising between Area Coordinators and the church pastors.
8. Shall encourage spiritual growth and Pathfinder Ministry skills among coordinators and club directors.

Article 6: The Assistant Executive Coordinator

Section A: Selection

One Assistant Executive Coordinator is elected by the OCPC membership for a term of three years.

Section B: As Article 5 Section B

Section C: Assist the Executive Coordinator as in Article 5 Section C 1-7

Article 7: The Secretary

Section A: Selection

The OCPC Secretary shall:

1. Be elected by the OCPC for a term of three years.

Section B: Qualifications

The Secretary shall:

1. Be a Seventh-day Adventist church member in regular standing, upholding the standards of the church.
2. Be able to attend all OCPC, Executive Committee meetings and conference-wide Pathfinder activities.
3. Be able to accurately record minutes, have word processing and internet skills and other relevant skills related to duties listed below.
4. Have experience as a Pathfinder or as Pathfinder club staff member.

Section C: Duties

The Secretary shall:

1. Record and keep minutes of all meetings of the OCPC and the Executive Committee and conduct all ordinary correspondence.
2. Be charged with the responsibilities of giving notice of all meetings to the member clubs of the OCPC in accordance with this constitution.
3. Preserve books, papers and documents belonging to the OCPC
4. Maintain a list of current clubs and directors with mailing addresses phone, fax, cell and email contact information.
5. Establish an archive at the Conference Pathfinder Office for storage of OCPC and the Executive Committee documents.

Article 8 : The Assistant Social Media Secretary

Section A: As Article 7: Section A

Section B: As Article 7: Section B

Section C: Duties

The Assistant Social Media Secretary shall:

1. Be responsible for producing media releases; and compiling and distributing the Pathfinder newsletter in all relevant media format to all registered Pathfinder clubs
2. Receive news and interest items from the Ontario Conference Pathfinder Director, Executive Coordinator, Executive Committee and clubs.
3. Fulfill the duties of the Secretary in his/her absence.

Article 9: The Treasurer

Section A: Selection

The Treasurer and the Assistant Treasurer shall:

1. Be elected by the OCPC members for a term of three years.

Section B: Qualifications

The Treasurer and Assistant Treasurer must:

1. Be a Seventh-day Adventist member in regular standing, upholding the standards of the church.
2. Be able to attend all meetings of the Executive Committee and conference-wide Pathfinder activities.
3. Have basic book keeping or accounting skills.

Section C: Duties

The Treasurer shall:

1. Ensure that the Executive Committee maintains an accurate record of monies received into, and expended from the Executive Committee Trust Fund held by the Ontario Conference Treasury Department.
2. Render financial statements to the Conference Pathfinder Director/Executive Coordinator monthly and to the Executive Committee at quarterly meetings.
3. In cooperation with Pathfinder Director, notify District Coordinators of clubs that have not paid annual dues at the first meeting of the new year of the Executive Committee.
4. Render a complete financial report at general meetings of the OCPC.
5. Coordinate Executive Committee expenses with the Executive Coordinator for submission to the Pathfinder Director.

Article 10 : The Assistant Treasurer (as needed)

Section A: As Article 9: Section A

Section B: As Article 9: Section B

Section C: Duties

The Assistant Treasurer shall:

1. Work under the direction of the Treasurer and assist in fulfilling the duties of the Treasurer as listed above.

2. Attend Executive Committee meetings and OCPC functions and in the absence of the Treasurer carry out the duties of the Treasurer.

Article 11: The District Coordinator

Section A: Selection

The District Coordinator:

1. Is elected by the OCPC membership for a term of three years.
2. If needed, a replacement appointed by the Executive Committee shall serve out the balance of the term of office to which he/she has been appointed.

Section B: Qualifications

The District Coordinator must:

1. Be a Seventh-day Adventist church member in regular standing, upholding the standards of the church.
2. Have been a Pathfinder club director for at least two years.
3. Have at least two years' experience as an Area Coordinator.
4. Demonstrate keen interest and active involvement in Pathfinder activities.
6. Have completed all requirements for the Adventist Youth Ministry Training (AYMT) for Pathfinder Leaders or in the process of doing so.

Section C: Duties of the District Coordinator

The District Coordinator:

1. Is responsible for supervision of Area Coordinators within the district and assisting with coordination of Pathfinder programs. He/she shall conduct quarterly evaluations of the Area coordinators in the district.
2. Shall serve as chair for all district staff meetings. District meetings are held at least quarterly.
3. Shall provide input on any matters pertaining to the Pathfinder clubs and have a working relationship with the Executive Coordinator through the OCPC.

4. Shall Provide progress reports to the Executive Coordinator on Area Coordinators and their assignments on a quarterly basis in advance of Executive Committee meetings or as required.
5. Shall assist with Investitures and Inductions as requested by Executive Coordinator, or on invitation of a club.
6. Shall encourage growth in the areas of spiritual development and Pathfinder ministry skills among Area Coordinators, club Directors and club staff.
7. Shall make appointments and visit clubs in his/her district at least annually.
8. Shall attend all conference-wide Pathfinder activities and assist at Camporee, fairs and other Pathfinder functions at a district, area or club level.
9. Shall work with Training Committee to coordinate 10 hours Basic Staff Training (BST) courses for Master Guide Trainees (MGT).
10. Shall work with Executive Committee to help develop and maintain continuing education training for Area Coordinators and other district personnel.
11. Shall promote and direct area activities, Camping trips, athletic events, parades or fairs.
12. Shall attend all OCPC and Executive Committee meetings.

Article 12: The Area Coordinator

Section A: Selection

The Area Coordinator:

1. Is elected by the OCPC membership for a term of three years.
2. Is assigned to serve in a geographic area by the Executive Coordinator and the District Coordinator and if needed, a replacement by the Executive Committee shall serve out the balance of the term of office to which he/she has been appointed.

Section B: Qualifications

The Area Coordinator must:

1. Be a member of the Seventh-day Adventist Church in Ontario in regular standing upholding the standards of the church.
2. Have been a club director, deputy director or counsellor for at least two years.
3. Be a Master Guide.
4. Have completed all requirements for, or must be in the process of completing, the Adventist Youth Ministry Training (AYMT) for Pathfinder Leaders

Section C: Duties

The Area Coordinator shall:

1. Provide leadership to the local church pastor and/or Pathfinder Club Director in promoting and supporting the local conference/union and General Conference Pathfinder policies and programs.
2. Visit each club in his/her area at least once per quarter and perform quarterly evaluations. Clubs facing challenges may require visits more frequently.
3. Attend district meetings and assist in the planning of district functions or Pathfinder programs.
4. Provide timely resources and assist local clubs with such activities as Pathfinder Day programs, Investitures and Inductions, and act as the Council representative as needed.
5. Shall assist District Coordinator in promoting and directing area activities. Camping trips, athletic events, parades or fairs, or organize Basic Staff Training (BST) courses for Master Guide Trainees (MGT)
6. Promote and help organize Pathfinder clubs within the local churches within assigned area.
7. Shall attend all conference-wide Pathfinder activities and assist at Camporee, training courses, fairs and other Pathfinder functions.
8. Ensure club directors submit, by the annual registration deadline, completed annual registration forms as well as vulnerable sector police check and insurance forms as determined by the Executive Committee.

9. Ensure Pathfinders who are being recommended by the Director have completed their requirements for Investiture. (i.e. class work, honors)

Section D: Area Coordinator Reports

An Area Coordinator shall:

1. Keep accurate records of all visits to Pathfinder clubs and Pathfinder club staff meetings. A log of distance travelled should also be kept of all visits.
2. Submit the above information to the District Coordinator at the District Meetings or as requested.
3. Submit scheduled expense reports to District Coordinator for review and submission to the Executive Coordinator for authorization for reimbursement.

Article 13: The Chaplain

Section A: Selection and Qualification

Executive Committee Chaplain shall:

1. Be a Seventh-day Adventist Pastor, upholding the principles and values of the Seventh-day Adventist Church.
2. Be elected by the OCPC membership for a term of three years.
3. Be an active supporter of a local club.

Section B: Duties

The Chaplain shall:

1. Attend all Executive Committee meetings.
2. Provide spiritual guidance and advise to the Executive Committee on issues relevant to his/her field of expertise.
3. Read and understand the Pathfinder Staff Manual.

4. Be willing to attend all conference, Pathfinder functions and participate in all OCPC meetings.

Article 14 (Assistant Chaplin) Takes on Section “B”

Article 15: Lay Representative

Section A: Selection and Qualification

Lay Executive Committee Member shall:

1. Be a Seventh-day Adventist Church member of regular standing, upholding the principles and values of the Seventh-day Adventist Church.
2. Be chosen from any one of the following: medical, education, and parent groups. Name is submitted to the OCPC for approval or the Executive Committee in the absence of an OCPC meeting.
3. Be elected by the OCPC membership for a term of three years.
4. Be an active supporter of a local club.
5. Submit police check as per the policy of the Ontario Conference of Seventh-day Adventists.

Section B: Duties

Layperson Representative shall:

1. Attend all Executive Committee meetings.
2. Advise the Executive Committee on issues relevant to his/her field of expertise.
3. Read and understand the Pathfinder Staff Manual.
4. Be willing to attend all conference and Pathfinder functions and be willing to attend and participate in all OCPC meetings. (Same as section 13 Article 4.)

Article 16: Ontario Pathfinder Youth Representative (Advisory)**Section A: Selection**

OPY Representative:

1. Appointed for three years.

Section B: Qualifications

The OYP Representative must:

1. Be willing to attend all Executive Committee meetings, have input into Executive Committee decisions and be willing to serve on committees as needed.
2. Have been a Pathfinder for three years or a Counsellor in training (CIT) or registered in the Teen Leadership Training (TLT) program or Master Guide Trainee (MGT).

Section C: Duties

The OPY Representative shall:

1. Participate in conference and area functions.
2. Aid the Coordinators and Executive Committee members as needed at these functions.
4. Have full membership status on Executive Committee.
5. Create an Online forum for Pathfinder ages 10 – 18 across the province of Ontario to solicit ideas and feedback on the Pathfinder Ministry in Ontario.
6. Submit a quarterly report to the Executive Coordinator in advance of the Executive Committee meeting. Report will be presented to the Executive Committee.

Article 17: Current Pathfinder Club Director**Section A: Selection**

Current Pathfinder Club Director shall:

1. Be selected by the OCPC at the annual meeting for a period of one year.
2. Be selected with consideration to incorporate the diversity of the Conference wide constituent.

Section B: Qualifications

The Club Director must:

1. Have been a club director for at least one year.
2. Be a Master Guide.
3. Have an interest in province-wide Pathfinder ministry.
4. Be able to attend quarterly Executive Committee meetings.

Section C: Duties

The Club Director shall:

1. Have full membership status on the Council.
2. Be able to attend quarterly Executive Committee meetings.

Article 18: Meetings**Section A: The Executive Committee**

The Executive Committee shall:

1. Meet quarterly and as needed.
2. Conduct business with no less than a quorum where a quorum is a simple majority of the Executive Committee membership.

Section B: The OCPC Annual General Meeting

1. The OCPC will meet at a yearly general meeting. The attendance of all Pathfinder clubs staff, CITs, MGTs and TLTs is strongly encouraged.
2. In yearly conventions when voting takes place, each OCPC registered Pathfinder club will be represented by three (3) voting delegates.
3. Executive Committee members attend as delegates.
4. A majority constitutes fifty percent plus 1 (50% plus 1) of delegates present.
5. Two thirds (2/3) of the registered Pathfinder clubs must be present to amend the Constitution.

Section C: The OCPC Triennial Meeting

1. The OCPC will meet triennially for a convention. All staff, CITs, MGTs and TLTs in Pathfinder clubs are encouraged to attend.
2. At the OCPC Triennial Meeting reports will be presented and received. The Executive Committee will present future plans as well as conduct a planning session for OCPC master calendar. The Executive Committee will conduct other business as deemed necessary.
3. The Constituent will conduct election of officers to serve for the next three years. For voting purposes, each OCPC registered club can be represented by a maximum of three (3) voting delegates. Voting by proxy will not be permitted.
4. Executive Committee members attend as delegates.
5. A majority constitutes fifty percent plus 1 (50% plus 1) of delegates present.
6. Two thirds (2/3) of the registered clubs must be present to amend the Constitution.

Article 19: Membership

Section A: Ontario Conference Pathfinder Council (OCPC) Membership

1. Membership in the OCPC shall be open only to Pathfinder clubs registered with the Ontario Conference Pathfinder Council.
2. Each Pathfinder club will pay an annual membership fee as determined by the Executive Committee and is subject to a review annually. All staff will submit a police check report as determined by the Ontario Conference.
3. Membership shall be for a twelve-month period. Registration fee is payable to the Ontario Conference and is due no later than February 28 of each year.
4. Each Pathfinder club in addition to their yearly membership fee are asked to make effort to support the scholarship fund Initiative. Membership allows qualified candidates from registered clubs to submit their applications before June 30 of each year for consideration.

Section B: Finances

1. An annual budget must be approved by the OCPC.
2. All seminars, meetings and activities conducted by the OCPC must have a budget approved by the Executive Committee.
3. All funds collected on behalf of the Executive Committee must be processed by the Executive Committee Treasurer.

Section C: Membership and Voting

1. The membership of the OCPC entitled to vote at the Convention meetings consists of:
 - a) Members of the Executive Committee.
 - b) Three delegates from each club duly registered with the OCPC. The three delegates may consist of the club director or appointee and two (2) other club staff chosen by the staff.
2. Voting is restricted to only one vote per delegate present. No proxy votes accepted.
3. The voting process shall consist of:
 - a) Review of candidates and qualifications.

- b) Voting by secret or open ballot.

Section D: Participation in OCPC activities

1. Clubs must be in regular standing and be registered with OCPC to participate in OCPC activities/events.

Article 20: Nominations

Section A: Committee

1. The Pathfinder Executive Committee will convene a meeting in conjunction with its annual Director's meeting within the first quarter of the election year for the purpose of appointing a nominating committee consisting of a representative from each district and a representative from the Executive Committee.
2. Each district (Northern Ontario, Eastern Ontario, Metro East, Metro Central, Metro West, Durham Region, Peel Region and South-West Ontario) will meet at the time of the director's meeting mentioned in section A-1 and select by voting one person not currently serving on the OCPC Executive Committee. These individual's name will be submitted to the presiding Executive Committee to be appointed as part of the nominating committee.
3. The Executive committee will select one member of the current serving Executive committee.
4. The nominating committee will be made up of individuals voted by the district for a total of eight(8) the member voted from the Executive Committee (1) and the Ontario Pathfinder Director.
5. The Nominating Committee will meet and prepare names that will be recommended to stand for election. OCPC members will receive a list of candidates two weeks before the OCPC Triennial Meeting date.

Section B: Nominees

All nominations shall have the consent of the nominee. The nominator must supply a resume of the nominee for the Nominating Committee to consider qualifications prior to presentation of the candidates to the voting body.

Section C: List of Candidates

Delegates to the OCPC Triennial Meeting will receive a list of candidates two weeks before the OCPC Triennial Meeting date.

Section D: Vacancies

In the event of any vacancies that may occur before a Nominating Committee is appointed for the purpose of Section A, the Executive Committee will appoint an interim officer or officers to fill the said vacancy or vacancies.

Section E: Rules of Order

Prior to the OCPC Triennial Meeting, the Executive Committee will appoint a Parliamentarian to oversee the procedures of the election.

Article 21: Amendments**Section A: When**

Amendments to this Constitution may be made at any general or special meeting of the OCPC.

Section B: Notice

The Secretary must receive notice of any amendments at least twenty one days (21) before the date of such meeting. The Secretary shall send copies of proposed amendments to all registered voting members at least ten days (10) prior to the date of the meetings.

Section C: Quorum and majority

A motion to amend the Constitution shall be approved by seventy-five percent (75%) majority, with two thirds (2/3) of clubs registered with the OCPC present.

Enacted and passed by the Ontario Conference Pathfinder Council:

Date: _____

Ontario Conference Pathfinder Director? _____

Executive Coordinator: _____