

(The National Association of United Church AOTS Men's Clubs)

Part 2 THE BYLAWS

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as adopted August 15, 1993, in Langley, BC
Amendments made in 1988, 1989, 1990, 1996, 1997 and 1999
are included in this copy .

Kenneth F. Lane Constitution Chair
February 1999

2. AOTS LOGO: (1999)

- A. This is the registered and copywrited logo of the National Association of United Church AOTS Men's Clubs, also registered as National AOTS. This logo is a carmine red stylized torch or flame set on a royal blue oval, surrounded by a carmine red oval signifying our affiliation to the United Church of Canada, and their logo. The letters AOTS are inscribed on the red torch in white and the words United Church Men's Clubs are also inscribed in red surround oval.
- B This logo is the property of the National AOTS and is used to promote their aims and objectives in publicity and communications.
- C. The logo cannot be used in commercial reproduction without permission of the National AOTS, either by Clubs, individuals, or commercial and non commercial organizations.
- D. National AOTS also reserves the rights to the historically primary logo of the AOTS movement - a gold flame within the folds of a blue scroll. This logo is a memorial to the earlier life of the movement and may also be used with written permission in the preparation of promotional materials and publicity of the organization.
- E. Our logo will be the primary consideration for lapel pins that signify Club and Individual affiliation to the National Association of United Church AOTS Men's Clubs. (National AOTS)

Lapel Pins

- A. The CLUB MEMBER lapel pin is the logo in the approved red and blue colours with gold lettering.
- B. The PAST PRESIDENT lapel pin is basically the members pin in the approved colours with an additional half scroll on the bottom portion of the pin in blue, with the words Past President in gold lettering.
- C. NATIONAL PAST PRESIDENT lapel pin is the regular Past President pin with a diamond chip inserted in the top of the outside red oval (between words United and Church).

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Lapel Pins (continued)

- D. NATIONAL LIFE MEMBER Lapel pin was introduced in 1999 and is the carmine red flame logo on the royal blue surround with AOTS lettering in gold on the flame and script letter L in gold (to signify Life Member) on the lower section of the torch or flame.
- E. INDIVIDUAL MEMBER Lapel pin is the member lapel pin in approved colors but with added two half scrolls on bottom section of the pin and inscribed Individual Member in gold lettering.

THE AOTS FLAG

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The AOTS Flag is a red, white, and blue tri-colour using the basic design of the Canadian Red maple Leaf Flag as the general pattern but using royal blue borders , white centre panel and red stylized flame in the centre panel. The royal blue, white and carmine red are the approved official AOTS colours of our logo.

HERALDRY OF THE FLAG

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1. General design and proportions of the Canadian Flag were utilized.
2. Royal blue border areas: represent from sea to sea and beyond alluding to members all across Canada, membership in Bermuda and past AOTS groups in other areas including Trinidad, India and northern USA.
3. The white centre panel indicates the very great volume of men living in our area of service and the very great need of Spiritual nourishment for such a large group.
4. The carmine red stylized flame is taken from our logo and signifies God's Spirit as: per the burning bush, the flame of wisdom and spirituality reaching out to all men. The Flame represents our carrying of the Spirit of Christianity to others, as we reach out to deepen the spiritual life of all men that we may encounter.
5. The AOTS Flag was purposely made of a simple but meaningful design incorporating our logo, our official colours and the general pattern of our national flag. It does not have any lettering as per general heraldry practice but letters AOTS on the flame in white might be inserted to provide a coat of arms flag if desired.

INFORMATION re Flag: The general pattern of the flag was submitted in 1997 and was approved and presented at the Annual meeting in Vancouver in August of 1998, as part of our 75th Anniversary Celebrations.

3. CLUB MEMBERSHIP:
As per article 4 of The Constitution of "The National AOTS", interested men's groups who are in agreement with the AIMS of "The National AOTS", may apply for membership on the following terms and conditions:
- A. Apply for enrollment on the prescribed form, as included in the Appendix, indicating their belief in and their support of the Aims and Objectives of "The National AOTS"
 - B. Upon acceptance of the application and receipt of the prescribed membership fee a charter will be issued.
 - C. Failure to renew before March 31 shall cause the member club to be "not in good standing ". Continued failure to renew membership within one more year shall cause cancellation of the membership and surrender of the charter.
 - D. A club that has paid its membership for 10 (ten) consecutive years will be issued a Gold Charter.
 - E. The membership fee for clubs is \$15.00 (fifteen) per year for each member of the club except for Life Members of the " National AOTS"
 - F. Clubs "not in good standing" are not allowed voting delegate status at Conventions. They are not eligible to nominate for National Life Memberships.

Re 3E above:

The 1993 National AOTS Convention in Langley B.C. passed that club affiliation dues be increased to \$ 15.00 per member effective January 1, 1994.

January 1995

4. INDIVIDUAL MEMBERSHIPS -term and conditions
- A. This category of membership is designated "Individual Member" as compared to the traditional "Club member" The recipient is registered as an "Individual member" of the National AOTS
 - B. An Individual membership provides an alternate method by which men, in a personal way, can engage in the AOTS concept as their practical expression of, and a commitment to, their Christian faith and as a means of personal self development, self expression and self fulfillment.

INDIVIDUAL MEMBERSHIPS - (continued)

- C. Individual membership is available to all interested men regardless of race, nationality, occupation or church affiliation.
- D. An Individual Member agrees to subscribe to the Aims and Objectives of The National AOTS outlined in the Constitution and Bylaws as they may be interpreted and defined for Individual application.
- E. An Individual Member has the privilege of full participation, including the right to vote, at National AOTS Conventions.
- F. An Individual Member is encouraged to attend and actively participate in local club events and/or help form new clubs or groups where it is feasible.
- G. The value of informal and occasional gatherings of Individual Members for mutual encouragement, support and communication is recognized and encouraged.
- H. An Individual Member receives copies of publications, AOTS bulletins or Newsletters plus announcements about events such as National AOTS Conventions and Roundups etc in his area.
- I. An Individual Member receives a distinctive lapel pin to wear plus a membership card to indicate that he is a paid up member.
- J. An annual fee of \$15 (fifteen) is payable on application and thereafter in January. A "Paid-for-Life" Individual Membership is available, commencing at age 60, for a fee of \$200.00.
- K. Individual Members are also encouraged to participate in Second Mile support for AOTS.
- L. Failure to renew his membership before March 31 shall cause the Individual Member to be "not in good standing" Continued failure to renew membership within one more year shall cause cancellation of the membership
- M. The National AOTS office shall maintain a current record and mailing list of Individual Members.
- N. Regional, Conference and Presbytery leaders shall be informed of Individual members residing in their areas.
- O. Applications for Individual Memberships are sent to the National AOTS office.

THE BYLAWS OF NATIONAL AOTS
Individual Membership (continued)

P. A promotional brochure including an affirmation and an application for Individual Membership is available from the National AOTS office.

Amendments to 4J were passed by the National Convention July 7 1989 (page 2 section 4B of minutes)

National LIFE MEMBERSHIP - terms and conditions:

- A. This category of members is designated as a "National Life member". The recipient holds a life membership in the National AOTS.
- B. The purpose of this category is to give appropriate recognition to a man who, as a club member or an Individual Member, has provided exceptional leadership within or on behalf of the National AOTS, particularly at the National level.
- C. Some local clubs and presbytery Councils have conferred on their own members and participants, honorary or life memberships in their organization. This privilege shall remain open and should be encouraged. Certificates are available.
- D. Nominations for life memberships in The National AOTS are made on an appropriate form available from The National AOTS office, They may be submitted by:
Any National AOTS Council or Executive with two officers signing;
Any Conference or Presbytery AOTS Council with two officers signing;
Any AOTS Club, in good standing, with two officers signing;
Any official United Church body with two officials signing;
Any 3 individual AOTS men, who are members of an AOTS club in good standing, or are Individual members of the National AOTS in good standing, or National Life Members. All three of the individual men must sign.
- E. Nominations shall be sent to the National AOTS office for acceptance by the National AOTS Council or Executive on recommendation from the National AOTS membership Committee
- F. The nominators shall include a fee of \$100.00 with the nominations.
- G. Upon acceptance, a Life Membership plaque is inscribed and a suitable time for presentation is arranged.
- H. It is important for the records that correct name, to be used on the plaque, and the address and phone number of the nominee be included,

- I. The nomination must be accompanied by a short biographical sketch of the nominee including his AOTS activities on a local, presbytery, conference and national level. All nominee's must have a major involvement above the club level.
- J. A distinctive Life Membership Lapel pin and Life membership card will be presented to the New National Life Member at the time of his presentation of his Life Membership.

6. NATIONAL AOTS CONVENTION

- A. PURPOSE: The National AOTS Convention is a biennial meeting of the membership National AOTS for inspiration and fellowship, information and education, elections, business and decisions on broad policy.
- B. AGENDA: During the business sessions of the Convention the delegates will:
 - Receive and act on a report from the National AOTS Council on its administration since the last Convention;
 - Receive and act on a Financial Report from the National AOTS Treasurer;
 - Receive and act on a proposed budget for the next biennium
 - Elect a National AOTS Council to administer the affairs of the National AOTS for the next biennium;
 - Deal responsibility with other business that shall properly come before them.

Other sessions of the Convention will contain:
Addresses by the National President, the National Secretary, and the incoming National AOTS president;
Theme or special addresses by qualified speakers (not necessarily a series);
The presentation of awards and the installation of the incoming National AOTS President and Council;
Workshops for the edification of the delegates;
The presentation of Resolutions on various concerns.

This should all be tied together with a fellowship that includes worship, singing, entertainment, good food and displays.

- C. PLANNING: The planning and operating of the Convention shall be the responsibility of the National Convention Committee, a Standing Committee of the National AOTS, subject to approval of the National AOTS Council or Executive. The use of local committees shall play an integral part of the planning and operation of the Convention.

THE BYLAWS OF THE NATIONAL AOTS

D. FUTURE CONVENTIONS: The location and dates of future Conventions will be the decision of the National AOTS Council at its meeting held prior to the Convention being held two conventions (4 years) ahead of the date for the convention being considered.

INVITATIONS to host the National AOTS Convention shall be sent to the National AOTS office, for consideration by the National AOTS Convention Committee and recommendation to the National AOTS Council. The invitations should be received in the National AOTS office at least three months prior to the meeting of the National AOTS Council at which the decision will be made.

Invitations must include- The name of the host organization and the proposed dates; particulars about the site, accommodation, etc.; the names of other organizations that support the invitation and will support the planning and operation of the Convention.

7. OFFICERS: Terms of Reference:

- A. HONORARY PRESIDENT: (Note - though not an active Officer, the terms of reference are included here for convenience). This an honorary position only and used to recognize past interest, concern and participation in AOTS. It is probable that he is a Life Member of National AOTS. He should receive the National Newsletter and notices of upcoming activities but not Minutes unless requested. It shall be limited to one term of office.
- If practical, he could be used to install the National AOTS Council at the Convention.
- B. PAST PRESIDENT: The Past-President of the National AOTS assumes the office automatically by being the immediate retired president. In the event that a past-president is not able to-serve, the other previous past-presidents are considered in chronological order, with the most recently retired being approached first.
- The Past -President is available to undertake any special duties assigned by the President or requested by the National AOTS Council or its Executive. He chairs meetings in the absence of the President and Vice Presidents. His assigned duties include chair of the Nominations and Staff committees.
- C. PRESIDENT: The President is responsible for overall supervision and administration of the affairs of the National AOTS and ensures that all policies and actions approved by the Convention delegates, the National AOTS Council or the National AOTS Executive are properly implemented. The President presides at business meetings of the National AOTS Conventions and chairs meetings of the National AOTS Council and its Executive.

- D. The President-ELECT: The President-Elect will be the next president of the National AOTS. Essentially his role is to train for the Presidency. In the absence of the President, he may be called to chair a meeting, if neither a Vice-President or the Past-President are unavailable
- E. REGIONAL VICE-Presidents:
1. It is assumed that a regional Vice-President has an extensive background of experience in AOTS work and is familiar with the people, problems and possibilities in much of the region for which he is responsible. Therefore a primary concern would be to facilitate more effective communication (personal contact, phone calls, correspondence within the region and between the region and the National AOTS. The Vice-President is a liaison and an interpreter. He is the source of stimulation and support of the AOTS movement.
 2. A pressing need throughout the National AOTS is leadership, identification, recruitment, training and development. The V.P. should be on the lookout for new leaders and should initiate and support Round-Ups, training workshops and programs for Club officers in his region.
 3. The V.P. should maintain an overview of AOTS work in his region and, on a continuing basis, assess and evaluate the strengths and the weaknesses of the movement.
 4. Individual and Life Memberships should be considered by the V.P. in promoting AOTS in his region. Potential recipients of Life Memberships should be drawn to the attention of possible sponsoring bodies. Individual memberships should be encouraged, when regular club membership is not possible or practical.
 5. It is assumed that contact with leaders, Councils and Clubs within the region will be maintained with a minimum of expense. Whenever possible, travel on AOTS work should be combined with business or personal travel in connection with other meetings or events. The National AOTS, will however, make available to a regional Vice-President reimbursement for travel and out of pocket expenses (postage, phone etc.-) at the scale approved from time to time by the National AOTS Council or Executive. Where possible, financial requirements should be anticipated and cleared with the National AOTS council or its Executive.
 6. When a National AOTS Convention is scheduled to be held in a V.P.'s region, he should assist the Planning Committee in every way possible, prior to and during the event.
 7. The V.P. should report regularly to the National AOTS Executive and in more detail to the Annual Meeting of the National AOTS Council.

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Regional Vice-Presidents (continued)

8. A Vice-President, if available, will chair meetings of the National AOTS Council or Executive in the absence of the president.

F. SECRETARY: The secretary's basic responsibility is to be a Recording Secretary for the National AOTS. He will write up the minutes of business sessions of the National AOTS Convention and meetings of the National AOTS Council and its Executive. He will send these to the National AOTS Office for copying and mailing.

G. TREASURER: The treasurer is responsible for the care and custody of the funds and other financial assets of the National AOTS and for making payments for all approved expenses. He maintains books of the accounts and reports regularly to the National AOTS Executive.

8, CONFERENCE REPRESENTATIVES

A. AOTS Conference Representatives are members of the National AOTS Council, and so must be a paid-up Club, or Individual member, or a National Life Member.

B. Conference Representatives are elected by their conference areas at their annual meeting or Round-Up and are usually the Conference AOTS president or his designate; or where there is not a conference area organization, by a district council or an organized club, if this is the only formal AOTS organization in the conference area.

C. The name of the elected Representative shall be forwarded to the National Council and/or Executive for approval as soon as elected.

D. Where there is NOT an organized Club or where there has not been a Conference Representative elected by the Conference organization or affiliated Club, the National Council may seek and approve a person to fill the vacancy to provide continuity of communication to that conference area. This action shall be taken ONLY where the conference area organization or area club has failed to elect and forward the name of a representative for approval.

E. The Conference area representative hopefully will demonstrate some leadership skills, have been active in local club leadership, presbytery, or district AOTS councils and will have some knowledge of the National AOTS organization, its aims and purposes and National projects.

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Duties of Conference Representatives

- A. The Conference Representative will develop communication with all AOTS clubs in his conference area, and hopefully maintain a current list of all clubs, their officers, meeting dates etc. for close contact with these clubs.
- B. Maintain a list, with assistance of the National office, of the Individual Members in his area and their addresses, to provide a network of AOTS support and interest.
- C. Where Club members and interest are sufficient, to organize smaller area councils (e.g. presbytery or district) to foster greater AOTS awareness and activity in his conference area.
- D. Visit all Clubs in his Conference area as many times as is possible during his term of office and provide them with support and guidance whenever needed. He should be especially helpful in the installation of Club officers and in the dissemination of information to Clubs about AOTS etc.
- E. Conference reps should encourage and initiate area events to deepen the spiritual life of men, foster fellowship and publicize the AOTS Movement.
- F. Write reports of AOTS events and Club projects in his area and forward to the area Vice President for his composite report to National and to the Editor of THE HANDSHAKE for publication in the AOTS Newsletter.
- G. Establish a list of men's clubs/groups in his conference area that are not affiliated with the AOTS movement and actively communicate with these clubs or groups so as to interest them in the wider service for Christ, as found in AOTS.
- H. Establish a rapport and communication with his conference area organization of the United Church of Canada and so be representative of AOTS men in his conference, as provided by THE MANUAL of the United Church of Canada.
- I. Represent the concerns of men on committees and programs established in his conference area, that are compatible to the aims and goals of the National AOTS.
- J. Offer his organizational skills to the clergy in his area to assist them to establish AOTS clubs in their churches, and so deepen the spiritual life of the men in their congregations and provide them with the challenge of a greater fellowship and service to Christ.

9. NATIONAL SECRETARY:

- A. This is paid staff position.
- B. PURPOSE: The National Secretary is a primary organizer, educator, and administrator for the National AOTS. The purpose of the position is, through the National, Conference, and Presbytery Councils, to give leadership and support to the development and effectiveness of the AOTS emphasis and program for clubs and members. The National Secretary is a liaison and communication link within and beyond the AOTS movement and is expected to be an animator and facilitator.
- C. RESPONSIBILITIES: Be a stimulus and resource to the officers of the National AOTS, Standing and Special Committees, Conference AOTS leaders, the entire National AOTS Council and its Executive.

Assist such volunteer persons in fulfilling their responsibilities and in selling and achieving goals within the general aims and objectives of the National AOTS.

The National Secretary the responsibility for the efficient operation of the National AOTS office.

He is an associate member of-the National AOTS Council and its Executive. He will prepare a tentative agenda for meetings as required; present any correspondence and assist the Chairman with items of business.

The National Secretary should seek out locations for future Biennial Conventions and bring recommendations to National Council regarding sites and leadership.

The National Secretary is not permitted to hold any elected position on the National Council, and on commencement of duties must resign from any such position now held.

- D. TERM: The National Secretary shall be hired for a two year term. He has the option to re-apply for subsequent terms in competition with others who may apply. Candidates must be approved at a meeting of the National Council, although in a case of emergency, a candidate may be engaged on an interim basis upon approval of the National Executive, in either case however, on the recommendation of the Staff Committee.
- E. ACCOUNTABILITY: The National Secretary shall be accountable to the Staff committee who shall work with him and arrange an annual consultation about the position.
- F. TRAINING: If necessary, a new National Secretary have a period of operational training with the incumbent National Secretary prior to taking over the responsibilities of the office.

G. DUTIES OF THE NATIONAL OFFICE:

Handle all routine correspondence and normal office duties.
Maintain an up-to-date mailing list of clubs, Individual, and Life Members.
Handle the mailings and arrange for printing and distribution of materials as required by the National AOTS Council and its Executive.
Maintain a stock control and the distribution of stationery, pins, pamphlets, promotional material etc.
Communicate with the appropriate persons any urgent correspondence requiring immediate action.
Keep a record of office expenses, forward to the National Treasurer monthly.
Compile reports and other information as needed or requested.
Have responsibility for the care and use of the National AOTS banners, Flags, etc.

10. The National AOTS COUNCIL

A. DUTIES

1. To have concern for all United Church Men's Clubs and, wherever and whenever possible, to co-operate with all other men's groups, fellowships etc.
2. Advise, encourage and assist Conference and Presbytery AOTS Councils and member AOTS clubs in being an arm of the Church reaching out in Christian fellowship to all men.
3. Maintain communication with Member Clubs and Individual and Life Members through Conference and Presbytery AOTS Councils or through the National AOTS Newsletter or by direct mail if expedient.
4. Be responsible for the preparation and dissemination of materials, including suggestions for programs and projects, which will enable Conference and Presbytery AOTS Councils and member clubs to do their work more effectively.
5. Promote the establishment of United Church AOTS Men's Clubs and issue charters for presentation to newly enrolled clubs.
6. Encourage pastoral charges, through their Conference and Presbytery AOTS Councils to establish the type of club, fellowship, or study group best suited to the local need.
7. Be responsible in assisting to set up and maintain AOTS Councils in all Conference and Presbytery areas of the Church.
8. Register and operate the National AOTS as a charitable organization.
9. Appoint the members of the National AOTS Executive.

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9. National AOTS DUTIES (continued)

10. Appoint up to five (5) members-at-large of the National AOTS Council

11. Appoint the members of Special Committees such as Staff and Editorial.

B. Members of the National AOTS Council shall be ex-officio members of Conference and Presbytery AOTS Councils in the area in which they reside.

C. MEETINGS :

The National AOTS Council shall hold at least three meetings between conventions:

One meeting following the close of the Convention;

One meeting approximately halfway between Conventions;

One meeting just before the Convention;

Other meetings as deemed necessary by the National Executive.

D. RELATIONSHIP to DMC

1. On recommendation from the Nominating Committee, the National AOTS Council or its Executive shall appoint a representative to the Ministry with Adults Unit of DMC.

This appointment to be made following each General Council Meeting and stand until the next General Council Meeting

2. The National AOTS Council or its Executive shall submit written reports to the Adult Unit of the DMC at least once a year.

11. THE NATIONAL AOTS EXECUTIVE:

A. This is a committee of the National AOTS Council with the responsibility of carrying out the duties of the National AOTS Council between Council meetings.

B. The membership of at least 8 members is appointed by the National AOTS Council, for a 2 year term.

C. The Executive should meet as frequently as practical to handle the business to be dealt with but at least quarterly. A quorum for the Executive is 5 (five) voting members. (Constitution # 19).

12. THE NATIONAL SUB-EXECUTIVE:

- A. PURPOSE: To deal with matters specifically referred to it by the National AOTS Executive. (Constitution #20)

Comment: When the National AOTS President does not reside in the area where the Executive routing routinely meets, this committee might be set-up in the President's area with him as chairman. Available members in the area could be augmented by the appointment of some members-at-large. This would give the President some welcome support in his isolation from the Executive. The Executive could refer some specific tasks to this committee.

- B. ACCOUNTABILITY: Accountable to the National AOTS Executive.
- C. MEMBERSHIP: Five members appointed by the National AOTS on recommendation from the Nominating Committee.
- D. TERM: Two years with option for re-appointment,
- E. MEETINGS: As necessary to carry out its responsibilities.

13. SPECIAL COMMITTEES OF THE NATIONAL AOTS COUNCIL:

- A. STAFF COMMITTEE:

FUNCTION:

1. To supervise and administer the work of the staff.
To search for and find all staff.
2. To negotiate, and budget for salaries and benefits and communicate this budget item to the Finance Committee for discussion and approval.
3. To develop and update job descriptions and report same to the National AOTS Council or its Executive.
4. To help the staff to prioritize their work.
5. To arrange adequate vacation, days off, and temporary replacement for the staff.
6. To work with-the staff interfacing the joys, concerns, and problems of the National AOTS.
7. To arrange for an annual consultation with each staff member.

ACCOUNTABILITY: Accountable to the National AOTS Council and its Executive.

MEMBERSHIP: Three Vice Presidents and President Elect

TERM: Two years

MEETINGS: As necessary to carry out the tasks of the Committee. Any staff person may request a meeting with the Committee.

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B. EDITORIAL COMMITTEE:

PURPOSE: To take responsibility for the production of a National AOTS newsletter;

To take responsibility for the production of other information pamphlets etc. that may be requested from time to time.

ACCOUNTABILITY: Accountable to the National AOTS Council or its Executive.

MEMBERSHIP: Five members, including the newsletter editor, appointed by the National AOTS Council on recommendation from the Nominating Committee.

TERM Two years with option for re-appointment.

MEETINGS: As necessary to carry out the tasks of the Committee.

14. STANDING COMMITTEES:

- A. NUMBER: To promote the aims and objectives of the National AOTS and to facilitate its operation, the following Standing Committees will be established:
1. Church & Community Service
 2. Fellowship & Membership
 3. Spiritual Life & Leadership
 4. Constitution
 5. Convention
 6. Finance & Planning
 7. Nominating

B. GENERAL TERMS OF REFERENCE FOR ALL STANDING COMMITTEES:

1. The Chairman of all Standing Committees are elected at a National AOTS Convention.
2. The Chairman is responsible for setting up his committee so that it, can function effectively and efficiently. A nucleus of able and interested members should be recruited to serve on the committee for a two year period. They should be in close proximity the chairman to facilitate meetings and communication.
3. Corresponding members should be recruited in other parts of the country to evaluate, suggest, and test plans and proposals under development. Care should be exercised to avoid over burdening leaders carrying responsibilities. Seek out men who have served and remain active, or recruit newer men.
4. It may be expedient for some sub-committee's to be located in other parts of the country.

B. GENERAL TERMS OF REFERENCE FOR ALL STANDING COMMITTEES:

5. The Chairman shall report the names and particulars of the members of his committee to the National AOTS Executive for official appointment.
This report should be made at the first Executive meeting following the Convention. Changes in the committee membership should be reported as they occur.
6. The success of the committee depends largely on the quality and consistency of the Chairman's leadership and the recruitment of top-calibre men with some expertise and enthusiasm for the work of the committee.
7. Each National AOTS Standing Committee should meet and/communicate regularly to review work previously accomplished, to assess current procedures and resources, to determine needs and opportunities, and especially to plan, propose and implement new emphases and methods.
8. Each committee is responsible to the National AOTS Executive. It shall submit regular reports and recommendations for approval, and keep the National AOTS Executive fully informed on progress being made or problems encountered,
9. The National AOTS Executive may refer questions or assignments to the appropriate National Committee, but each Committee is expected to demonstrate a high level of initiative in fulfilling its responsibilities as outlined in its own terms of reference.
10. Each Committee shall submit an estimated budget for the operation of his committee to Finance Committee at a time to be helpful to the Finance Committee in preparing a Budget for the National AOTS.
11. The term of office for each Standing Committee is two (2) years. The Chairman is not restricted from standing for re-election, if nominated. Members of each committee, must be re-appointed by the National AOTS Executive following each Convention.
12. A quorum for all committee meetings shall be a majority of the voting members of the committee.
13. Terms of reference should be set up for all sub committees and reported to the National AOTS Executive.

14. STANDING COMMITTEES: (Continued)

C. CHURCH AND COMMUNITY SERVICE COMMITTEE:

1. This committee's responsibility covers the service part of the aims of the National AOTS including projects and the support of Youth work.
2. The organization of the committee should include subcommittees of one or more members to zero in on specific area such as the support of youth work and the National Hospital Project.
3. On behalf of the National Council, this committee will have responsibility for such specific National projects, as, the National AOTS Hospital Project, the Harry Colnett Memorial Scholarship Project, and the Observer-On-Tape, Youth for Camp, and the D.R. Poole Memorial Awards, as well as other projects assigned to there supervision.
4. The support of youth work shall be the major thrust of this committee.
5. On the question of service in general, this committee should develop or adapt ideas, models and resources for effective projects related to AOTS, the church and community and make these resources available on a regular basis.
6. The committee should be alert to ideas, models and resources available through the DMC and other sections of the United Church of Canada as well as other religious and secular organizations.
7. It should search out and become informed on projects initiated and carried on in local clubs. Define and organize this information so that these ideas may be shared throughout the National AOTS.
8. In support of youth work, the committee should study and be aware of the attitudes of youth, their life styles, problems and concerns and to advise other National AOTS committees on program emphases, projects etc. relating to youth.
9. It will promote and administer the D.R. Poole Memorial Awards program on behalf of the National AOTS.
10. It should foster and maintain effective liaison with persons responsible for Youth Work in the DMC and with other religious and secular organizations as may be appropriate.

14. STANDING COMMITTEES: (continued)

C. CHURCH AND COMMUNITY SERVICE: (continued)

11. The committee should work for increased involvement of youth in AOTS and the Church at every level of its organization and In all areas of its mission.
12. Consult and co-operate with the United Church of Canada's Division of World Outreach, International Affairs Committee and other similar bodies concerned with international relations, service and development with a view of fostering greater awareness of and response to needs in other nations by AOTS clubs and members in Canada.

D. FELLOWSHIP AND MEMBERSHIP COMMITTEE

1. A general description of the responsibility of this committee could be described as an interest and a concern for the membership of the National AOTS in the past, present and future.
2. It would develop, experiment and test new modes of membership and new types of clubs or groups to further the aims of the National AOTS in differing regions, among a diversity of potential members in a changing society.
3. To study and advise the National AOTS on current research and trends with respect to membership in voluntary organizations.
4. To maintain oversight of, revise, and propose changes in membership material (handbooks, membership cards, pins etc) used by the National AOTS and affiliated groups and persons.
5. To foster formation of new clubs, reactivation of dormant clubs and encourage enrollment with National AOTS.
6. Be responsible for the promotion and administration of the David Sherwood Memorial Trophy program.
7. Have general oversight of the granting of Life Memberships and recommend action to the National AOTS Executive.
8. Develop and adapt ideas, models and resources for effective programs related to the needs of local clubs and provide this information on a regular basis.
9. To engage in research to determine the program needs of clubs, and the interests and concerns of Individual and Life Members. To test and evaluate all program ideas, models and resources with the results being shared through the network of the National AOTS.

THE BYLAWS OF THE NATIONAL AOTS:

14. STANDING COMMITTEES: (continued)

D. FELLOWSHIP AND MEMBERSHIP COMMITTEE: (continued)

10. Encourage attendance at all functioning men's conferences, workshops etc. To foster the organizing of similar events where none occur.
11. To propose strategies for extending the aims, programs and benefits of AOTS on an international basis wherever possible.
12. To propose and arrange for AOTS affiliation and contact with similar laity movements in other countries to achieve mutual exchange of ideas and experience.
13. To have concern for men in prisons, half-way houses and other similar situations and search out ways that AOTS might reach out to these men in Christian fellowship.

E. SPIRITUAL LIFE AND LEADERSHIP COMMITTEE:

1. It is the responsibility of this committee to monitor, evaluate and devise ways and means of deepening the spiritual life of AOTS men.
2. To be a source of information regarding devotional material and to advise through the Newsletter of materials and ideas that will strengthen the spiritual life of the readers.
3. To be alert to ideas, models and resources available through the DMC and other sections of the United Church as well as other religious organizations, and to advise the membership of same.
4. To advise, whenever practical, of workshops and training opportunities that will enhance the well-being of our members.
5. To study the leadership needs and potential of the AOTS at every level and to propose strategies in the area of leadership development for consideration by the National AOTS Council and its Executive.
6. To encourage and initiate workshops and training opportunities for leadership development within the AOTS and to experiment with existing and new models of training.
7. To identify and recruit leaders for the work of the AOTS throughout Canada and Bermuda and be a resource to the National Nominating Committee.

14. STANDING COMMITTEES: (continued)

E. SPIRITUAL LIFE AND LEADERSHIP: (continued)

8. To relate to the leadership development emphases and to programs of the DMC and other church bodies.
9. To provide leadership to the National AOTS by proposing specific goals and short and long term objectives for the National AOTS and continually keep these targets before the National AOTS Council.
10. To evaluate the present effectiveness of the leadership provided by the National AOTS and, if necessary to make recommendations for changes and improvements.

F. CONSTITUTION COMMITTEE:

1. It is the responsibility of the Constitution Committee to keep under review the Rules of Government of the National AOTS and to recommend, from time to time, changes which may be recommended or desirable.
2. To study and recommend structural arrangements and relationships at every level that may facilitate the work of the National AOTS within the United Church of Canada and beyond.
3. To be responsible for seeing that Member Clubs, Individual and Life Members, Conference and Presbytery Councils and the DMC are informed about proposed changes to the Constitution and Bylaws and about those that are finally approved.
4. To prepare for printing revised constitution and/or bylaws as circumstances dictate.
5. To periodically ensure that the official copy of the Rules of Government of the National AOTS has been kept up-dated. Especially after each Convention, to ascertain that each member of the National AOTS Council has an up-to-date copy of the Rules of Government of the National AOTS.

G. CONVENTION COMMITTEE:

1. To be responsible for planning, formulating recommendations about, and operating the National AOTS Convention, subject to approval by the National AOTS Council or its Executive.
2. To study, in this process, the experiences and results of previous Conventions and other similar events.

13. STANDING COMMITTEES: (continued)

G. CONVENTION COMMITTEE: (continued)

3. To set up sub-committees in the area where the Convention is being held to handle as much of the responsibility as possible.
4. Keep the National AOTS Executive fully informed as Convention plans are considered.
5. To report a tentative detailed program and budget to the Annual Meeting of the National AOTS Council at least one year before the date of the Convention.
6. To arrange for adequate evaluation of the Convention so that achievements and deficiencies may be determined and made available to the National AOTS and future Convention Committees[MR1].
7. To prepare a record of the planning and operation of the Convention, to be provided to the National AOTS for future reference and guidance and to recommend changes and program emphases etc, which seem appropriate[MR2].
8. To prepare a Record of Proceedings of the Convention for distribution to all delegates, clubs etc., on request as soon as possible after the Convention.
9. The Convention Committee must operate on the premise that each Convention is to be self-sustaining financially.
10. The Chairman of the Convention Committee is to be the person heading the local Convention Committee for the Convention next coming. There could be more than one local Convention Chairman as two or more conventions should be in the planning stages. However, the Chairman of the National Convention Committee would always be the person noted at the first of this paragraph. (10[MR3]. passed and added at the Biennial in Langley Aug15/95)

H. FINANCE AND PLANNING COMMITTEE:

1. To assume responsibility to investigate, stimulate and promote ways and means to provide adequate financing for the National AOTS and its National Projects.
2. To assume the responsibility to formulate and present for approval a budget for the operation of the National AOTS and support for National AOTS projects.
3. Recommend to the National AOTS Council the names of competent persons to audit the financial records of the National AOTS. To assist in arranging for the audit to be accomplished. To report the results to the National AOTS Executive.

14. STANDING COMMITTEES: (continued)

I. NOMINATING COMMITTEE:

RESPONSIBILITIES:

1. Present one or more nominations to the National AOTS Convention for each position of National AOTS Officers and Standing Committee Chairmen.
2. To ascertain the person for each Conference that will represent that Conference on the National AOTS Council for the next biennium.
3. To recommend to the National AOTS Council, at its meeting following the Convention -
 - a) Names of possible members-at-large on the Council for the next biennium.
 - b) A suggested membership of the National AOTS Executive for the next biennium.
 - c) Names of possible membership of the Editorial Committee.
4. Be prepared to recommend to the National AOTS Council or Executive the names of competent men that could fill vacancies that may occur during the time between Conventions.
5. Be responsible for the planning and carrying out of the installation ceremony for the members of the National AOTS Council.

PROCEDURES:

1. At least six months before a National AOTS Convention the Nominating Committee shall:
 - a) Inform the membership of National AOTS of all vacant positions for Officers and Committee Chairmen including the responsibilities of each office;
 - b) Invite nominations for members to stand for election to these positions;
 - c) Announce the closing date for such nominations to be received; (This date should be about 4 months before the scheduled dates for the Convention).
 - d) Publication in or with the National AOTS newsletter, within the time span, will be accepted as informing the Membership.
2. The Nominating Committee shall check that those who have been nominated are:
 - (a) members of an AOTS Club in good standing or Individual or Life Members of National AOTS
 - (b) are willing to serve if elected,

14. STANDING COMMITTEES: (continued)

NOMINATING COMMITTEE: (continued)

3. The Committee shall make sure that at least one name is put forward for each position by making its own nomination(s) for any position for which no names have been received by the closing date.
4. Nominations received by the Committee shall not be kept secret and any candidate shall be free to withdraw in favor of another.
5. A report from the Nominating Committee, including biographical sketches, shall be circulated to the membership at least two months before the scheduled dates of the National Convention.
6. The opportunity for further nominations to be made will be allowed up to a closing date of receipt set 4 weeks prior to the start of the Convention.
7. A final nominating report will be presented to the Convention with biographical sketches.
8. No nominations will be permitted from the floor except for positions where no nominations have been made.
9. The Nominating Committee shall be responsible for the preparation and availability of ballots necessary for use in the election at the National AOTS Convention.
10. Conference AOTS representatives on the National AOTS Council will act as scrutineers for the election at the Convention.
11. A person may be nominated to more than one office. If elected to one office, his name shall be withdrawn from nomination for an other office. The priority of office shall be:
President, President-Elect, Vice-President,
Secretary, Treasurer, Committee Chairman.
12. Selecting an Honorary President:
 - a) The Nominating Committee shall invite suggestions for the position of Honorary President at the same time as inviting position on the National AOTS Council.
(see Procedure 1 (b)).
 - b) The Nominating Committee shall choose one person to be recommended for the position of Honorary President.
 - c) The recommendation for the Honorary President should be presented to the National AOTS Executive for a vote of concurrence.
 - d) The recommendation for Honorary President shall be presented to the National AOTS Council for a final decision.
 - e) If present, the incoming Honorary President shall be presented to the Convention delegates just prior to the installation of the members of the National AOTS Council by the person conducting the installation ceremony.

15. AD HOC COMMITTEES:

- A. Ad Hoc committees may be established by approval of a motion at a Convention, or a meeting of the National AOTS Council or its Executive. Motions to establish ad hoc committees shall contain appropriate terms of reference.
- B. Terms of reference for ad hoc committees shall include the following:
 - 1. The purpose of the committee.
 - 2. Any specific directives defining goals or tasks.
 - 3. The relationship to any over-lapping activities.
 - 4. The composition, including statements on any designated observers, whether officers are appointed in full or associate members and any authority granted to the chair to co-opt other members.
 - 5. Assignment of any staff as associate members.
 - 6. Any special mode of operation (such as meetings to be held only by phone).
 - 7. An upper limit of expenses the committee can incur.
 - 8. The preferred time and method for reporting.
 - 9. A quorum for committee meetings (a majority of voting members).
 - 10. Any time line on the term of office of the committee.

16. FINANCIAL GUIDELINES:

- A. The financial year for the National AOTS shall be from January 1 to December 31.
- B. Amounts in excess of \$250.00 unless already approved by the National AOTS, or its Executive, will be required to be presented to the National Council, or its Executive, for approval prior to payment of that account by National treasurer. Exemptions to this will be regularly monthly accounts to the National Office and costs of National Office on already approved travel.
- C. Cheques to disburse the funds of the National AOTS shall bear the signature of the Treasurer or, in the cases of special circumstances, the signature of the National Secretary.
- D. The National AOTS shall not incur debts by borrowing unless prior approval for such action has been attained by a two-thirds majority of votes cast at a meeting of the National AOTS Council or its Executive.

16. FINANCIAL GUIDELINES: (continued)

- E. The financial records of the National AOTS shall be audited yearly by a qualified accountant (or by at least two members of the National AOTS) appointed for such purpose at a meeting of the National AOTS Council.
- F. No officer or member of a committee shall receive any remuneration for duties performed on behalf on the National AOTS, but these persons may be reimbursed for reasonable expenses incurred while performing those duties. Any financial commitment made by anyone on behalf of AOTS without written approval, both to purpose and amount, does so at his own expense and faces the prospect of no, or partial payment as reimbursement, subject to a decision of the National Executive.

17. RULES OF GOVERNMENT:

- A. An official copy of the Rules of Government of the National AOTS shall be maintained up-to-date and kept in the National AOTS office.
- B. The particulars of the Rules of Government shall be printed on the right hand side of the book.
- C. The blank left hand pages shall be used to record any changes made (such as amendments, rescinding etc.) along with the particulars on motions etc. that created the change.
- D. The official copy shall be up-dated on changes by the staff of the National AOTS office on notification by the Recording Secretary.
- E. Copies of the Rules of Government shall be distributed to each member of the National AOTS Council.
- F. Copies of each part of the Rules of Government of the National AOTS should be available to any interested and concerned person upon request. A cost factor may be involved.

18. PROCEDURAL AUTHORITY:

At least two copies of the book, "ROBERTS RULES OF ORDER" should be purchased by the National AOTS. One copy to be kept in the National AOTS office and one copy for the Chairman of the National AOTS Constitution Committee.

Updated and amended January 1999.

19. Procedures

- A. Historically all meetings of AOTS Clubs and National Council etc. were called to order with a Bible opened at Luke 22:27 prominently displayed. It is recommended that this practice be observed in all our meetings to remind us of our heritage, our aims and purposes of Service for Christ, as well that we are not: just another meeting of men.
- B. A devotional period or thought for today be a part of every Club, Executive and Council AOTS meeting. Rationale: since we profess to be a Christian Service Club we should emphasize the fact by continuing the practice of a devotional period at all our meetings. Observations over the years has indicated that many clubs disbanded due to a lack of interest, have had the common symptom of having done away with a devotional period.
- C. The Financial reimbursement for all members of the National Council travelling to meetings should be at the rate of lowest economy air fare or at 15 cents per km (or 25 cents per mile) up to 250 miles, which ever (airfare or mileage) is the lower. Rationale- this is the prescribed rate now in effect. It should be regularly reviewed by the National AOTS.
- D. The schedule of mailings by the National Office to all Clubs should be followed and reviewed regularly by National Council. Rationale: A procedure was established and therefore should be followed or abolished.
- E. The prescribed schedule and procedure for the advertising of the position of National Secretary and his selection should be maintained and reviewed by the new Staff Committee on a regular basis. The decision to advertise for the position shall be decided by the Staffing Committee.
- F. The minutes of Executive and Council Meetings be distributed to all National Council Members and those interested Persons or clubs who request to receive them and whose requests are approved by the National Association.
- G. A summary of Convention Proceedings and National Council activities should be reported annually in the Handshake.

- Section 2 - Logo, flag and lapel pins - as presented to finish the unfinished section 2.
- Section 3 - Club membership section C - practice of yearly gold seal for charter was discontinued in 1995
Delete this section.
- Section 3 E A club that has paid its membership for 10 consecutive years will be issued a Gold Charter" This was abandoned in the 1980's when problems of printing the gold charter were experienced.
Delete this section.
- Section 4 C Individual membership is available to all interested men 18 years of age or older ---"
Delete 18 years of age or older. Rationale -does not agree with Charter of Rights limiting men because of age.
- Section 5 J Delete - Rationale - no known point system has been developed for inclusion in Bylaws.
- Section 5 K a NEW section to read "A distinctive Life Membership Lapel Pin and Life membership Card will be presented to the new National Life Member at the time of the presentation of his Life Membership plaque." New approved procedure
- Section 6 D -change "the invitation must be" to: "the invitation should be"
Rationale - In cases where we have not received an invitation on time, the National AOTS has gone ahead and solicited an invitation contrary to Bylaw's MUST.
- Section 7 B Past President -add " His assigned duties include chair of Nomination and Staff Committees". Rationale - According to restructuring plan presented and approved at the 20 th Biennial Convention in 1997, these duties are assigned to Past President.
- Section 8 C National Secretary - change word "with" in "achieving goals with the general aims" to "within".
Rationale - better gramatically.
- Section 9 A Duties -"to have concern for all United Church AOTS Men's Clubs"
AOTS missing from some copies of ByLAWS .
- Section 9 #8 last word is "organization"- not church- misprint.
- Section 10 B National AOTS Executive -change "the membership of at least 10 members" to: "the membership of at least 8 members".
Rationale - in new structuring of smaller Executive and Council we are using an eight or nine member executive contrary to old Bylaws.
- Section 10 C Change "a quorum for the Executive is six voting members" to: "a quorum for the Executive is 5 voting members".
Rationale - reduced size of Executive necessitates a smaller quorum.
- Section 12 A Membership of Staff Committee - "three members appointed by the National AOTS on recommendation from the Nominating Committee"
- change to: "the three vice presidents and the president elect"
Rationale - part of the approved restructuring plan.

- Sec.13-A #6 Finance Committee - Change to "Finance and Planning".
Rationale - approved name for this committee.
- Sec.13-B #7- "Each National AMTS Standing Committee" should meet regularly"
Change to -"Each National AOTS Standing Committee should meet
and/or communicate regularly".
Rationale -some standing committees are composed of membership
from across Canada and financially cannot meet regularly, but can
communicate on a regular basis by mail, telephone, fax etc.
- Sec.13-C #3 Church & Community Service - now states "On behalf of the
National Council, this committee will have responsibility
for all National AOTS projects -etc"
CHANGE to: " On behalf of the National Council, this committee will
have responsibility for such specific National projects as the
National AOTS Hospital project, the Harry Colnett Memorial
Scholarships, the Observer On Tape, Youth for Camp and the
D.R.Poole Memorial Awards, as well as other projects assigned to
their supervision".
Rationale - it states ALL projects but in practice such projects as
the David Sherwood Trophy and the CHERRYHILL Financial project
do not come under their supervision.
- Sec 13-D #2 Delete this section - AOTS Archives and Memorial Book have not
been supervised in past by this committee .
- Sec.13-D #12 DELETE -"have responsibility for the care and use of National
AOTS banners and Flags".
Rationale - now a function of the National Office. ADD this to
National Office responsibilities.
- Sec.13-G- Sec 8- Convention Committee -"prepare a record of proceedings for
all delegates and clubs" ADD to this: ON REQUEST".
- Sec.13-H #3 - DELETE word Executive, after " accomplished" and before
"To report." Misprint - not in official Bylaws .
- Sec.13-H #4 - DELETE - not felt necessary as regular treasurer's reports
present the information and the procedure not being followed by
Finance & Planning anyway.
- Sec.13-I Responsibilities: 3 (d DELETE members now are Vice Presidents, so no
longer necessary to recommend the names.
- Sec.15-B NEW "Amounts in excess of \$250.00(two hundred and fifty dollars)
unless already approved by the National AOTS or its Executive,
will be required to be presented to the National Council or
Executive for approval prior to payment of that account by the
National Treasurer. Exemptions to this will be the regular monthly
accounts of the National Office and costs of National Officers on
already approved travel."
Rationale - We wish to prevent situations where persons go ahead
and accumulate costs without prior approval and then are angry
because such amount is not immediately forthcoming.
(Amount set in discussion with Nat. Treasurer.)

Section 17 Procedural Authority - Change to:

"At least two copies of ROBERT'S RULES OF ORDER should be purchased by the National AOTS.

One copy to be kept in National AMTS office and one copy for the Chairman of the National AOTS Constitution Committee."

Rationale - the two copies of books noted in Bylaws were not available and so never followed. ROBERT'S Rules are felt to be the present appropriate procedure being followed.

Above revisions to BYLAWS were approved at National Executive meeting in Toronto on Jan 29th, 1999 and are to be presented to National Council for approval on April 29, 1999 and final approval at the 21st Biennial Convention at Geneva Park Conference Centre in Ontario on May 1 & 2, 1999.

Kenneth F. Lane, Chair of Constitution Committee.

Subject to correction and revision at the Annual Meeting and Biennial Business sessions.

Procedures

- 1) Historically all meetings of AOTS Clubs and National Council etc. were called to order with a Bible opened at Luke 22:27 prominently displayed. It is recommended that this practice be observed in all our meetings to remind us of our heritage, our aims and purposes of Service for Christ, as well that we are not: just another meeting of men.
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- 4) The schedule of mailings by the National Office to all Clubs should be followed and reviewed regularly by National Council. Rationale: A procedure was established and therefore should be followed or abolished.
- 5) The prescribed schedule and procedure for the advertising of the position of National Secretary and his selection should be maintained and reviewed by the new Staff Committee on a regular basis. Rationale: There is now a prescribed procedure that is not being followed in regard to evaluation and the advertisement: of the National Secretary position.
- 6) The minutes of Executive and Council Meetings be distributed to all National Council Members and those interested Persons or clubs who request to receive them and whose requests are approved by the National Association.
- 7) A summary of Convention Proceedings and National Council activities should be reported annually in the Handshake.