

**The National Association  
of  
United Church  
AOTS Men's Clubs**

**AS ONE THAT SERVES**



**CONSTITUTION**

As approved April 15, 2011

&

**BYLAWS**

As adopted April 15, 2011

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## CONSTITUTION

### NAME:

The name given to this organization of men within the United Church of Canada shall be The National Association of United Church AOTS Men's Clubs, hereinafter called "The National AOTS". The name AOTS (As One That Serves) is derived from the words of Jesus, "I am among you as one that serves" (Luke 22:27, K.J.V.).

### AIMS:

To be an arm of the Church reaching out in Christian Fellowship to all men.

To deepen the spiritual life of men and to lead them to an understanding of the work and witness of the Church, that, through commitment to Christ, they may fulfill the Ministry to which they are called in the home, in daily work, in the community and in the world.

To encourage and promote effective Christian Service.

To give encouragement and practical assistance to work among the youth of the church and community.

### FOR CHARITABLE ORGANIZATION REGISTRATION:

The National Association of United Church AOTS Men's Clubs shall be carried on without purpose of gain for its members, and profits and other accretions to the organization shall be used in promoting its aims.

In the event of dissolution or wind-up of its organization, all its remaining assets, after payment of liabilities, shall be distributed to the Mission and Service Fund of the United Church of Canada.

### MEMBERSHIP:

- A. Club Membership in The National AOTS is available to interested men's groups who are in agreement with the aims of The National AOTS and on terms and conditions as set out in the Bylaws.
- B. Individual Membership in The National AOTS is available to interested men, for the purpose of preserving and extending the spirit and concept of The National AOTS, on terms and conditions as set out in the Bylaws.
- C. National Life Membership in The National AOTS may be conferred for meritorious service to The National AOTS on terms and conditions as set out in the Bylaws.
- D. Club Members, Individual Members and National Life Members shall all have the same rights and privileges.
- E. Membership fees shall be defined in the Bylaws.

### NATIONAL CONVENTION:

- A. The National AOTS shall hold a National Convention every two years and/or at such other times as the Executive may direct.
- B. A business meeting of The National AOTS shall be part of the proceedings of each National Convention.

### OFFICERS:

- A. The Officers of The National AOTS shall be the Immediate Past President, the President, the President-Elect, three Vice-Presidents, the Recording Secretary and the Treasurer.
- B. The Officers of The National AOTS shall be elected at a National Convention.

- C. The Officers shall hold office until the end of the National Convention at which their successors have been duly elected and installed.
- D. The Executive shall fill any offices that become vacant as soon as possible.

#### EXECUTIVE:

- A. The Executive shall be the administrative body for The National AOTS.
- B. The Executive shall transact all routine or emergency business as may arise between meetings of the National Convention.
- C. The membership of the Executive shall consist of the Officers (8) and 3 members-at-large.
- D. The members-at-large shall be nominated by the Vice Presidents, from their areas, and approved by the Executive.
- E. The Executive shall meet immediately following the National Convention.
- F. The Executive shall conduct an annual meeting. This meeting shall be face-to-face or by teleconference, at the discretion of the Executive.
- G. The Executive shall meet by teleconference at such other times as the Executive may direct.
- H. A quorum necessary for the transaction of business by the Executive shall be six voting members.
- I. The Executive shall register and operate The National AOTS as a charitable organization.
- J. The Executive shall promote the establishment of United Church AOTS Men's Clubs and issue charters for presentation to newly enrolled clubs.
- K. The Executive shall establish Regional Councils and approve changes to Regional Council boundaries and/or constitutions.
- L. The Executive shall receive and act on reports and recommendations from Committees and the Visioning Team.
- M. The Executive shall establish and maintain mechanisms to communicate with all members.

#### NATIONAL COUNCIL:

- A. The National Council shall serve as a consultative group to the Executive, provide recommendations on national programs or initiatives, and carry out tasks as directed by the Executive.
- B. The National Council shall consist of the Executive, one representative from each Regional Council, and the Chair of each Committee.
- C. The National Council shall meet once per year and at such other times as the Executive may direct. In a convention year, the meeting will be held immediately before the National Convention. Members who cannot attend in person will be encouraged to participate by teleconference. All other meetings will be held by teleconference.
- D. A quorum necessary for transaction of business by the National Council shall be 50% of the voting members.

#### COMMITTEES:

- A. The Executive shall establish a Nominations Committee to present nominations for Officers to the National Convention. The Past-President will serve as the Chair of the Nominations Committee.
- B. The Executive shall establish a Visioning Team to consider and prepare recommendations on the future directions of The National AOTS. The President-Elect will serve as the Chair of the Visioning Team.
- C. The Executive shall establish additional Committees to carry out assigned tasks and further the work of The National AOTS.
- D. The Chair of each Committee shall be approved by the Executive.

- E. One member of the Executive shall be a member of each Committee and shall act as the “Executive Sponsor” to that Committee.
- F. The President shall be an ex officio member of all Committees.
- G. All members of the Committees except the Chair shall be approved by the Executive Sponsor.
- H. Guidelines for the functioning of the Committees shall be included in the Bylaws.

#### RELATIONSHIP:

- A. AOTS is part of the Men’s Ministries Network (MMN) of the United Church of Canada within the Unit responsible for ministry with adults. The AOTS shall communicate and cooperate with the Men’s Ministries Network, supporting men’s ministries and Christian service. The President of the AOTS shall work in collaboration with the staff person responsible for the Men’s Ministries Network to develop the network.
- B. The Executive shall appoint representatives to appropriate Units or the General Council Office.
- C. The AOTS shall submit an annual report to the Men’s Ministries Network

#### AOTS CLUBS:

- A. Any group of men in sympathy with the aims of The National AOTS may apply for a Club Membership in The National AOTS by applying for a charter.
- B. In making application for a charter, they signify their intent to promote the aims of The National AOTS and abide by its Constitution.
- C. Each AOTS Club shall be entitled to design their organizational structure in a way that is best suited to their membership and their local situation.

#### REGIONAL COUNCILS:

- A. A group of AOTS Clubs and/or members may choose to organize a Regional Council.
- B. Regional Council boundaries may or may not be aligned with the boundaries of a Conference of the United Church of Canada.
- C. Proposals to form a new Regional Council, dissolve a Regional Council, or change the boundaries of a Regional Council shall be approved by the Executive.
- D. The activities and proceedings of each Regional Council shall be governed by a constitution approved by the Executive.
- E. An appropriately elected representative of a Regional Council shall represent the Regional Council on the National Council (Regional Council Representative).
- F. Members of the National Council shall be ex officio members of Regional Council in the area in which they reside.

#### THE RULES OF ORDER:

- A. The rules of order for all business meetings of The National AOTS and Regional Councils shall be conducted according to the rules of order and debate as described in the United Church Manual, Appendix III.
- B. The President presides at business meetings of the National Conventions, and chairs meetings of the Executive and the National Council.

#### AMENDMENTS TO THE CONSTITUTION:

- A. Any AOTS member may propose an amendment to The National AOTS Constitution by submitting their proposal in writing to the Executive.
- B. Upon receipt of a proposal, the Executive shall establish a Constitution Committee. The Committee shall review the merits of the proposal, revise the proposal, if appropriate, and present their recommendation to the Executive.
- C. Acting in the interest of all members of The National AOTS, the Executive shall indicate concurrence, non-concurrence or no comment on the proposed amendment.

- D. Each proposal for Constitution amendment, including indication of concurrence, non-concurrence or no comment, shall be circulated to the National Council four months prior to the National Convention at which the proposal will be presented.
- E. Each proposal for Constitution amendment, including indication of concurrence, non-concurrence or no comment, shall be published in an edition of The National AOTS Newsletter and posted on the AOTS website four months prior to the National Convention at which the proposal will be presented.
- F. Each proposal for a Constitution amendment must be accepted by a majority vote of the registered voting delegates of the National Convention at which it is presented.
- G. The Constitution Committee shall be dissolved following completion of its work.

THE BYLAWS:

- A. The Bylaws shall follow the directions of The National AOTS Constitution and provide the specifics for the operation of The National AOTS.
- B. Any AOTS member may propose an amendment to The National AOTS Bylaws by submitting their proposal in writing to the Executive.
- C. Upon receipt of a proposal, the Executive shall establish a Bylaws Committee. The Committee shall review the merits of the proposal, revise the proposal, if appropriate, and present their recommendation to the Executive.
- D. Each proposal for a Bylaw amendment must be accepted by a majority vote of the Executive.
- E. All such amendments to the Bylaws accepted by the Executive shall be reported to the next National Convention.
- F. The Bylaw Committee shall be dissolved following completion of its work.

## BYLAWS

### CLUB MEMBERSHIP:

A group of men who are in agreement with the Aims of The National AOTS may apply for Club Membership on the following terms and conditions:

- A. Apply in writing to the Executive indicating their belief in and their support of the Aims of The National AOTS.
- B. Upon acceptance of the application, the Executive will issue a Charter.
- C. The membership fee for a Club is \$15.00 (fifteen) per year for each member of the Club except for Life Members of The National AOTS.
- D. Club membership fees are due on March 31. Failure to renew before December 31 shall cause the Club and its members 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.

### INDIVIDUAL MEMBERSHIP:

A man who is in agreement with the Aims of The National AOTS as they are interpreted for individuals may apply for Individual Membership on the following terms and conditions:

- A. Apply in writing to the Executive indicating their belief in and their support of the Aims of The National AOTS.
- B. Upon acceptance of the application, the applicant is registered as an Individual Member of The National AOTS.
- C. The membership fee is \$15.00 (fifteen) per year. A "Paid-for-Life" Individual Membership is available, commencing at age 60, for a fee of \$200.
- D. Membership fees are due on March 31. Failure to renew before December 31 shall cause the member to be "not in good standing ". Continued failure to renew membership within one more year shall cause cancellation of the membership.
- E. 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.
- F. An Individual Member receives a distinctive lapel pin to wear plus a membership card to indicate that he is a paid up member.
- G. The Executive shall establish a mechanism to maintain a current record of Individual Members and to inform Regional Councils of Individual Members residing in their regions.

### NATIONAL LIFE MEMBERSHIP:

- A. A "National Life Member" holds a life membership in The National AOTS.
- B. National Life Membership is intended to give appropriate recognition to a member 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. The Executive will assign the responsibility for receiving nominations and recommending National Life Members to one of the Committees. The Committee's Terms of Reference will include any relevant procedures.
- D. A distinctive Life Membership Lapel pin, membership card, and plaque will be presented to the new National Life Member at the time of his induction to Life Membership.
- E. Some local clubs and Regional 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.

## RIGHTS AND PRIVILEGES OF CLUBS:

- A. The National AOTS will advise, encourage and assist Regional Councils and member AOTS Clubs in being an arm of the Church reaching out in Christian fellowship to all men.
- B. The National AOTS will encourage pastoral charges to establish the type of club, fellowship, or study group best suited to the local need.

## RIGHTS AND PRIVILEGES OF MEMBERSHIP:

The following rights and privileges apply to all classes of membership:

- A. Membership is available to all interested men regardless of race, nationality, occupation or church affiliation.
- B. Members "in good standing" have the right to vote at the National Convention and to make nominations for National Life Membership.
- C. Members "in good standing" have the right to serve as Officers, Executive members, Regional Council Representatives and Committee Chairs.
- D. Members are encouraged to attend and actively participate in local club events and/or help form new clubs or groups where it is feasible.
- E. Members receive copies of AOTS publications, bulletins or Newsletters plus announcements about events such as the National Conventions and Roundups etc in their region.
- F. Members are encouraged to participate in Second Mile support for AOTS.

## NATIONAL CONVENTION:

- A. The National Convention is a biennial meeting of the membership of The National AOTS for inspiration and fellowship, information and education, elections, business and decisions on broad policy.
- B. The Executive will assign the responsibility for planning and leading the National Convention to a Committee. The Committee's Terms of Reference will include any relevant procedures. All plans shall be subject to approval by the Executive. Local committees shall play an integral part in the planning and operation of the National Convention.
- C. The Executive shall determine the location and dates of future National Conventions.
- D. Agenda

During the business sessions of the National Convention the delegates will:

1. Receive and act on a report from the Executive on its administration since the last National Convention;
2. Receive and act on a Financial Report from the Treasurer.
3. Receive and act on a proposed budget for the next biennial.
4. Elect the Executive to administer the affairs of The National AOTS for the next biennial.
5. Deal responsibly with other business that shall properly come before them.

Other sessions of the Convention will contain:

1. Addresses by the President and the incoming President.
2. Theme or special addresses by qualified speakers.
3. The presentation of awards.
4. The installation of the incoming Officers and Committee Chairs.
5. Workshops for the edification of the delegates.
6. The presentation of Resolutions on various concerns.

The program should be tied together with fellowship that includes worship, singing, entertainment, good food and displays.

## OFFICERS - Terms of Reference:

### A. HONORARY PRESIDENT:

The Honorary President is not an active Officer. The terms of reference are included here,

however, for convenience. This is an honorary position only and is used to recognize past interest, concern and participation in The National AOTS. It is probable that the incumbent is a Life Member. The incumbent shall have all the rights and privileges of membership; but will not receive minutes of Executive or National Council meetings unless requested. The term of office shall be limited to two years. The President-Elect, in consultation with the Nominating Committee, will select the Honorary President. Appointment of the Honorary President will be announced by the President-Elect at the Biennial meeting. Normally, the Honorary President will be invited to install the incoming Officers and Committee Chairs at the National 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 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 Executive or the National Council. In the absence of the President and the Vice-Presidents, he may be called to chair a business meeting of the Executive or the National Council. His assigned duties include Chair of the Nominations Committee.

**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 National Convention, the Executive or the National Council are properly implemented. The President presides at business meetings of the National Conventions, and chairs meetings of the Executive and the National Council.

**D. PRESIDENT-ELECT:**

The President-Elect will be the next president of The National AOTS. The responsibilities of the President-Elect are:

1. Train for the future role as President.
2. Chair the Visioning Team. Develop, review and re-new a 5-year plan for The National AOTS. Present recommendations to the Executive and the National Council as they are developed.
3. In the absence of the President, the President-Elect will be called to chair a business meeting of the Executive, the National Council or the National Convention.

**E. VICE-PRESIDENT: (3)**

A Vice-President will be elected to represent each of the three major geographical areas of Western Canada, Central Canada, and Eastern Canada. The responsibilities of the Vice-President are:

1. Facilitate effective communication with Regional Councils, AOTS Clubs and Individual members in his area through personal contact, phone calls, and correspondence.
2. Facilitate effective communication between his area and The National AOTS through personal contact, phone calls, and correspondence.
3. Encourage and support the AOTS movement in the area and develop awareness of the people, problems and possibilities in his area.
4. Identify, recruit and develop members to be leaders in clubs, regional activities or national projects.
5. Work with AOTS Clubs and Regional Councils to initiate projects and regional Round-Ups.

6. Maintain an overview of AOTS work in his area and, on a continuing basis, assess and evaluate the strengths and weaknesses of the movement.
7. Encourage Individual Membership when Club Membership is not possible or practical.
8. Promote opportunities for National Life Membership.
9. Assist the local Planning Committee when a National Convention is scheduled to be held in his area.
10. Report regularly to the Executive and the National Council regarding AOTS programs in his area.

F. RECORDING SECRETARY:

The Recording Secretary will write up the minutes of business meetings of the National Convention, the Executive and the National Council and its Executive. The Recording Secretary will also maintain the approved documents for The Constitution, The Bylaws and Terms of Reference for all Committees.

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 Executive.

COMMITTEES: Guidelines For Functioning

- A. Committees shall be established by approval of a motion at an Executive meeting. In some cases, Committees may be established by approval of a motion at National Council meeting or at a National Convention.
- B. All Committees shall be accountable to the Executive. From time to time, the Executive may refer questions or new assignments to the Committee.
- C. Each Committee shall have a "terms of reference" document approved by the Executive. The Executive shall review the terms of reference documents annually and approve changes.
- D. The Executive shall dissolve any Committee that has completed its assigned tasks. Upon dissolution, the Committee Chair shall submit a closing report to the Executive and National Council.
- E. The approved terms of reference documents shall be retained by the Recording Secretary. An electronic copy of the approved document shall be posted to The National AOTS website.
- F. The Executive shall assign an "Executive Sponsor" to each Committee. The Sponsor's role is to:
  1. Provide a link between the Committee and the Executive.
  2. Approve Committee members on behalf of the Executive.
  3. Initiate the annual review, update and approval of the Committee's terms of reference.
  4. Provide brief interim reports to the Executive on Committee progress or problems encountered.
- G. The Committee Chair is responsible for leading the Committee to complete its tasks and responsibilities. This includes:
  1. Recruiting a nucleus of able and interested members to serve on the Committee.
  2. Identifying corresponding members in other regions to evaluate, suggest, and test plans and proposals under development.
  3. Establishing working groups in other parts of the country, if expedient to do so, to assist with the work of the Committee.
  4. Facilitating Committee meetings, activities and communications.
  5. Reporting the names and particulars of the Committee members to the Executive Sponsor for approval.
  6. Presenting Committee reports and recommendations to the National Council and the

- National Convention.
7. Submitting an estimate of Committee operating expenses to the Treasurer for budget purposes.
- H. The Committee terms of reference should include:
1. The name and purpose of the Committee.
  2. A list of the Committee's responsibilities and assigned tasks.
  3. Special procedures associated with the Committee's work.
  4. Any responsibilities or activities that over-lap with other Committees.
- I. A quorum for all Committee meetings shall be a majority of the voting members of the Committee.

#### REGIONAL COUNCIL REPRESENTATIVE:

- A. The Regional Council Representatives shall be elected according to the procedures established in the approved constitution of the Regional Council.
- B. In regions where there is no Regional Council, the Vice President may appoint a Regional Council Representative, subject to approval by the Executive.
- C. The Regional Council Representative shall be a voting member of the National Council.
- D. Listed below are the suggested duties of the Regional Council Representative. The Representative is expected to plan their activities based on the needs of the region.
  1. Develop communication and close contacts with all AOTS Clubs in the Region.
  2. Review the list of the Individual Members in the Region, as provided by the Treasurer, so as to provide a network of AOTS support and interest.
  3. Visit the Clubs in the Region and provide them with support and guidance as needed.
  4. Assist in the installation of Club officers.
  5. Assist in the dissemination of information to Clubs about The National AOTS.
  6. Encourage and initiate regional events to deepen the spiritual life of men, foster fellowship and publicize The National AOTS.
  7. Write reports about AOTS events and Club projects in the region for use by the Vice-President, publication in The National AOTS newsletter or The National AOTS website.
  8. Establish a rapport and communication with the local Conference(s) of the United Church of Canada and so be representative of AOTS men in the Conference(s), as provided by THE MANUAL of the United Church of Canada.
  9. Represent the concerns of men on committees and programs established in the region that are compatible with the aims of The National AOTS.
  10. 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.

#### FINANCIAL GUIDELINES:

- A. The financial year for The National AOTS shall be from January 1 to December 31.
- B. The Treasurer shall pay legitimate expenditures backed by an invoice or expense claim form. Payment of any questionable expenses shall be referred to the President for decision.
- C. Cheques to disburse the funds of The National AOTS shall bear the signature of the Treasurer.
- D. The National AOTS shall not incur debts by borrowing.
- E. The financial records shall be reviewed annually by an auditor selected by the Treasurer and approved by the Executive. A statement of certification by the auditor shall be submitted to the Executive and filed with the records.
- F. No Officer, Executive member or Committee member shall receive any remuneration for duties performed on behalf of The National AOTS.

- G. An Officer, Executive member or Committee Chair may receive reimbursement for reasonable travel expenses incurred while performing their duties.
- H. Executive members, or others specifically invited, may be reimbursed for reasonable travel expenses to attend Executive meetings.
- I. The reimbursement for transportation will be:
  - 1. For trips up to 400 km each way, mileage will be reimbursed at the rate established by the United Church of Canada.
  - 2. For longer distances, reimbursement is limited to the equivalent economy air plus a reasonable allowance for transportation to and from the airport.
- J. Travel expenses other than transportation will be reimbursed according to guidelines established by the Treasurer, in consultation with the Executive.
- K. Any financial commitment made by anyone on behalf of The National AOTS without prior written approval, both to purpose and amount, does so at their own expense and faces the prospect of no, or partial payment as reimbursement, subject to a decision of the Executive.

#### AOTS LOGO

- A. The AOTS Logo is the registered and copyrighted logo of the National Association of United Church AOTS Men's Clubs, also registered as The 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. The National AOTS also reserves the rights to the historical 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.

#### 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. The 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).
- 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

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. The AOTS Flag may be purchased at Kennedy House (519-833-9306).

#### HERALDRY OF THE FLAG

- A. General design and proportions of the Canadian Flag were utilized.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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.

#### MISCELLANEOUS PROCEDURES:

- A. The approved copy of The National AOTS Constitution and Bylaws shall be retained by the Recording Secretary. An electronic copy of the Constitution and Bylaws shall be posted to The National AOTS website. Copies of the Constitution and Bylaws shall be available from the Recording Secretary.
- B. Traditionally, all AOTS meetings are 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.
- C. A devotional period or thought for today is a part of every Club, Executive and National Council 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 have indicated that many clubs disbanded due to a lack of interest have had the common symptom of having done away with a devotional period.