

CONSTITUTION OF MCMASTER CAMPUS MINISTRIES COUNCIL

Revised September, 2019

1. NAME

The name of this group shall be the McMaster Campus Ministries Council.

2. PURPOSE

The McMaster Campus Ministries Council is a group of Christians who believe in God as revealed through Jesus Christ. The Council is committed to interdenominational and ecumenical cooperation including with non-Christian groups. The Council seeks to express God's love to the McMaster University Community through the following means:

- a) Hiring the Ecumenical Chaplain and supporting his/her ministry on campus
- b) Conducting worship services;
- c) Providing pastoral care;
- d) Participating in the intellectual life of the campus;
- e) Responding to campus needs and emergencies.

3. MEMBERSHIP

The McMaster Campus Ministries Council shall have at least 20 voting members. The membership shall include:

- a) By election:
 - (1) No fewer than five(5)students, undergraduate or graduate, who are currently enrolled in McMaster University;
 - (2) No fewer than five (5) McMaster University faculty, staff and/or administrators, ideally with no more than two(2)from each group;
 - (3) Others, up to full Council membership, from the McMaster University community, Christian churches in the Hamilton area, and the community at large.
- b) By appointment

One appointee, to be confirmed in writing, from each of the major contributing denominations (Anglican, Presbyterian, and United);
- c) Ex-officio non-voting (employees of Council)
 - (1) Chaplain
 - (2) Assistant to the Chaplains

4. ELECTIONS AND TERMS OF OFFICE

- a) Elected members shall serve for a term of two years from the date of election and shall be eligible for re-election.
- b) Committee members shall normally serve for a term of two years and they shall be eligible for renewal.

- c) The old membership shall be retired April 30 each year. The new membership commences May 1 each year
- d) Appointees from the major contributing denominations (normally Anglican, Presbyterian, and United) shall serve at the discretion of the appropriate denominational governing bodies.
- e) Normally the Vice-Chair serves a one(1) year term and becomes the Chair
- f) Normally the Chair serves a one (1) year term and becomes the Past-Chair
- g) Resignation from the Council shall occur by letter or e-mail communication to the Council or by absence without notification from four (4) consecutive meetings.

5. ORGANIZATION

The affairs of the Council shall be the responsibility of the membership as a whole. Decisions affecting the work of the McMaster University Campus Ministries shall rest with the Council by majority vote of those in attendance at a regular or special Council meeting.

There shall be at least two (2) meetings of the Council each academic year.

One of these meetings, to be held in March or April, shall be designated the "Annual Meeting" when reports of the year's work will be given. At the Annual Meeting, it will be the duty of the Nominating Committee to present a list of candidates for election to Council. It is also the duty of the Nominating Committee, in cooperation with the Executive, to present a slate of nominees to form the Executive Committee which shall be elected at the Annual Meeting.

The Executive Committee shall set the time and place of all Council meetings provided that Council members receive advance notice of at least one (1) week.

In order that the life and work of the Council may be properly sustained between Council meetings, there shall be an Executive Committee and three (3) standing committees as outlined in the following subsections.

(a) The Executive Committee

The Executive Committee shall consist of up to seven (7) people, including: Chair, who serves as Chair of the Council, immediate Past Chair, Vice-Chair, Treasurer, Chair of the Personnel Committee and two (2) members- at- large elected by Council. The Ecumenical Chaplain shall normally attend all meetings. The Chair of the Executive Committee may call a special meeting of the Executive without the Ecumenical Chaplain in attendance if issues arise concerning the planning or review of the Chaplain's performance, or the terms of employment. The Executive will apprise the incumbent Chaplain of any outcomes of such meetings that may affect her/his position. The Assistant to the Chaplains may be invited to attend at the invitation of the Executive.

The Executive shall appoint a recording secretary for all Council meetings and on-going business. The Executive may call special meetings of the Council and is empowered to act on behalf of the Council between Council meetings provided that it reports all decisions affecting the Council's ministry at the next meeting of Council.

The outgoing Executive Committee in cooperation with the Nominating Committee will nominate the following year's Executive and nominate a replacement to the Executive Committee for any member who resigns prior to his/her end of term.

(b) Other Committees

The Finance Committee

- (1) There shall be a standing committee to deal with finance. It shall include the Treasurer, (as Chair), and at least two (2) other members appointed by the Executive Committee of Council.
- (2) The duties of the Finance Committee are to:
 - (i) prepare a budget for the next calendar year, which shall be submitted to the Executive Committee and presented at the Annual Meeting; (ii) monitor the budget throughout the year and make regular reports to the Executive Committee; (iii) ensure that all donations are gratefully acknowledged and that income tax receipts are issued; (iv) be involved in the development of new sources of income in cooperation with the fundraising subcommittee.
- (3) The Executive Committee shall appoint a subcommittee for fundraising. The fundraising subcommittee is responsible through the Finance Committee to the Executive committee. The committee should include at least three (3) persons, one of whom must be a member of Council. The committee may draw its membership from members of the university community, members of supporting denominations, the local community, and local Christian churches. The purpose of the fundraising subcommittee is to enlarge the financial support base for the work of the Council, to advise and assist the chaplain in writing grant proposals and to seek donations for long range financial planning.

The Personnel Committee

- (1) There shall be a standing committee to deal with personnel matters. This Personnel Committee shall consist of three (3) members of Council who are appointed by the Executive Committee.
- (2) Normally the MCMC has two (2) employees - The Ecumenical Chaplain and the Assistant to the Chaplains.
- (3) The functions of this committee are to: (i) review and revise the job descriptions for the Chaplain and the Assistant to the Chaplains, (the latter in cooperation with the Roman

Catholic and Christian Reformed Chaplains); (ii) administer the processes in hiring and if necessary termination of the Ecumenical Chaplain; (iii) administer processes in hiring and if necessary termination of the Assistant to the Chaplains in cooperation with the Roman Catholic and the Christian Reformed Chaplains; (iv) prepare contracts and set salaries and provide for pensions, housing and all other financial requirements of the employees, subject to the approval of the Council; (v) conduct an annual performance review of the Ecumenical Chaplain; (vi) conduct an annual performance review of the Assistant to the Chaplains in cooperation with the Roman Catholic and the Christian Reformed Chaplains.

- (4) If a dispute arises during the review process or at any time during the employee's relationship with the MCMC, the Personnel Committee will report the issue to the Executive Committee. The Executive Committee shall appoint an independent ad hoc committee to hear the case. The committee shall consist of three (3) individuals, one of whom is appointed by the staff member involved in the dispute.

The Nominating Committee

- (1) The Nominating Committee shall be responsible for recruiting of new members to the Council. It shall normally be chaired by a past member of the Executive. Its membership shall include: one (1) student, one (1) faculty member, and one (1) staff member to be elected at the September meeting.
- (2) The Nominating Committee shall solicit nominations from a variety of sources. The Committee should seek a balance in gender, age, denominational background, theological outlook and culture. Normally, in the process of soliciting nominations, members of the Nominating Committee will communicate the responsibilities of a Council member to the proposed nominee. Serving as a member on one of the Standing Committees will be encouraged during this time.
- (3) The Nominating Committee will cooperate with the outgoing Executive Committee in nominating the following year's Executive and also in nominating a replacement for any Executive Committee member who resigns prior to the end of his/her term.
- (4) The Nominating Committee shall present its recommendations to the Executive Committee, with a brief resume or vitae, prior to the Annual Meeting. These recommendations will be submitted to Council for election at the Annual Meeting.
- (5) The Nominating Committee shall write a letter, to be signed by the Chair, thanking those members whose terms of office have expired or who have resigned.

6. FINANCIAL SUPPORT

The financing of the Ecumenical Campus Ministry shall be the responsibility of the Council. All funds raised by the Council will be used to promote its slated purpose. The Council will delegate this function to the Finance Committee and its fundraising subcommittee. Financial support will be sought in direct gifts from individuals, local congregations, and other suitable benefactors and by researching and applying for appropriate grants.

7. VOTING/QUORUM

One third of the membership of the Council shall constitute a quorum. Consensus decision making is the method of choice. Each member of the Council with the exception of the Ex Officio members shall have one vote. If there is no quorum at a regularly scheduled or special meeting, voting may take place by regular mail (internal University or Canada Post) or by email, using the email address on file.

Members on sabbatical will be considered on leave and without a vote. They may continue to serve for an additional year upon their return.

8. AMENDMENTS

Amendments to the constitution may be proposed at any meeting of the Council. A proposed amendment shall be discussed at one (1) Council meeting, but not voted on until the following meeting. A written notice of proposed amendments will be mailed to all Council members as part of the minutes at least two (2) weeks prior to a meeting, noting that a vote will be taken at the next appointed meeting. A majority vote of the whole Council will be necessary to amend the constitution. If there is no quorum at a regularly scheduled or special meeting, voting may take place by regular mail (internal University or Canada Post) or by email, using the email address on file.

9. DISSOLUTION

In the event of dissolution, after payment of liabilities, the Council will distribute all assets equally, to the denominational supporters (Anglican, Presbyterian and United Churches), with the expressed request that the funds be used for campus ministry in Canada.

Approved by Council September 2019