

**Edmonton Chinese Christian Choir**  
**Governance Summary**  
**July 13, 2009**

**Part 1 Background**

- 1.1 Register as a non-profit society in Alberta as Edmonton Chinese Christian Choir Association.
- 1.2 The Bylaw is dated and signed by the broad members on July 8, 2009. The association is incorporated in Alberta on July 13, 2009.
- 1.3 This is a summary only. Please refer to the actual Bylaw documents for full details.

**Part 2 Statement of Faith and Mission Statement**

- 2.1 This section is for internal reference. According to the regulations, the following provisions cannot be included as part of the Bylaw.
- 2.2 Statement of Faith
  - 2.2.1 We believe that the entire Bible is the Word of God, written under the inspiration of the Holy Spirit. Therefore, the Bible is our absolute authority in all matters of faith and conduct.
  - 2.2.2 We believe that the one living and true God exists in three Persons as the Father, the Son and the Holy Spirit, being equal in their divine perfections. They execute distinct but harmonious offices in the work of creation, providence and redemption.
  - 2.2.3 We believe that Jesus Christ is the eternal Son of God. He was conceived by the Holy Spirit and was born of the Virgin Mary. Jesus came in flesh to save people from their sins. He died on the cross and in Him we have redemption through His blood, the forgiveness of sins. Jesus Christ was raised to life from the dead and was taken into heaven where he is seated and interceding for us at the right hand of God. This same Jesus will come back to judge the living and the dead.
  - 2.2.4 We believe that salvation is found in no one else but Jesus, for there is no other name given by God to men by which they may be saved. We believe that if we confess with our lips that Jesus is Lord and believe in our heart that God raised Him from the dead, we will be saved.
  - 2.2.5 We believe that power of the gift of music, which is given by God, is to spread the Gospel of Jesus Christ.
- 2.3 Purpose and Mission Statement
  - 2.3.1 To proclaim God's message
  - 2.3.2 To perform quality music
  - 2.3.3 To promote church unity
  - 2.3.4 To equip better choir members

**Part 3 Bylaw – details and regulations about how the choir operate**

- 3.1 Leadership and Governance
  - 3.1.1 The Board of Officers will be the governing body and assume legal authority and responsibility of EdmCCChoir. It consists of the Officers and the Music Director.
    - 3.1.1.1 Officers – Responsible for overall planning and coordination for EdmCCChoir.
    - 3.1.1.2 Music Director – Responsible of musically directing the choir.
    - 3.1.1.3 Spiritual Mentor – Serving as an advisor to the Board of Officers, the Spiritual Mentor provide spiritual guidance to the whole choir for fulfilling its purpose spiritually.
- 3.2 Board of the Officers
  - 3.2.1 Number of Officers - a minimum of three (3) and a maximum of eight (8) Officers.

3.2.2 The positions of Officers shall consist of the Chairman, Vice Chairman, Secretary, Treasurer and other necessary positions to operate the choir.

3.2.3 Chairman, Secretary and Treasurer must be held by different Officers.

3.2.4 Term of Office is not more than two (2) years.

3.2.5 Nominating and Election of Officers

(a) Any Regular Member can nominate a candidate, provided another Regular Member second the nomination. The nominator must be in good standing and is limited to nominate up to two (2) candidates. Nominations must be submitted four (4) weeks before the election date.

(b) Leadership Team shall prepare a list of candidates two (2) weeks prior to election date.

(c) To be elected, the number of votes received must be more than fifty (50%) percent of the valid returned ballots. If there are more candidates than the number of positions available, the candidates with more votes will be elected.

3.3 Meetings Observer

3.3.1 EdmCCChoir members can attend Board of Officers meeting as observers. Subject to prior approval of the Chairman, any observer may make a presentation in Board of Officers meetings.

3.3.2 The Chairman has the sole discretion to deem the entire or a section of the Board meeting as restricted and request observers to refrain from attending the restricted sessions.

3.4 Leadership Team

3.4.1 Leadership Team is an expansion of the Board of Officers.

3.4.2 Spiritual Mentor is a member of the Leadership Team.

3.4.3 The Board of Officers may, from time to time, invite other Regular Members, whom with good standing and participate in the leadership of the EdmCCChoir, into the Leadership Team.

3.5 Music Director is appointed by the Officers, and the term of office is two (2) years.

3.6 Spiritual Mentor

3.6.1 Appointed by the Board of Officers, and the term of office is two (2) years.

3.6.2 The Spiritual Mentor shall be a pastor.

3.7 Membership

3.7.1 Types

3.7.1.1 Regular Member

(a) Members who are requested to withdraw from participation in rehearsals and/or performance of a specific work or works do not affect their status as Regular Members.

(b) Regular members have the right to vote and speak at Choir General Meetings. Such votes may be made in person or by proxy.

(c) All regular members 18 and older and with good standing can stand for election in the Choir.

3.7.1.2 Affiliate Members

(a) Members who subscribe annually to the fees and/or dues of the EdmCCChoir but unable or unwilling to be a Regular Member for reasons accepted by the Leadership Team.

(b) May attend all General Meetings of the EdmCCChoir but have no voting power.

3.7.1.3 Honorary Members

(a) Appointed by the Leadership Team, e.g. by reason of financial assistance.

(b) May attend all General Meetings of the EdmCCChoir but have no voting power.

3.7.2 Membership Review and Reclassification

(a) A member ceases to be in good standing when his current annual membership due or any other owing to the EdmCCChoir remains unpaid for more than three (3) months.

(b) Regular Members not in regular attendance for more than one (1) year may have their membership reclassified as Affiliate Member.

(c) Affiliate Members who resume regular attendance at EdmCCChoir functions may apply to the Leadership Team to have their membership reclassified to Regular Member.

3.7.3 Members may have their membership removed under the following conditions:

- (a) Not in good standing for more than three (3) months.
- (b) Subjected to a disciplinary action recommended by the Music Director and/or Spiritual Mentor.
- (c) The member has deceased.

3.7.4 Any member may withdraw membership from EdmCCChoir by notifying the Leadership Team either verbally or in writing.

### 3.8 Membership Meetings

3.8.1 Annual General Meeting will be held once a year to present financial statement and budget. Board of Officers may call for a Special General Meeting when needed.

3.8.2 Meeting Notice will be delivered in writing at least four (4) weeks prior to the date of the meeting.

3.8.3 Quorum for the general meeting requires at least fifty (50%) percent of Regular Members, either by personal attendance or by proxy.

3.8.4 Resolutions will be passed by a simple majority of valid returned votes for Annual General Meetings, and not less than seventy-five (75%) percent for Special General Meetings. The number of votes in favor of the motion must exceed 25% of the total number of Regular Members.

3.9 Property Rights/Dissolution - In the event the Choir plans to wind down and dissolve its organization, the net proceeds of the sale of all property shall be donated to a charitable Christian organization(s) approved by Regular Members in a referendum.

### 3.10 Finance and Auditing

3.10.1 At each Annual General Meeting, the Treasurer of the Board of Officers shall tabulate the budget for the following years to Regular Members for approval.

3.10.2 The Treasurer shall prepare a quarterly statement of receipts and disbursements for the Board to review. Summary reports are to be made available to members for review on a semi-annual basis.

3.10.3 The books, accounts and records of the EdmCCChoir shall be audited at least once a year by a duly qualified accountant appointed by the Board of Officers.

3.10.4 The books, accounts and records of the EdmCCChoir may be inspected by any member of the EdmCCChoir at the Annual General Meeting, or at any time with reasonable prior arrangement.

### 3.11 Referendum

3.11.1 Special resolutions or major decisions of EdmCCChoir are to be presented to Regular Members for voting in a referendum.

3.11.2 The referendum must be made known to members in writing at least four weeks before voting.

3.11.3 To be effective, the number of valid returned ballot must be greater than 2/3 of the regular members in the Choir registry and the vote must be passed by at least 2/3 of the valid returned ballots.

### 3.12 Amendment of By-laws

3.12.1 By-law amendments may be proposed by Regular Member for discussion at the Board of Officers. Board of Officers may also initiate proposed amendments.

3.12.2 By-law amendments must be approved by Regular Members in either an General Meeting or Special General Meeting by vote of not less than seventy-five (75%) percent of those members who, if entitled to do so, present in person or by proxy and the aggregate number of votes in favor of the decision must exceed thirty-three (33%) percent of the total number of Regular Members.

**愛城華人聖樂團**  
**管理章則概覽**  
2009年7月13日

## **Part 1 背景**

- 1.1 盼望於亞省註冊為非牟利社團，並以 **Edmonton Chinese Christian Choir Association** 名稱登記。
- 1.2 此附例(Bylaw)於 2009 年 7 月 8 日經由職員會成員簽署。本團於 2009 年 7 月 13 日成功辦妥於亞省註冊為社團手續。
- 1.3 此文件僅為章則之概覽。一切細則以附例英文原文為準。

## **Part 2 信仰宣言及使命宣言**

- 2.1 此部份為內部參考。根據法例，向政府遞交的附例條文中不能包括此部份內容。
- 2.2 信仰宣言
  - 2.2.1 我們相信整本聖經均是神的話語，是在聖靈的默示下寫成的。因此，聖經乃是我們一切信仰及行為上的絕對依據。
  - 2.2.2 我們相信獨一的永活真神以三個位格存在，就是聖父、聖子及聖靈，有相同的完全神聖。祂們在創造、供應預備及救贖上分擔獨特但合一的崗位。
  - 2.2.3 我們相信耶穌基督是永生神的兒子。祂由聖靈感孕，由童貞女馬利亞所生。耶穌道成肉身為要拯救罪人。祂死在十字架上，藉祂的寶血我們得蒙救贖，罪得赦免。耶穌基督從死裏復活、升天，並坐在父神的右邊及為我們代求。此位耶穌還要再來審判活人死人。
  - 2.2.4 我們相信除耶穌以外別無拯救，因神並沒有賜下別的名讓人可以靠著得救。我們相信若我們口裏承認耶穌為主，心裏信神叫祂從死裏復活，就必得救。
  - 2.2.5 我們相信音樂是神的恩賜，並帶有能力，能藉以傳揚耶穌基督的福音。
- 2.3 使命宣言
  - 2.3.1 宣揚三一神的信息
  - 2.3.2 獻唱有質素的聖樂
  - 2.3.3 推動信徒間的合一
  - 2.3.4 提升詩班員的水準

## **Part 3 附例 – 有關聖樂團如何運作的細則**

- 3.1 領導及管治
  - 3.1.1 職員會是聖樂團的管治架構及法定代表。職員會由職員及音樂總監組成。
    - 3.1.1.1 職員 – 負起聖樂團的整體策劃及協調。
    - 3.1.1.2 音樂總監 – 負責於音樂上帶領聖樂團。
    - 3.1.1.3 團牧 – 為職員的顧問。團牧於屬靈上帶領整個聖樂團朝向她的屬靈目標。
- 3.2 職員
  - 3.2.1 職員數目 – 最少三名，最多八名。
  - 3.2.2 職員崗位包括主席、副主席、文書、財政及其他運作上需要的崗位。
  - 3.2.3 主席、財政及文書必須由不同職員擔任。
  - 3.2.4 每屆任期不超過兩年。
  - 3.2.5 職員選舉及提名

- (a) 任何基本團員均可在另一名基本團員附和下列提名職員候選人。提名必須記錄良好，並可提名最多兩名候選人。提名必須於選舉四星期前提交。
- (b) 領導團隊需於選舉兩星期前預備好候選人名單。
- (c) 候選人必須得票超過收回有效票的半數以上方能當選。如候選人數目多過職員空缺，則以得票較多的候選人當選。

### 3.3 列席會議

- 3.3.1 聖樂團團員有權列席職員會議。在事前徵得主席同意下，任何列席者均可於職員會議上發言。
- 3.3.2 主席有權認為整個或某部份職員會議為僅限於職員會成員出席，並要求列席者避席。

### 3.4 領導團隊

- 3.4.1 領導團隊是職員會的延伸。
- 3.4.2 團牧是領導團的一份子。
- 3.4.3 職員會可隨時按需要邀請其他紀錄良好並有份協助聖樂團事工的基本團員加入領導團隊。

### 3.5 音樂總監由職員委任，任期為兩年。

### 3.6 團牧

- 3.6.1 由職員會委任，任期為兩年。
- 3.6.2 團牧應由教牧擔任。

### 3.7 團員

#### 3.7.1 類別

##### 3.7.1.1 基本團員

- (a) 當團員被要求不必參與某次或數次聚會或排練時，並不會對他們的基本團員資格有任何影響。
- (b) 基本團員有權於會員大會中投票及發言。可親身或透過委託人出席。
- (c) 任何18歲以上並有良好紀錄之基本團員均可參選聖樂團之職位。

##### 3.7.1.2 附屬團員

- (a) 此類別團員每年仍照常繳交聖樂團之團費，但經領導團隊接納其不能或不願意作基本團員之理由。
- (b) 可出席所有聖樂團的會員大會，但沒有投票權。

##### 3.7.1.3 榮譽團員

- (a) 由領導團頒授，例如因經濟支持。
- (b) 可出席所有聖樂團的會員大會，但沒有投票權。

#### 3.7.2 會員覆核及重新分類

- (a) 如團員之每年團員費或任何須支付給聖樂團之金額拖欠超過三個月，則該團員失去紀錄良好的資格。
- (b) 基本團員若未能經常出席超過一年，則可能被重新界定為附屬團員。
- (c) 附屬團員若恢復經常出席聖樂團之活動，可向領導團隊申請恢復基本團員資格。

#### 3.7.3 會員資格可於以下情況下被取消

- (a) 失去紀錄良好資格超過三個月。
- (b) 被音樂總監或團牧建議須向其執行紀律行動。
- (c) 團員已經去世。

#### 3.7.4 任何團員均可以口頭或書面通知領導團隊退出聖樂團。

### 3.8 會員大會

- 3.8.1 會員大會每年舉行一次交待財政報告及預算。職員可按需要召開特別會員大會。
- 3.8.2 會議將於會議日期前最少四星期以書面通知。

3.8.3 會員大會之法定人數為必須有過半數基本團員出席，可親身或透過委託人出席。

3.8.4 會員大會議案須經過半數之有效收回票通過方可接納，特別會員大會則須不少於百分之七十五(75%)通過。並贊成之票數必須超過所有基本團員人數之百分之二十五。

3.9 資產之權利／解散 - 假若聖樂團計劃停止運作並解散其組織，一切出售資產後所得淨值將奉獻予經團員公決通過之基督教慈善機構。

### 3.10 財務及核數

3.10.1 在每年之會員大會中，職員會之財政將呈交來年之財政預算讓基本會員通過。

3.10.2 財政須預備每季的收支報告提交職員會審閱。每半年亦須預備財務簡報讓團員查閱。

3.10.3 聖樂團的賬目、戶口及紀錄每年須經由職員會委任的合資格會計人員審核。

3.10.4 聖樂團的賬目、戶口及紀錄可於每年的會員大會時讓任何聖樂團團員查閱，或在任何時間經事前合理安排下查閱。

### 3.11 團員公決

3.11.1 有關聖樂團的特殊或重要議決須以團員公決形式經基本團員通過。

3.11.2 公決案內容須於投票前最少四星期以書面通知團員。

3.11.3 有效收回票之數目必須超過團員名冊上基本團員人數三份之二，團員公決方為有效；並公決案須經最少三份之二有效收回票通過方可接納。

### 3.12 附例修訂

3.12.1 附例修訂可由團員建議並於職員中討論。職員會亦可倡議修訂。

3.12.2 附例修訂必須於會員大會或特別會員大會上經基本團員通過，必須有最少百分之七十五(75%)有權投票者(不論親身或透過委託人)通過方可接納，並贊成票必須超過所有基本團員人數之百分之三十三。