

# CONSTITUTION OF THE LUTHERAN CARE SOCIETY OF SASKATOON INCORPORATED

(LCS Constitution as at May 1, 2011, incorporating amendments approved on May 4, 2014).

## ARTICLE I NAME

The name of the Society shall be the Lutheran Care Society of Saskatoon Incorporated, also known as LuMinHoS (Lutheran Ministry in Hospitals), hereafter referred to in this document as the Corporation.

## ARTICLE II MISSION STATEMENT

The Corporation is a ministry of spiritual care sharing the gospel of Jesus Christ with Lutheran patients and their families in Saskatoon hospitals.

## ARTICLE III PURPOSE

In support of this mission, our purpose is to participate in wholistic care by providing a ministry of Word and Sacrament to patients and caregivers, in the Saskatoon health care system, through:

- 1) Personal visitation, worship and prayer.
- 2) Christian counselling.
- 3) Referrals to pastors, congregations and others, where appropriate.
- 4) Ministry in other institutions and areas as may be agreed upon.

## ARTICLE IV MEMBERSHIP

1. The membership of the Corporation shall be open to confirmed members from Lutheran congregations who support the mission and purpose of the Corporation.
2. Membership shall consist of Lutheran individuals who make a financial contribution to the Corporation annually, or are members of a Church that contributes annually.
3. The voting membership shall be open to persons who have attained the age of 18 years.

## ARTICLE V THE BOARD

1. The Corporation shall elect a Board of no less than five and no more than twelve members from its membership.
2. The Board shall be elected at the Annual Meeting by majority vote of those present when such nominations are presented.
3. They shall serve for a term of two years.
4. In the event of a vacancy, the Board shall be empowered to fill the said vacancy by appointment until the next annual meeting.
5. The Board shall uphold the mission and purpose of the Corporation and oversee the business affairs of the Corporation according to the principals and policies established by the general membership of the Corporation at its meetings.
6. The Board may appoint committees and a management team as deemed necessary in order to carry out the mission and purpose of the Corporation.
7. The Board shall perform other duties as assigned.

**ARTICLE VI OFFICERS OF THE CORPORATION**

1. The Board shall elect an executive from its membership, at the first Board Meeting following the Annual General Meeting. The executive shall consist of a President, Vice-President, and Secretary.
2. The executive shall be responsible for the execution of business between meetings of the Board.
3. The executive shall supervise the work of the Corporation's paid personnel.
4. The President, Vice-President and Secretary shall serve for a term of one year and shall hold office until their successors have been elected and hold office.
5. The President shall serve as President of the Corporation and shall perform additional duties as assigned through the meetings of the Corporation.
6. The Vice-President shall act as Chair of meetings in the absence of the President and shall perform other duties as assigned by the Board.
7. The Secretary shall be responsible for the recording of all meetings and all other duties as assigned.

**ARTICLE VII THE TREASURER**

1. The Treasurer shall be appointed by the Board for a two-year renewable term, and shall hold office until a successor has been appointed and holds office.
2. The Treasurer may be a member of the Board and shall be responsible for the handling of monies and for the proper recording of all financial transactions.
3. The Treasurer shall report to the Executive Committee and to the membership as requested.
4. The Treasurer shall prepare all documentation to maintain the Corporation's charitable status.

**ARTICLE VIII MEETINGS**

1. The Corporation shall have an Annual General Meeting at the call of the Executive.
2. The membership shall have at least thirty (30) days written notice of the Annual General Meeting. Such notice may be distributed by post or electronically.
3. Other meetings may be held as deemed advisable.
4. Bourinot's Rules of Order, latest edition, shall be the governing parliamentary law of the Corporation, except as otherwise provided for in this constitution.

**ARTICLE IX PERSONNEL**

1. Personnel engaged to serve the Corporation shall be a member of one of the Lutheran Synods in Canada or affiliated synods and shall be in agreement with the teachings of the Lutheran Church and its confessions.
2. Personnel shall be engaged according to principles and policies established by the Corporation and shall be responsible to the Board.
3. Personnel shall make regular reports concerning duties as requested.
4. On behalf of its paid personnel the Corporation shall contribute to the pension plan of the Lutheran body in which the person holds membership.

**ARTICLE X AMENDMENTS**

1. Proposed amendments to this Constitution must be in writing and may be submitted to any duly called meeting of the Corporation by the Board or by any member of the Corporation.
2. Proposed amendments must be received by the membership at least 30 days prior to the meeting at which they are to be considered.
3. Each proposed amendment must receive a two-thirds majority vote, whereupon the President shall declare it adopted and effective immediately.

## **BY- LAWS**

### **PART I: BOARD DUTIES**

1. Responsibilities of the Board shall be to:
  - a) Call and support a hospital Chaplain.
  - b) Provide for recruitment of ~~Recruit~~ board members as needed.
  - c) Recruit volunteers for the management team and other committees as needed.
  - d) Ensure that financial resources are available as needed to carry out the mission and purpose of the Corporation.
  - e) Communicate regularly with the membership.
2. The Board shall meet at least four times annually.

### **PART II THE EXECUTIVE**

The Executive shall normally meet once a month to carry out duties assigned by the Board.

### **PART III QUORUM**

1. At Board meetings a quorum shall consist of 50% of the total number of Board members.
2. At Corporation meetings a quorum shall consist of a minimum of 15 voting members present at a properly called meeting.

### **PART IV AMENDMENTS**

1. By-laws may be amended at any duly called meeting of the Corporation.
2. Each proposed amendment must receive a two-thirds majority vote, whereupon the President shall declare it adopted and effective immediately.