

Bylaws of the Northeastern Conference Pathfinder Federation

Preamble

Whereas, the Northeastern Conference of Seventh-day Adventists Youth Ministries realizes that Jesus is coming soon, and that the vast army of Adventists youth need to be trained, equipped, motivated and deployed to spread the everlasting gospel to the communities in which they live and beyond,

Whereas, recognizing that the Pathfinder Ministries of the Seventh-day Adventist Church was established to guide boys and girls into men and women, in preparation for active service here in this world and for the higher joys of wider service in the world to come,

Be it resolved that we hereby commission the Northeastern Conference Youth Ministries Pathfinder Organization to adopt the following bylaws.

Name

The organization shall be known as the NORTHEASTERN CONFERENCE PATHFINDER FEDERATION.

Objectives

The objectives of the Federation shall be to help facilitate the Pathfinder Ministry of the Northeastern Conference (b) to coordinate and standardize the operation of each club, and (c) to enhance the Pathfinder clubs achieve excellence in their respective communities.

Territory

There territory of the Federation shall consist of the territories embodying the States of Connecticut, Maine, New Hampshire, New York, Rhode Island, Vermont and the Commonwealth of Massachusetts, which constitute the NORTHEASTERN CONFERENCE OF SEVENTH-DAY ADVENTISTS.

Membership

Membership in the Federation shall be open to all pathfinder clubs registered with the Northeastern Conference of Seventh-day Adventists Youth Ministry Office. In order for a club to have a voice and membership in the Federation, the club must pay the required annual membership fee and live up to and abide by the objectives written within these bylaws.

Leaders and Their Duties

SECTION 1

Leaders of the Federation shall be: Executive Coordinator, Assistant Executive Coordinator, Regional Coordinators, Area Coordinators, Assistant Area Coordinators, Drilling and Marching Coordinator, Drum Corps Coordinator. All officers shall be members of the Seventh-day Adventist Church in regular standing, and shall have membership in the Northeastern Conference.

SECTION 2 – Executive Coordinator

Shall:

- A. Be appointed by the Youth Ministries Director for a period of four years.
- B. Be an active MASTER GUIDE with at least five years' experience including serving as an Area Coordinator.
- C. Serve as chairperson of the Executive Council of the Federation.
- D. Serve at the will of the Youth Ministries Director.
- E. Vigorously promote Pathfinding within the Federation, and encourage every club to be an active part of the Federation.
- F. Support and promote the pathfinder program of the Northeastern Conference Youth Ministries Department.
- G. Assist the Northeastern Conference Youth Ministries Directors at Conference-wide functions, such as Camporees, fairs, conventions, rallies, etc. and conducting pathfinder Training Courses.
- H. Perform other duties as assigned by the Conference Youth Ministries Director and/or the Executive Council.
- I. Assist the Area Coordinators in carrying out their duties.
- J. Promote the MASTER GUIDE program.
- K. Under the guidance of the Executive Council, ensure that the uniform dress code is adhered to.

SECTION 3 – Assistant Executive Coordinator

Shall:

- A. Be appointed by the Youth Ministries Director for a period of four years.
- B. Be an active MASTER GUIDE with at least three years' experience including serving as an Area Coordinator.
- C. Serve as chairperson of the Executive Council in the absence of the Executive Coordinator, or when requested by the Executive Coordinator.
- D. Perform all duties assigned by the Executive Coordinator in his/her absence.

- E. Vigorously promote Pathfinding within the Federation, and encourage each club to be an active part of it.
- F. Support and promote the pathfinder program of the Northeastern Conference Youth Ministries Department.
- G. Promote the MASTER GUIDE program.

SECTION 4 – Regional Coordinators

Shall:

- A. Be appointed by the Youth Ministries Director for a period of four years.
- B. Be an active MASTER GUIDE with at least three years' experience including serving as an Area Coordinator.
- C. Serve as a regional coordinator for Federated areas assigned, assisting the Area Coordinators in carrying out their duties.
- D. Serve as a member of the Executive Council
- E. Perform all duties assigned by the Executive Coordinator.
- F. Vigorously promote Pathfinding within the Federation, and encourage each club to be an active part of it.
- G. Support and promote the pathfinder program of the Northeastern Conference Youth Ministries Department.
- H. Promote the MASTER GUIDE program

SECTION 5 – AREA COORDINATOR

One coordinator shall be chosen for each area as divided by the Northeastern Conference of Seventh-day Adventists Youth Ministries who shall:

- A. Be an active MASTER GUIDE with at least three years' experience who has demonstrated capability in leading and training young people.
- B. Be responsible for overseeing the activities of all clubs in his/her area.
- C. Report on a consistent basis to the Executive Council and shall present a report of activities to the Executive Council at all regular and called Executive Council meetings.
- D. Assist the Executive Coordinator and Youth Ministries Directors when called upon.
- E. Will promote and conduct program in the area such as Master Guide Classes, Master Guide Clubs and Staff training.

SECTION 6 – ASSISTANT AREA COORDINATOR

Shall:

- A. Be an active MASTER GUIDE with at least one years' experience or a person deemed qualified by the area coordinator in consultation with and the agreement of the club directors.
- B. Assist the area coordinator in performing his/her duties.

SECTION 7 – DRILLING AND MARCHING COORDINATOR

Shall:

- A. Be appointed by the Youth Ministries Director for a period of four years.
- B. Conduct Drill Clinics for all area in the Northeastern Conference Pathfinder Federation.
- C. Ensure that call Pathfinder Clubs comply with the Drilling and Marching instructions outlined in the Pathfinder Drill Manual.
- D. Serve as an official in formal and informal inspections of clubs hosted by the Northeastern Conference Pathfinder Federation.
- E. Give direction in the specific formation of clubs and groups on conference-wide parades.
- F. Supervised the Assistant Drilling and Marching Coordinators and Certified Drill Instructors.

Qualifications

- A. Commitment to Pathfinding
- B. Be an active MASTER GUIDE for at least three (3) years.
- C. Be knowledgeable in the proper command and execution of drills and marches as outlined in but not limited to the North American Division Pathfinder Drill Manual.
- D. The supervisor is the Northeastern Conference Pathfinder Federation Executive Coordinator.

SECTION 8 – DRUM CORPS COORDINATOR

Shall:

- A. Be appointed by the Youth Ministries Director for a period of four years.
- B. Conduct Drum Workshops and Clinics for all Northeastern Conference Pathfinder Clubs.
- C. Ensure that all Drum Corps comply with the Drum Corps Program of the Northeastern Conference.
- D. Lead and supervise the Drum Corps in conference sponsored parades and programs.
- E. Work with the Drilling and Marching Coordinators at all conference sponsored events.

Qualifications

- A. Be an active MASTER GUIDE or staff member or one deemed qualified.
- B. Know the twenty-six standard American Drum Rudiments.
- C. Have a working knowledge of the Rudiments of Music.

Note that ASSISTANT DRILLING AND MARCHING COORDINATORS should be appointed to represent each Federation Area and serve as an assistant to the Drilling and Marching Coordinator and shall:

- A. Be responsible for a number of Pathfinder Club within his or her elected area of the Federation.
- B. Conduct Drill Clinics following established standards and guidelines.
- C. Conduct routine drill inspections of each assigned club (quarterly, as needed).
- D. Assist in evaluation of all clubs /areas.
- E. Provide monthly reports to the Drilling and Marching Coordinator of area/club activities.
- F. Actively participate in conference calls/group meetings to discuss areas of concern, problems, successes and progress to achieving goals (at least bi-monthly, but definitely as needed).

- G. Assist in creating, implementing and evaluating Drilling and Marching standards for the Northeastern Conference Pathfinder Federation.
- H. Perform any other duties as assigned.
- I. Serve as an official in formal and informal uniform inspection of clubs hosted by the Northeastern Conference Pathfinder Federation.

Qualifications

- A. Be an active MASTER GUIDE or staff member or one deemed qualified.
- B. Be knowledgeable in proper command and execution of drills and marches as outlined in, but not limited to, the North American Division Pathfinder Drill Manual.
- C. Be a certified Drill Instructor by the Northeastern Conference having completed the Basic and Advance Drilling and Marching Honor.

Note that ASSISTANT DRUM CORPS COORDINATOR should be appointed to represent each Federation Area and serve as an assistant to the Drum Corps Coordinator and shall:

- A. Be responsible for a number of Pathfinder Club within his or her elected area of the Federation.
- B. Conduct Drum Workshops and Clinics following established standards and guidelines.
- C. Ensure that all Drum Corps comply with the Drum Corps Program of the Northeastern Conference.
- D. Lead and supervise the Drum Corps in conference sponsored parades and programs.
- E. Work with the Drilling and Marching Coordinators at all conference sponsored events.

Qualifications

- A. Be an active MASTER GUIDE or staff member or one deemed qualified.
- B. Know the twenty-six standard American Drum Rudiments.
- C. Have a working knowledge of the Rudiments of Music.

Board of Examiners

SECTION I – PATHFINDER BOARD OF EXAMINERS

The members of the Board of Examiners for each area shall:

- A. Be active MASTER GUIDES with at least three years’ experience or persons deemed qualified by the Area Coordinator in consultation with and agreement of the club directors.
- B. Selected by the club directors under the guidance of the Area Coordinator, acting as chairperson of the board.

SECTION II – TERM

The Area Board of Examiners shall serve for a term of one (1) year and may be reelected at the discretion of the Area Coordinator and the Club Directors.

SECTION III – MASTER GUIDE BOARD OF EXAMINERS

- A. The Northeastern Conference Youth Ministries Department in Consultation with the Northeastern Conference Pathfinder Federation Executive Officers shall select a Master Guider Board of Examiners.
- B. The Master Guide Board of Examiners shall be selected annually and reflect a broad representation from all the territories comprising the Northeastern Conference Pathfinder Federation.

Executive Council

SECTION I - Membership

The Executive Council shall consist of the positions listed below. In the absence of an Executive Council member Officer, his or her assistant or representative shall be present at the meeting and have voting rights.

1. Conference Executive Coordinator
2. Assistant Executive Coordinator
3. Region Coordinators (4)
4. Area Coordinator – Bronx-Manhattan
5. Area Coordinator – Brooklyn North
6. Area Coordinator – Brooklyn-Staten Island
7. Area Coordinator – Franco-Haitian
8. Area Coordinator – Hispanic-Luso Brasileira, NY
9. Area Coordinator – Hudson Valley-Capital City
10. Area Coordinator – Long Island
11. Area Coordinator – New England South
12. Area Coordinator – Hispanic-Luso Brasileira South
13. Area Coordinator – New England North
14. Area Coordinator – Hispanos Luso-Brasilero North
15. Area Coordinator – Queens
16. Area Coordinator – Rockland-Westchester
17. Area Coordinator – Western New York
18. Drilling and Marching Coordinator
19. Drum Corps Coordinator

Note: Assistant Area Coordinators are welcome to attend the Executive Council as invitees with voice but no vote authority. However, if the Area Coordinator is not available an Assistant Area Coordinator can represent their area.

SECTION II

The Executive Council shall meet at least once each quarter. Meetings may be called by the Executive Coordinator or in his/her absence the Assistant Executive Coordinator or in their absence by the Youth Director or their designee. No quorum is needed to conduct business.

SECTION III

In between meetings of the Executive Council, the Executive Coordinator and Assistant Executive Coordinator with Youth Ministries Director and Associate Youth Ministries Directors are empowered to resolve issues of delicacy and policy.

Sub-Committees

Sub-committees may be empowered by the Executive Council to perform functions necessary for the execution of the Federation's business or for the operation of its program.

Appointment of Executive Council Members

SECTION I

The Youth Ministries Director shall appoint all positions for a period of four years. The appointments shall be effective six months after the regular Northeastern Conference Constituency meeting held quadrennially.

SECTION II

The Term of officer shall be for a period of four (4) years. The Youth Ministries Director reserves the right to remove any officer who is not functioning according to their duties as outlined in the bylaws and/or required by the Youth Ministries Office.

SECTION III

Area Coordinators and Assistant Area Coordinators shall be recommended to the Youth Ministries Director after a duly called area meeting of Pathfinder clubs directors from that area and one additional staff member from each club chaired by the Executive Coordinator or their designee.

SECTION V

If an officer fails to function according to the duties outlined in the constitution and bylaws, the following steps will be taken:

- A. The officer will be informed of their deficiency/concern.
- B. A period of thirty (30) days will be given to respond
- C. Sixty (60) days will be given for implementation of a plan for correction.
- D. If the above is not followed the officer shall be removed by the Youth Ministries Director.

Finances

SECTION I

The Financial obligation of each club per year is \$125.00, which is due by March 31st of year. The calendar year shall be January 1st – December 31st. This amount includes membership fees and all other activities except Camporees. The membership fee covers the following: Field Day Registration, Conference Parade and Fair, and any other event or item designated by the Executive Council.

SECTION II

- A. A checking account and a savings account may be opened in the name of the Northeastern Conference Pathfinder Federation.
- B. The issuing of checks or the withdrawal of funds from the savings account shall be on the following conditions; any one (1) authorized signature, after consultation with at least one (1) other authorized signatory.
- C. The Youth Ministries Office shall work the Executive Council to designate authorized personnel to sign checks or withdraw funds.

SECTION III

Areas can institute dues, but can only collect up 50% of the Conference Federation dues amount.

Meetings

SECTION I

Executive Council Meetings, see Section II of Executive Council section.

SECTION II

Each Federated Area is required to meet at least every other month. A Region meeting may count as an area meeting.

SECTION III

Special sessions may be called at the discretion of the Executive Council.

SECTION IV

An annual General Meeting of the whole Pathfinder Federation may be held within the first quarter of each calendar year at the Youth Ministries Leadership Summit or at a time and place designated by the Youth Ministries Office.

Parliamentary Authority

The General Conference rules of order shall be the PARLIAMENTARY AUTHORITY for all sessions and meetings of the Northeastern Conference Pathfinder Federation.

Amendments

The bylaws may be amended by two-thirds (2/3) of the voting membership, voting in a duly called meeting. Proposals to amend the bylaws shall be made at least two (2) months at a regular meeting before any action is taken.

Dissolution

SECTION I

In the event that this organization can no longer function as deemed by the Youth Ministries Office, its dissolution must be effected.

SECTION II

The holdings of the organization shall be transferred to the Northeastern Conference Youth Ministries Department after all debts have been settled.

BYLAWS

For the

BRONX-MANHATTAN PATHFINDER AREA

ARTICLE I. NAME

- A. The name of this Pathfinder Federated Area is the Bronx-Manhattan Area of the Northeastern Conference Pathfinder Federation.
- B. For short the Area will be known as the Bronx-Manhattan Pathfinder Area or BxM

ARTICLE II TERRITORY

- A. The Bronx-Manhattan Pathfinder Area is composed of the Pathfinder and Master Guide Clubs among the churches of Bronx-Manhattan District within the sisterhood of churches of the Northeastern Conference of Seventh-day Adventists.

ARTICLE III AFFILIATION

- A. The Bronx-Manhattan Pathfinder Area is a sub-division of the Northeastern Conference Pathfinder Federation, which in turn functions as an jurisdictional ministry of and under the authority of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists and its parent organizations.

ARTICLE IV OFFICERS

- A. The officers of the Area are as follows by order of authority:
 - 1- Area Coordinator
 - 2- Assistant Area Coordinator (s)
 - 3- Assistant Federation Drill Coordinator assigned to the area
 - 4- Assistant Federation Drum Corp Coordinator assigned to the area
 - 5- Assistant Federation TLT Coordinator assigned to the area
 - 6- Master Guide Director
 - 7- Secretary
 - 8- Treasurer
 - 9- Chaplain
 - 10- Constitution and Bylaws Committee Member/Area Parliamentarian
 - 11- Communications Officer
 - 12- Risk Management Officer
 - 13- Assistants to officers will be elected as the area deems necessary

- B. The term of office for all area officers is for the Federation triennial. Any vacancy filled in the interim will be for the remainder of the term in question.
- C. Area Officers will be elected in the following manner:
1. The Area Coordinator, Assistant Area Coordinators, Assistant Federation Drill Coordinator, Assistant Federation Drum Corp Coordinator and Assistant Federation TLT Coordinator will be nominated in an area caucus and elected by the Northeastern Conference Pathfinder Federation at its triennial meeting according to the governance of the Federation's Constitution. Executive Appointments by the Conference Youth Ministries Directorate will supersede the elective process.
 2. The Master Guide Director is either appointed by the Area Coordinator upon the recommendation of the qualified Master Guides of the Federated Area or by the members of the Master Guide Club once duly organized.
 3. The Secretary, Treasurer, Chaplain, Communications Officer, Risk Management Officer and as many assistants as deemed warranted, are elected by the Area Staff in business session called at the beginning of each triennial. The Area Coordinator is authorized to appoint a personal assistant as well as the Chairs and members of all Area committees, commissions, tasks forces, etc.
 4. Vacancies in any office in the above officer category will be filled by the respective electing constituencies according to its constituted processes.
 5. The suspension of officers for cause is under the purview of the Area Coordinator with the removal of officers from said office for cause under the jurisdiction of the electing constituency or body delegated the authority to oversee such matters.

ARTICLE V COORDINATOR'S COUNCIL

1. The Area Coordinator may and should convene a meeting with the Assistant Area Coordinators, Assistant Federation Drilling and Marching Coordinator, Assistant Federation Drum Corps Coordinator, Assistant Federation Teen Leadership Training Coordinator assigned to the Area and the Adventurer Coordinator periodically for collaboration and advice.

ARTICLE VI AREA OFFICERS'/DIRECTORS COUNCIL

- A. There will be an Area Club Directors/Officers Council with authority to approve area policy, create and execute the area's budget and be responsible for the discipline of the area in fostering the concepts and principles of the Pathfinder Ministry.
- B. The voting members at Directors'/Officers Council will be the Area Officers, the Administrative Directors and/or Directors of each duly constituted club in the area. Ex-Officio Members of the Board consist of the Youth Ministries Directorate, Pathfinder Federation President, Vice President and Executive Secretary as well as the Area Adventurer Coordinator and the AYS Federation President.
- C. The non-voting members of the Council are all those assistant officers that have been duly appointed. Said officer will vote only in the absence of the head officer that they assist.
- D. The Area Directors'/Officers Council will convene once a month at a time and place set by said body. Interim meetings are held at the discretion of the Area Coordinator for specific agenda items.
- E. The Area Coordinator and the Assistant Area Coordinators serve as chair and vice-chair of the Council respectively.
- F. The collective membership of Area shall have the Authority to draft and recommend amendment to the Area by-laws.

ARTICLE VII

STAFF MEETINGS

- A. The Area Staff in Business session consists of all Area Officers, Administrative Club Directors, Club Directors, Associate, Directors Chaplains, Secretaries, Treasurers, Counselors, Junior Counselors, Instructors, and TLTs.
- B. The Area Staff meetings are to be held four times a year; one of which must be an Area Camporee or Campout.
- C. At the beginning of each triennial, the staff in Business Session will elect the following Area Officers: Secretary, Treasurer, Chaplain, Communications Officers, Risk Management Officer Constitution and Bylaws Committee member (Parliamentarian) as well as any assistant officers and committees it deems warranted.

ARTICLE VIII

AREA FINANCES

- A. Each Club in the area is required to share in meeting the financial obligations of the Area by contributing annual dues in the sum of _____.
- B. Any club that does not meet its financial obligation loses its voice, vote and election rights in matters concerning the Area.
- C. Area Expenditures are to be made only in accordance to the Council Approved Budget and availability of funds. Any other expenditure will require the Council's approval before being made. The Council will specify what constitutes an emergency when the Coordinator may authorize expenditure without prior approval.
- D. The Council will set up Area Procedures on finance, banking and check signing.
- E. The Federation Treasurer and Assistant Treasurer have audit responsibilities for all Area Accounts.

ARTICLE IX AREA POLICIES

- A. The Area Coordinator is recognized as being authorized to issue written Area policies on operational issues not heretofore addressed by the Federation Constitution, Conference, Federation or Area Policy Directives on his own initiative.
- B. The Conference Youth Ministries Directorate, Federation President, Executive Corps members and Area Board have the authority to amend, or revoke the Policy Directives of the Area Coordinator for cause.

ARTICLE X AMENDMENTS

- A. This instrument may be amended by the Area Council and/or Staff in Business Session at the Beginning of the Triennial
- B. Amendment to these By-Laws must be ratified by the Executive Committee of the Northeastern Conference Pathfinder Federation.
- C. These by-laws may be amended upon special review of the Executive Committee of the Federation.

- D. These by-laws may be amended by a written executive order from the Directorate of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists.

ARTICLE XI RATIFICATION

- A. This instrument is deemed operational upon the vote of the Staff in Business Session at the beginning of the Triennial, or in the interim by the vote of the Area Council.
- B. This instrument is constitutes a sub-section of the Constitution and By-law of the Northeastern Conference Pathfinder Federation and is therefore is subject to the ratification of the Federation Executive Committee and the Directorate of the Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists

ARTICLES OF ORGANIZATION FOR THE BRONX-MANHATTAN MASTER GUIDE CLUB

- Whereas,** The Youth of our Church are a precious resource that must be nurtured and ministered to with great care by competently prepared individuals, and
- Whereas,** For over fifty years, the Master Guide designation has indicated a specialized level of training in Junior Youth Ministry within the Seventh-day Adventist Church, and
- Whereas,** Master Guides are under perpetual charges to make “full proof” of their ministry before God for the youth of His Church under their care, and

Whereas, The Master Guide Club is the venue for invested Master Guides and those receiving Master Guide training to come together in a meaningful manner to sharpen their skills for further service in Youth Ministry;

Be it resolved: that the Bronx-Manhattan Area has commissioned its Master Guide Club as follows:

ARTICLE I – NAME

The name of this organization is the Bronx-Manhattan Area Master Guide Club to be referred to hereafter as the club.

ARTICLE II – PURPOSE

The purpose of the Bronx-Manhattan Area Master Guide Club is to:

- Section 1) Provide training to senior youth and members at large who have chosen to make children’s ministry their ministry in the church.
- Section 2) Provide continuing development, education, preparation and skills enhancement to invested Master Guides.
- Section 3) Provide a continuity of leadership support within the Master Guide community of the area.
- Section 4) Provide a support mechanism and resource for Master Guides in the field.
- Section 5) Provide a support resource to the local Adventist Youth Societies, Pathfinder and Adventurer Club.

ARTICLE III – AFFILIATION

The Bronx-Manhattan Area Master Guide Club is organized under the auspices and supervision of the Bronx-Manhattan Area of the Northeastern Conference Pathfinder Federation and works in cooperation with the Bronx-Manhattan Adventist Youth Society Federation and the BxM Adventurer Federated Area, all of whom fall under the oversight and direction of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists.

ARTICLE IV – MEMBERSHIP

- Section 1) All members of the Club must be baptized members of the Seventh-day Adventist Church in good standing.
- Section 2) Club membership is based on an annual open registration for both invested Master Guides (active, inactive and transitional) and active Master Guide Student.
- Section 3) The Club may set a prescribed sum for annual dues which will accompany the annual registration.
- Section 4) The club has final jurisdiction on the discipline of its members who may be removed or suspended from its rolls after due process for one or more of the following reasons:
- a. Removal from Church membership
 - b. Behavior deemed to be unbecoming to a Master Guide
 - c. Provable unchristian conduct detrimental to the principles of the Master Guide Program and Adventist Youth Ministries of the Seventh-day Adventist Church.
- Section 5) The collective or general membership of the Club constitutes and forms the highest governing body within the Club. There will be not less than three (3) General Membership meetings annually.
- Section 6) The General Membership in plenary session has the authority to elected officers, remove officers, replace officers, discipline members, and approve budgets, policies and special programs/initiatives recommended to it by the Club's leadership.

ARTICLE V – OFFICERS AND CLUB LEADERSHIP

- Section 1) The Club will have seven (7) executive officers namely, the Master Guide Director, Associate Director, Deputy Director for Training and Development, Deputy Director for Adventurer Ministry, Deputy Director for Spiritual Discovery/Chaplain, Secretary and Treasurer.
- Section 2) The Master Guide Club will have an ***Executive Board*** consisting of the seven (7) executive officers, the Area Pathfinder Coordinator who it must be noted is also designated the ***Area Master Guide Coordinator***, the Adventurer Area Coordinator, and the President of the District AYS Federation. The Youth Ministries Directorate of the Conference and Pathfinder/Adventurer Federation Presidents sit on the Board Ex-Officio.
- Section 3) The ***Executive Board*** will –

- a. Meet every other month in regular business session at a location and time agreed upon by the members of the Board.
- b. Constitute the policy making and administrative body of the Club with power over policy implementation, budget setting, expenditures and authorization to fill officer vacancies between sessions of the General Membership.
- c. Be chaired by the Master Guide Director or in his/her absence or direction the Senior Deputy Director will serve as presiding officer.
- d. At their discretion, the Master Guide Director and/or the Executive Board are empowered to create task forces or committees with standing or temporary duration to perform specific operations functions.

Section 4) The ***Master Guide Director*** will-

- a. Be an active Master Guide of three (3) years experience.
- b. Serve as the senior officer of the Master Guide Club and chair meetings of its Executive Board and General Membership.
- c. Assist the Area Pathfinder and Adventurer Coordinators as well as their Associate Area Coordinators with matters concerning the Master Guide Program within a Federated Area.
- d. Serve as a member of the Executive Council of Pathfinder Area.
- e. Perform other administrative duties consistent with the office as outlined by the Club's Executive Board, the Area Coordinators, the Pathfinder Federation President, Vice President and Executive Secretary as well as the Youth Ministries Directorate of the Northeastern Conference of Seventh-day Adventists.

Section 5) The ***Associate Director*** will –

- a. Be an active Master Guide of three (3) years experience.
- b. Assist the Master Guide Director with the overall oversight of the Club.
- c. Serve as vice-chairperson of the Executive Board and General Membership in plenary session.
- d. Serve as Operations Officer of the Club presiding over meetings of the Executive Board or General Membership in the absence or direction of the Master Guide Director.
- e. Develop marketing initiatives to engage senior Master Guides and formally invested Master Guides into active ministry.
- f. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 6) The ***Deputy Director for Training and Development*** will –

- a. Be a Master Guide of three (3) years experience.
- b. Assist the Area Coordinator and Master Guide Director in overseeing the training and formation of Master Guide students.
- c. Assists in the development of an ongoing recruitment initiative to identify possible Master Guide Students.
- d. Oversee the Master Guide Mentoring Initiative.
- e. Develop an ongoing strategy to encourage invested Master Guides interested in advanced training development offered by Honors

enhancement, Pathfinder Leadership Award, Pathfinder Instructors Award and other post Master Guide training regimens.

- f. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 7) The ***Deputy Director for Adventurer Ministries*** will –

- a. Be a Master Guide of experience in Adventurer Ministry
- b. Undertake responsibility for engaging and encouraging Master Guide in the Adventurer Ministry to become specialist.
- c. Assist the Area Adventurer Coordinator with program development and oversight.
- d. Serve as the club's expert on the technical aspects of the Adventurer Ministry.
- e. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 8) The ***Deputy Director for Spiritual Discovery*** will –

- a. Be a Master Guide or Master Guide Student that is either an ordained Pastor or an ordained Elder.
- b. Perform the duties of club chaplain and spiritual leader
- c. Develop initiatives to foster the spiritual goals of the Youth Ministry within the Master Guide community.
- d. Develop and lead the club in significant outreach endeavors and lead the prayer ministry of the club.
- e. Serve as spiritual advisor to the Director and Executive Board.
- f. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 9) The ***Club Secretary*** will –

- a. Be a Master Guide or Master Guide student of experience
- b. Compile and maintain the Area's Roster of invested Master Guides and active Master Guide Students.
- c. Record and maintain the minutes of all meetings
- d. Maintain the records of the club and function at Master Guide Archivist for the Area.
- e. Handle all areas of Club Correspondence
- f. Perform other related duties as outlined by the Executive Board.

Section 10) The ***Club Treasurer*** will –

- a. Be a Master Guide or a Master Guide Student of experience
- b. Be responsible for receiving and disbursing all Club funds in accordance with the actions of the Executive Board.
- c. Maintain an accurate accounting of income and expenditure as well as receipts, bills, invoices, etc. associated with the Club's finances on file.
- d. Prepare a monthly financial report for the Director and the Executive Board that will be compared with any bank statements quarterly.
- e. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

ARTICLE VI – ELECTION OF OFFICERS

- Section 1) Officers will serve a term of three years with no limitation as to the number of terms said individual may serve.
- Section 2) There will be an Annual Meeting held every triennial in January for the purpose of electing Club officers with the exception of the Director who is appointed by the Area Coordinator on the recommendation of the Club.
- Section 3) A General membership Meeting will be held the October before the Annual Meeting in January to select an Election Committee.
- Section 4) The Election Committee will consist of seven Master Guides in good standing that is not candidates for office. The General Membership will elect a Chair from among the seven chosen to serve on the Committee.
- Section 5) Any Master Guide in good standing may submit their name to the Election Committee as a candidate for a specific office. The Committee will also receive nominations from the floor at the October meeting. The Committee will verify eligibility and create a ballot for the January Election Meeting from the collective nominations.
- Section 6) Voting at the January Election will be done by secret ballot and the election results certified by the Election Committee. The Election Committee will be the sole judge of the election procedure at the time of the election.
- Section 7) Issues arising from the election may be appealed to the following officials in the precise order, 1- Area Coordinator, 2- Federation Executive Secretary or Federation Vice President, 3- Federation President 4- Conference Youth Ministries Directorate.
- Section 8) As Area Master Guide Coordinator, the Area Pathfinder Coordinator is not eligible to be elected to Office in the Master Guide Club.

ARTICLE VII – BY-LAWS ON OPERATIONAL PROCEDURES

- Section 1) There will be a set of by-laws created by the Executive Board for the purpose of addressing any operational procedures or policies not addressed in the Articles of Organization.
- Section 2) Operational Procedures may not override any element of this constitutional instrument.
- Section 3) The General membership on its own initiative and by its constitutional authority may override, or amend any policy or by-law enacted by the Executive Board.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The General Conference Rules of Order will be the Parliamentary Authority for all sessions and meetings of the Master Guide Club.

ARTICLE IX – AMENDMENTS

The Articles of Organization may be amended by two-thirds (2/3) of the eligible voting membership, present and voting in a specially called meeting of the General Membership. Amendments to the Articles of Organization must be submitted to a regular General Membership Meetings authorizing a Called Meeting for the purpose of amending the Articles.

ARTICLE X – RATIFICATION

- A. These Articles will be deemed operational upon proposal by the Master Guide Coordinator at a meeting of the Master Guides.
- B. These Articles will be deemed ratified upon approval by the Executive Committee of the Pathfinder Federation.

ARTICLE XI – DISSOLUTION

- Section 1) In the event that this organization can no longer function as outlined in the Articles of Organization, its dissolution must be affected by two-thirds (2/3) votes of the members present and voting in a General Membership meeting or a called meeting of the Area Pathfinder Federation for that Purpose.
- Section 2) The Area Pathfinder Coordinator in proper consultation by its constituted authority may order the dissolution of the Master Guide Club for cause and after due process with appeal to the Conference Federation President and Youth Ministries Directorate.
- Section 3) In the event that the Club is dissolved for whatever reason, the holdings of the organization will be transferred to the Bronx-Manhattan Pathfinder Area after all debts have been settle.

BYLAWS
For the
BROOKLYN SOUTH-STATEN ISLAND PATHFINDER
AREA

ARTICLE I. NAME

- C. The name of this Pathfinder Federated Area is the Brooklyn South-Statens Island Area of the Northeastern Conference Pathfinder Federation.
- D. For short the Area will be known as the Brooklyn South Staten Island Pathfinder Area or BSSI

ARTICLE II TERRITORY

- B. The Brooklyn South-Statens Island Pathfinder Area is composed of the Pathfinder and Master Guide Clubs among the churches of Brooklyn South East and Brooklyn South West Districts within the sisterhood of churches of the Northeastern Conference of Seventh-day Adventists.

ARTICLE III AFFILIATION

- B. The Brooklyn South-Staten Island Pathfinder Area is a sub-division of the Northeastern Conference Pathfinder Federation, which in turn functions as an jurisdictional ministry of and under the authority of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists and its parent organizations.

ARTICLE IV OFFICERS

- D. The officers of the Area are as follows by order of authority:
 - 14- Area Coordinator
 - 15- Assistant Area Coordinator (s)
 - 16- Assistant Federation Drill Coordinator assigned to the area
 - 17- Assistant Federation Drum Corp Coordinator assigned to the area
 - 18- Assistant Federation TLT Coordinator assigned to the area
 - 19- Master Guide Director
 - 20- Secretary
 - 21- Treasurer
 - 22- Chaplain
 - 23- Constitution and Bylaws Committee Member/Area Parliamentarian
 - 24- Communications Officer
 - 25- Risk Management Officer
 - 26- Assistants to officers will be elected as the area deems necessary

- E. The term of office for all area officers is for the Federation triennial. Any vacancy filled in the interim will be for the remainder of the term in question.

- F. Area Officers will be elected in the following manner:
 - 6. The Area Coordinator, Assistant Area Coordinators, Assistant Federation Drill Coordinator, Assistant Federation Drum Corp Coordinator and Assistant Federation TLT Coordinator will be nominated in an area caucus and elected by the Northeastern Conference Pathfinder Federation at its triennial meeting according to the governance of the Federation's Constitution. Executive Appointments by the Conference Youth Ministries Directorate will supersede the elective process.

 - 7. The Master Guide Director is either appointed by the Area Coordinator upon the recommendation of the qualified Master Guides of the Federated Area or by the members of the Master Guide Club once duly organized.

8. The Secretary, Treasurer, Chaplain, Communications Officer, Risk Management Officer and as many assistants as deemed warranted, are elected by the Area Staff in business session called at the beginning of each triennial. The Area Coordinator is authorized to appoint a personal assistant as well as the Chairs and members of all Area committees, commissions, tasks forces, etc.
9. Vacancies in any office in the above officer category will be filled by the respective electing constituencies according to its constituted processes.
10. The suspension of officers for cause is under the purview of the Area Coordinator with the removal of officers from said office for cause under the jurisdiction of the electing constituency or body delegated the authority to oversee such matters.

ARTICLE V COORDINATOR'S COUNCIL

2. The Area Coordinator may and should convene a meeting with the Assistant Area Coordinators, Assistant Federation Drilling and Marching Coordinator, Assistant Federation Drum Corps Coordinator, Assistant Federation Teen Leadership Training Coordinator assigned to the Area and the Adventurer Coordinator periodically for collaboration and advice.

ARTICLE VI AREA OFFICERS'/DIRECTORS COUNCIL

- G. There will be an Area Club Directors/Officers Council with authority to approve area policy, create and execute the area's budget and be responsible for the discipline of the area in fostering the concepts and principles of the Pathfinder Ministry.
- H. The voting members at Directors'/Officers Council will be the Area Officers, the Administrative Directors and/or Directors of each duly constituted club in the area. Ex-Officio Members of the Board consist of the Youth Ministries Directorate, Pathfinder Federation President, Vice President and Executive Secretary as well as the Area Adventurer Coordinator and the AYS Federation President.
- I. The non-voting members of the Council are all those assistant officers that have been duly appointed. Said officer will vote only in the absence of the head officer that they assist.
- J. The Area Directors'/Officers Council will convene once a month at a time and place set by said body. Interim meetings are held at the discretion of the Area Coordinator for specific agenda items.

- K. The Area Coordinator and the Assistant Area Coordinators serve as chair and vice-chair of the Council respectively.
- L. The collective membership of Area shall have the Authority to draft and recommend amendment to the Area by-laws.

ARTICLE VII STAFF MEETINGS

- D. The Area Staff in Business session consists of all Area Officers, Administrative Club Directors, Club Directors, Associate, Directors Chaplains, Secretaries, Treasurers, Counselors, Junior Counselors, Instructors, and TLTs.
- E. The Area Staff meetings are to be held four times a year; one of which must be an Area Camporee or Campout.
- F. At the beginning of each triennial, the staff in Business Session will elect the following Area Officers: Secretary, Treasurer, Chaplain, Communications Officers, Risk Management Officer Constitution and Bylaws Committee member (Parliamentarian) as well as any assistant officers and committees it deems warranted.

ARTICLE VIII AREA FINANCES

- F. Each Club in the area is required to share in meeting the financial obligations of the Area by contributing annual dues in the sum of _____.
- G. Any club that does not meet its financial obligation loses its voice, vote and election rights in matters concerning the Area.
- H. Area Expenditures are to be made only in accordance to the Council Approved Budget and availability of funds. Any other expenditure will require the Council's approval before being made. The Council will specify what constitutes an emergency when the Coordinator may authorize expenditure without prior approval.
- I. The Council will set up Area Procedures on finance, banking and check signing.
- J. The Federation Treasurer and Assistant Treasurer have audit responsibilities for all Area Accounts.

ARTICLE IX AREA POLICIES

- C. The Area Coordinator is recognized as being authorized to issue written Area policies on operational issues not heretofore addressed by the Federation Constitution, Conference, Federation or Area Policy Directives on his own initiative.
- D. The Conference Youth Ministries Directorate, Federation President, Executive Corps members and Area Board have the authority to amend, or revoke the Policy Directives of the Area Coordinator for cause.

ARTICLE X AMENDMENTS

- E. This instrument may be amended by the Area Council and/or Staff in Business Session at the Beginning of the Triennial
- F. Amendment to these By-Laws must be ratified by the Executive Committee of the Northeastern Conference Pathfinder Federation.
- G. These by-laws may be amended upon special review of the Executive Committee of the Federation.
- H. These by-laws may be amended by a written executive order from the Directorate of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists.

ARTICLE XI RATIFICATION

- C. This instrument is deemed operational upon the vote of the Staff in Business Session at the beginning of the Triennial, or in the interim by the vote of the Area Council.
- D. This instrument is constitutes a sub-section of the Constitution and Bay-law of the Northeastern Conference Pathfinder Federation and is therefore is subject to the ratification of the Federation Executive Committee and the Directorate of the Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists

ARTICLES OF ORGANIZATION FOR THE BROOKLYN SOUTH-STATEN ISLAND MASTER GUIDE CLUB

Whereas, The Youth of our Church are a precious resource that must be nurtured and ministered to with great care by competently prepared individuals, and

Whereas, For over fifty years, the Master Guide designation has indicated a specialized level of training in Junior Youth Ministry within the Seventh-day Adventist Church, and

Whereas, Master Guides are under perpetual charges to make “full proof” of their ministry before God for the youth of His Church under their care, and

Whereas, The Master Guide Club is the venue for invested Master Guides and those receiving Master Guide training to come together in a meaningful manner to sharpen their skills for further service in Youth Ministry;

Be it resolved: that the Brooklyn South-Statens Island Area has commissioned its Master Guide Club as follows:

ARTICLE I – NAME

The name of this organization is the Brooklyn South-Statens Island Area Master Guide Club to be referred to hereafter as the club.

ARTICLE II – PURPOSE

The purpose of the Brooklyn South-Statens Island Area Master Guide Club is to:

Section 1) Provide training to senior youth and members at large who have chosen to make children’s ministry their ministry in the church.

Section 2) Provide continuing development, education, preparation and skills enhancement to invested Master Guides.

Section 3) Provide a continuity of leadership support within the Master Guide community of the area.

Section 4) Provide a support mechanism and resource for Master Guides in the field.

- Section 5) Provide a support resource to the local Adventist Youth Societies, Pathfinder and Adventurer Club.

ARTICLE III – AFFILIATION

The Brooklyn South-Staten Island Area Master Guide Club is organized under the auspices and supervision of the Brooklyn South-Staten Island Area of the Northeastern Conference Pathfinder Federation and works in cooperation with the Brooklyn South-Staten Island Adventist Youth Society Federation and the Adventurer Federated Area, all of whom fall under the oversight and direction of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists.

ARTICLE IV – MEMBERSHIP

- Section 1) All members of the Club must be baptized members of the Seventh-day Adventist Church in good standing.
- Section 2) Club membership is based on an annual open registration for both invested Master Guides (active, inactive and transitional) and active Master Guide Student.
- Section 3) The Club may set a prescribed sum for annual dues which will accompany the annual registration.
- Section 4) The club has final jurisdiction on the discipline of its members who may be removed or suspended from its rolls after due process for one or more of the following reasons:
- d. Removal from Church membership
 - e. Behavior deemed to be unbecoming to a Master Guide
 - f. Provable unchristian conduct detrimental to the principles of the Master Guide Program and Adventist Youth Ministries of the Seventh-day Adventist Church.
- Section 5) The collective or general membership of the Club constitutes and forms the highest governing body within the Club. There will be not less than three (3) General Membership meetings annually.

- Section 6) The General Membership in plenary session has the authority to elected officers, remove officers, replace officers, discipline members, and approve budgets, policies and special programs/initiatives recommended to it by the Club's leadership.

ARTICLE V – OFFICERS AND CLUB LEADERSHIP

- Section 1) The Club will have seven (7) executive officers namely, the Master Guide Director, Associate Director, Deputy Director for Training and Development, Deputy Director for Adventurer Ministry, Deputy Director for Spiritual Discovery/Chaplain, Secretary and Treasurer.
- Section 2) The Master Guide Club will have an **Executive Board** consisting of the seven (7) executive officers, the Area Pathfinder Coordinator who it must be noted is also designated the **Area Master Guide Coordinator**, the Adventurer Area Coordinator, and the President of the District AYS Federation. The Youth Ministries Directorate of the Conference and Pathfinder/Adventurer Federation Presidents sit on the Board Ex-Officio.
- Section 3) The **Executive Board** will –
- e. Meet every other month in regular business session at a location and time agreed upon by the members of the Board.
 - f. Constitute the policy making and administrative body of the Club with power over policy implementation, budget setting, expenditures and authorization to fill officer vacancies between sessions of the General Membership.
 - g. Be chaired by the Master Guide Director or in his/her absence or direction the Senior Deputy Director will serve as presiding officer.
 - h. At their discretion, the Master Guide Director and/or the Executive Board are empowered to create task forces or committees with standing or temporary duration to perform specific operations functions.
- Section 4) The **Master Guide Director** will-
- f. Be an active Master Guide of three (3) years experience.
 - g. Serve as the senior officer of the Master Guide Club and chair meetings of its Executive Board and General Membership.
 - h. Assist the Area Pathfinder and Adventurer Coordinators as well as their Associate Area Coordinators with matters concerning the Master Guide Program within a Federated Area.
 - i. Serve as a member of the Executive Council of Pathfinder Area.
 - j. Perform other administrative duties consistent with the office as outlined by the Club's Executive Board, the Area Coordinators, the Pathfinder Federation President, Vice President and Executive Secretary as well as the Youth Ministries Directorate of the Northeastern Conference of Seventh-day Adventists.

- Section 5) The ***Associate Director*** will –
- g. Be an active Master Guide of three (3) years experience.
 - h. Assist the Master Guide Director with the overall oversight of the Club.
 - i. Serve as vice-chairperson of the Executive Board and General Membership in plenary session.
 - j. Serve as Operations Officer of the Club presiding over meetings of the Executive Board or General Membership in the absence or direction of the Master Guide Director.
 - k. Develop marketing initiatives to engage senior Master Guides and formally invested Master Guides into active ministry.
 - l. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

- Section 6) The ***Deputy Director for Training and Development*** will –
- g. Be a Master Guide of three (3) years experience.
 - h. Assist the Area Coordinator and Master Guide Director in overseeing the training and formation of Master Guide students.
 - i. Assists in the development of an ongoing recruitment initiative to identify possible Master Guide Students.
 - j. Oversee the Master Guide Mentoring Initiative.
 - k. Develop an ongoing strategy to encourage invested Master Guides interested in advanced training development offered by Honors enhancement, Pathfinder Leadership Award, Pathfinder Instructors Award and other post Master Guide training regimens.
 - l. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

- Section 7) The ***Deputy Director for Adventurer Ministries*** will –
- f. Be a Master Guide of experience in Adventurer Ministry
 - g. Undertake responsibility for engaging and encouraging Master Guide in the Adventurer Ministry to become specialist.
 - h. Assist the Area Adventurer Coordinator with program development and oversight.
 - i. Serve as the club's expert on the technical aspects of the Adventurer Ministry.
 - j. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

- Section 8) The ***Deputy Director for Spiritual Discovery*** will –
- g. Be a Master Guide or Master Guide Student that is either an ordained Pastor or an ordained Elder.
 - h. Perform the duties of club chaplain and spiritual leader
 - i. Develop initiatives to foster the spiritual goals of the Youth Ministry within the Master Guide community.
 - j. Develop and lead the club in significant outreach endeavors and lead the prayer ministry of the club.
 - k. Serve as spiritual advisor to the Director and Executive Board.

- l. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 9) The ***Club Secretary*** will –

- g. Be a Master Guide or Master Guide student of experience
- h. Compile and maintain the Area’s Roster of invested Master Guides and active Master Guide Students.
- i. Record and maintain the minutes of all meetings
- j. Maintain the records of the club and function at Master Guide Archivist for the Area.
- k. Handle all areas of Club Correspondence
- l. Perform other related duties as outlined by the Executive Board.

Section 10) The ***Club Treasurer*** will –

- f. Be a Master Guide or a Master Guide Student of experience
- g. Be responsible for receiving and disbursing all Club funds in accordance with the actions of the Executive Board.
- h. Maintain an accurate accounting of income and expenditure as well as receipts, bills, invoices, etc. associated with the Club’s finances on file.
- i. Prepare a monthly financial report for the Director and the Executive Board that will be compared with any bank statements quarterly.
- j. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

ARTICLE VI – ELECTION OF OFFICERS

Section 1) Officers will serve a term of three years with no limitation as to the number of terms said individual may serve.

Section 2) There will be an Annual Meeting held every triennial in January for the purpose of electing Club officers with the exception of the Director who is appointed by the Area Coordinator on the recommendation of the Club.

Section 3) A General membership Meeting will be held the October before the Annual Meeting in January to select an Election Committee.

Section 4) The Election Committee will consist of seven Master Guides in good standing that is not candidates for office. The General Membership will elect a Chair from among the seven chosen to serve on the Committee.

- Section 5) Any Master Guide in good standing may submit their name to the Election Committee as a candidate for a specific office. The Committee will also receive nominations from the floor at the October meeting. The Committee will verify eligibility and create a ballot for the January Election Meeting from the collective nominations.
- Section 6) Voting at the January Election will be done by secret ballot and the election results certified by the Election Committee. The Election Committee will be the sole judge of the election procedure at the time of the election.
- Section 7) Issues arising from the election may be appealed to the following officials in the precise order, 1- Area Coordinator, 2- Federation Executive Secretary or Federation Vice President, 3- Federation President 4- Conference Youth Ministries Directorate.
- Section 8) As Area Master Guide Coordinator, the Area Pathfinder Coordinator is not eligible to be elected to Office in the Master Guide Club.

ARTICLE VII – BY-LAWS ON OPERATIONAL PROCEDURES

- Section 1) There will be a set of by-laws created by the Executive Board for the purpose of addressing any operational procedures or policies not addressed in the Articles of Organization.
- Section 2) Operational Procedures may not override any element of this constitutional instrument.
- Section 3) The General membership on its own initiative and by its constitutional authority may override, or amend any policy or by-law enacted by the Executive Board.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The General Conference Rules of Order will be the Parliamentary Authority for all sessions and meetings of the Master Guide Club.

ARTICLE IX – AMENDMENTS

The Articles of Organization may be amended by two-thirds (2/3) of the eligible voting membership, present and voting in a specially called meeting of the General Membership. Amendments to the Articles of Organization must be submitted to a regular General Membership Meetings authorizing a Called Meeting for the purpose of amending the Articles.

ARTICLE X – RATIFICATION

- C. These Articles will be deemed operational upon proposal by the Master Guide Coordinator at a meeting of the Master Guides.
- D. These Articles will be deemed ratified upon approval by the Executive Committee of the Pathfinder Federation.

ARTICLE XI – DISSOLUTION

- Section 1) In the event that this organization can no longer function as outlined in the Articles of Organization, its dissolution must be affected by two-thirds (2/3) votes of the members present and voting in a General Membership meeting or a called meeting of the Area Pathfinder Federation for that Purpose.
- Section 2) The Area Pathfinder Coordinator in proper consultation by its constituted authority may order the dissolution of the Master Guide Club for cause and after due process with appeal to the Conference Federation President and Youth Ministries Directorate.
- Section 3) In the event that the Club is dissolved for whatever reason, the holdings of the organization will be transferred to the Brooklyn South-Staten Island Pathfinder Area after all debts have been settle.

BYLAWS For the

HISPANIC NEW YORK/CONNECTICUT PATHFINDER AREA

ARTICLE I. NAME

- E. The name of this Pathfinder Federated Area is the Hispanic New York/Connecticut Area of the Northeastern Conference Pathfinder Federation.
- F. For short the Area will be known as the Hispanic New York/Connecticut Pathfinder Area or HNY/CT

ARTICLE II TERRITORY

- C. The Hispanic New York/Connecticut Area is composed of the Pathfinder and Master Guide Clubs among the Hispanic and Portuguese churches of the State of New York and Connecticut within the sisterhood of churches of the Northeastern Conference of Seventh-day Adventists.

ARTICLE III AFFILIATION

- C. The Hispanic New York/Connecticut Pathfinder Area is a sub-division of the Northeastern Conference Pathfinder Federation, which in turn functions as an jurisdictional ministry of and under the authority of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists and its parent organizations.

ARTICLE IV OFFICERS

- G. The officers of the Area are as follows by order of authority:
 - 27- Area Coordinator
 - 28- Assistant Area Coordinator (s)
 - 29- Assistant Federation Drill Coordinator assigned to the area
 - 30- Assistant Federation Drum Corp Coordinator assigned to the area
 - 31- Assistant Federation TLT Coordinator assigned to the area
 - 32- Master Guide Director
 - 33- Secretary
 - 34- Treasurer
 - 35- Chaplain
 - 36- Constitution and Bylaws Committee Member/Area Parliamentarian
 - 37- Communications Officer
 - 38- Risk Management Officer
 - 39- Assistants to officers will be elected as the area deems necessary

- H. The term of office for all area officers is for the Federation triennial. Any vacancy filled in the interim will be for the remainder of the term in question.
- I. Area Officers will be elected in the following manner:
 - 11. The Area Coordinator, Assistant Area Coordinators, Assistant Federation Drill Coordinator, Assistant Federation Drum Corp Coordinator and Assistant Federation TLT Coordinator will be nominated in an area caucus and elected by the Northeastern Conference Pathfinder Federation at its triennial meeting according to the governance of the Federation's Constitution. Executive Appointments by the Conference Youth Ministries Directorate will supersede the elective process.
 - 12. The Master Guide Director is either appointed by the Area Coordinator upon the recommendation of the qualified Master Guides of the Federated Area or by the members of the Master Guide Club once duly organized.
 - 13. The Secretary, Treasurer, Chaplain, Communications Officer, Risk Management Officer and as many assistants as deemed warranted, are elected by the Area Staff in business session called at the beginning of each triennial. The Area Coordinator is authorized to appoint a personal assistant as well as the Chairs and members of all Area committees, commissions, tasks forces, etc.
 - 14. Vacancies in any office in the above officer category will be filled by the respective electing constituencies according to its constituted processes.
 - 15. The suspension of officers for cause is under the purview of the Area Coordinator with the removal of officers from said office for cause under the jurisdiction of the electing constituency or body delegated the authority to oversee such matters.

ARTICLE V COORDINATOR'S COUNCIL

- 3. The Area Coordinator may and should convene a meeting with the Assistant Area Coordinators, Assistant Federation Drilling and Marching Coordinator, Assistant Federation Drum Corps Coordinator, Assistant Federation Teen Leadership Training Coordinator assigned to the Area and the Adventurer Coordinator periodically for collaboration and advice.

ARTICLE VI AREA OFFICERS'/DIRECTORS COUNCIL

- M. There will be an Area Club Directors/Officers Council with authority to approve area policy, create and execute the area's budget and be responsible for the discipline of the area in fostering the concepts and principles of the Pathfinder Ministry.
- N. The voting members at Directors'/Officers Council will be the Area Officers, the Administrative Directors and/or Directors of each duly constituted club in the area. Ex-Officio Members of the Board consist of the Youth Ministries Directorate, Pathfinder Federation President, Vice President and Executive Secretary as well as the Area Adventurer Coordinator and the AYS Federation President.
- O. The non-voting members of the Council are all those assistant officers that have been duly appointed. Said officer will vote only in the absence of the head officer that they assist.
- P. The Area Directors'/Officers Council will convene once a month at a time and place set by said body. Interim meetings are held at the discretion of the Area Coordinator for specific agenda items.
- Q. The Area Coordinator and the Assistant Area Coordinators serve as chair and vice-chair of the Council respectively.
- R. The collective membership of Area shall have the Authority to draft and recommend amendment to the Area by-laws.

ARTICLE VII STAFF MEETINGS

- G. The Area Staff in Business session consists of all Area Officers, Administrative Club Directors, Club Directors, Associate, Directors Chaplains, Secretaries, Treasurers, Counselors, Junior Counselors, Instructors, and TLTs.
- H. The Area Staff meetings are to be held four times a year; one of which must be an Area Camporee or Campout.
- I. At the beginning of each triennial, the staff in Business Session will elect the following Area Officers: Secretary, Treasurer, Chaplain, Communications Officers, Risk Management Officer Constitution and Bylaws Committee member (Parliamentarian) as well as any assistant officers and committees it deems warranted.

ARTICLE VIII AREA FINANCES

- K. Each Club in the area is required to share in meeting the financial obligations of the Area by contributing annual dues in the sum of _____.
- L. Any club that does not meet its financial obligation loses its voice, vote and election rights in matters concerning the Area.
- M. Area Expenditures are to be made only in accordance to the Council Approved Budget and availability of funds. Any other expenditure will require the Council's approval before being made. The Council will specify what constitutes an emergency when the Coordinator may authorize expenditure without prior approval.
- N. The Council will set up Area Procedures on finance, banking and check signing.
- O. The Federation Treasurer and Assistant Treasurer have audit responsibilities for all Area Accounts.

ARTICLE IX AREA POLICIES

- E. The Area Coordinator is recognized as being authorized to issue written Area polices on operational issues not heretofore addressed by the Federation Constitution, Conference, Federation or Area Policy Directives on his own initiative.
- F. The Conference Youth Ministries Directorate, Federation President, Executive Corps members and Area Board have the authority to amend, or revoke the Policy Directives of the Area Coordinator for cause.

ARTICLE X AMENDMENTS

- I. This instrument may be amended by the Area Council and/or Staff in Business Session at the Beginning of the Triennial
- J. Amendment to these By-Laws must be ratified by the Executive Committee of the Northeastern Conference Pathfinder Federation.
- K. These by-laws may be amended upon special review of the Executive Committee of the Federation.

- L. These by-laws may be amended by a written executive order from the Directorate of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists.

ARTICLE XI RATIFICATION

- E. This instrument is deemed operational upon the vote of the Staff in Business Session at the beginning of the Triennial, or in the interim by the vote of the Area Council.
- F. This instrument is constitutes a sub-section of the Constitution and By-law of the Northeastern Conference Pathfinder Federation and is therefore is subject to the ratification of the Federation Executive Committee and the Directorate of the Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists

ARTICLES OF ORGANIZATION FOR THE HISPANIC NEW YORK/CONNECTICUT MASTER GUIDE CLUB

- Whereas,** The Youth of our Church are a precious resource that must be nurtured and ministered to with great care by competently prepared individuals, and
- Whereas,** For over fifty years, the Master Guide designation has indicated a specialized level of training in Junior Youth Ministry within the Seventh-day Adventist Church, and
- Whereas,** Master Guides are under perpetual charges to make “full proof” of their ministry before God for the youth of His Church under their care, and

Whereas, The Master Guide Club is the venue for invested Master Guides and those receiving Master Guide training to come together in a meaningful manner to sharpen their skills for further service in Youth Ministry;

Be it resolved: that the Hispanic New York/Connecticut Area has commissioned its Master Guide Club as follows:

ARTICLE I – NAME

The name of this organization is the Hispanic New York/Connecticut Area Master Guide Club to be referred to hereafter as the club.

ARTICLE II – PURPOSE

The purpose of the Hispanic New York/Connecticut Area Master Guide Club is to:

- Section 1) Provide training to senior youth and members at large who have chosen to make children’s ministry their ministry in the church.
- Section 2) Provide continuing development, education, preparation and skills enhancement to invested Master Guides.
- Section 3) Provide a continuity of leadership support within the Master Guide community of the area.
- Section 4) Provide a support mechanism and resource for Master Guides in the field.
- Section 5) Provide a support resource to the local Adventist Youth Societies, Pathfinder and Adventurer Club.

ARTICLE III – AFFILIATION

The Hispanic New York/Connecticut Area Master Guide Club is organized under the auspices and supervision of the Hispanic New York/Connecticut Area of the Northeastern Conference Pathfinder Federation and works in cooperation with the Hispanic New York/Connecticut Adventist Youth Society Federation and the HNY/CT Adventurer Federated Area, all of whom fall under the oversight and direction of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists.

ARTICLE IV – MEMBERSHIP

- Section 1) All members of the Club must be baptized members of the Seventh-day Adventist Church in good standing.
- Section 2) Club membership is based on an annual open registration for both invested Master Guides (active, inactive and transitional) and active Master Guide Student.
- Section 3) The Club may set a prescribed sum for annual dues which will accompany the annual registration.
- Section 4) The club has final jurisdiction on the discipline of its members who may be removed or suspended from its rolls after due process for one or more of the following reasons:
- g. Removal from Church membership
 - h. Behavior deemed to be unbecoming to a Master Guide
 - i. Provable unchristian conduct detrimental to the principles of the Master Guide Program and Adventist Youth Ministries of the Seventh-day Adventist Church.
- Section 5) The collective or general membership of the Club constitutes and forms the highest governing body within the Club. There will be not less than three (3) General Membership meetings annually.
- Section 6) The General Membership in plenary session has the authority to elected officers, remove officers, replace officers, discipline members, and approve budgets, policies and special programs/initiatives recommended to it by the Club's leadership.

ARTICLE V – OFFICERS AND CLUB LEADERSHIP

- Section 1) The Club will have seven (7) executive officers namely, the Master Guide Director, Associate Director, Deputy Director for Training and Development, Deputy Director for Adventurer Ministry, Deputy Director for Spiritual Discovery/Chaplain, Secretary and Treasurer.
- Section 2) The Master Guide Club will have an ***Executive Board*** consisting of the seven (7) executive officers, the Area Pathfinder Coordinator who it must be noted is also designated the ***Area Master Guide Coordinator***, the Adventurer Area Coordinator, and the President of the District AYS Federation. The Youth Ministries Directorate of the Conference and Pathfinder/Adventurer Federation Presidents sit on the Board Ex-Officio.
- Section 3) The ***Executive Board*** will –

- i. Meet every other month in regular business session at a location and time agreed upon by the members of the Board.
- j. Constitute the policy making and administrative body of the Club with power over policy implementation, budget setting, expenditures and authorization to fill officer vacancies between sessions of the General Membership.
- k. Be chaired by the Master Guide Director or in his/her absence or direction the Senior Deputy Director will serve as presiding officer.
- l. At their discretion, the Master Guide Director and/or the Executive Board are empowered to create task forces or committees with standing or temporary duration to perform specific operations functions.

Section 4) The ***Master Guide Director*** will-

- k. Be an active Master Guide of three (3) years experience.
- l. Serve as the senior officer of the Master Guide Club and chair meetings of its Executive Board and General Membership.
- m. Assist the Area Pathfinder and Adventurer Coordinators as well as their Associate Area Coordinators with matters concerning the Master Guide Program within a Federated Area.
- n. Serve as a member of the Executive Council of Pathfinder Area.
- o. Perform other administrative duties consistent with the office as outlined by the Club's Executive Board, the Area Coordinators, the Pathfinder Federation President, Vice President and Executive Secretary as well as the Youth Ministries Directorate of the Northeastern Conference of Seventh-day Adventists.

Section 5) The ***Associate Director*** will –

- m. Be an active Master Guide of three (3) years experience.
- n. Assist the Master Guide Director with the overall oversight of the Club.
- o. Serve as vice-chairperson of the Executive Board and General Membership in plenary session.
- p. Serve as Operations Officer of the Club presiding over meetings of the Executive Board or General Membership in the absence or direction of the Master Guide Director.
- q. Develop marketing initiatives to engage senior Master Guides and formally invested Master Guides into active ministry.
- r. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 6) The ***Deputy Director for Training and Development*** will –

- m. Be a Master Guide of three (3) years experience.
- n. Assist the Area Coordinator and Master Guide Director in overseeing the training and formation of Master Guide students.
- o. Assists in the development of an ongoing recruitment initiative to identify possible Master Guide Students.
- p. Oversee the Master Guide Mentoring Initiative.
- q. Develop an ongoing strategy to encourage invested Master Guides interested in advanced training development offered by Honors

enhancement, Pathfinder Leadership Award, Pathfinder Instructors Award and other post Master Guide training regimens.

- r. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 7) The **Deputy Director for Adventurer Ministries** will –

- k. Be a Master Guide of experience in Adventurer Ministry
- l. Undertake responsibility for engaging and encouraging Master Guide in the Adventurer Ministry to become specialist.
- m. Assist the Area Adventurer Coordinator with program development and oversight.
- n. Serve as the club's expert on the technical aspects of the Adventurer Ministry.
- o. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 8) The **Deputy Director for Spiritual Discovery** will –

- m. Be a Master Guide or Master Guide Student that is either an ordained Pastor or an ordained Elder.
- n. Perform the duties of club chaplain and spiritual leader
- o. Develop initiatives to foster the spiritual goals of the Youth Ministry within the Master Guide community.
- p. Develop and lead the club in significant outreach endeavors and lead the prayer ministry of the club.
- q. Serve as spiritual advisor to the Director and Executive Board.
- r. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 9) The **Club Secretary** will –

- m. Be a Master Guide or Master Guide student of experience
- n. Compile and maintain the Area's Roster of invested Master Guides and active Master Guide Students.
- o. Record and maintain the minutes of all meetings
- p. Maintain the records of the club and function at Master Guide Archivist for the Area.
- q. Handle all areas of Club Correspondence
- r. Perform other related duties as outlined by the Executive Board.

Section 10) The **Club Treasurer** will –

- k. Be a Master Guide or a Master Guide Student of experience
- l. Be responsible for receiving and disbursing all Club funds in accordance with the actions of the Executive Board.
- m. Maintain an accurate accounting of income and expenditure as well as receipts, bills, invoices, etc. associated with the Club's finances on file.
- n. Prepare a monthly financial report for the Director and the Executive Board that will be compared with any bank statements quarterly.
- o. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

ARTICLE VI – ELECTION OF OFFICERS

- Section 1) Officers will serve a term of three years with no limitation as to the number of terms said individual may serve.
- Section 2) There will be an Annual Meeting held every triennial in January for the purpose of electing Club officers with the exception of the Director who is appointed by the Area Coordinator on the recommendation of the Club.
- Section 3) A General membership Meeting will be held the October before the Annual Meeting in January to select an Election Committee.
- Section 4) The Election Committee will consist of seven Master Guides in good standing that is not candidates for office. The General Membership will elect a Chair from among the seven chosen to serve on the Committee.
- Section 5) Any Master Guide in good standing may submit their name to the Election Committee as a candidate for a specific office. The Committee will also receive nominations from the floor at the October meeting. The Committee will verify eligibility and create a ballot for the January Election Meeting from the collective nominations.
- Section 6) Voting at the January Election will be done by secret ballot and the election results certified by the Election Committee. The Election Committee will be the sole judge of the election procedure at the time of the election.
- Section 7) Issues arising from the election may be appealed to the following officials in the precise order, 1- Area Coordinator, 2- Federation Executive Secretary or Federation Vice President, 3- Federation President 4- Conference Youth Ministries Directorate.
- Section 8) As Area Master Guide Coordinator, the Area Pathfinder Coordinator is not eligible to be elected to Office in the Master Guide Club.

ARTICLE VII – BY-LAWS ON OPERATIONAL PROCEDURES

- Section 1) There will be a set of by-laws created by the Executive Board for the purpose of addressing any operational procedures or policies not addressed in the Articles of Organization.
- Section 2) Operational Procedures may not override any element of this constitutional instrument.
- Section 3) The General membership on its own initiative and by its constitutional authority may override, or amend any policy or by-law enacted by the Executive Board.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The General Conference Rules of Order will be the Parliamentary Authority for all sessions and meetings of the Master Guide Club.

ARTICLE IX – AMENDMENTS

The Articles of Organization may be amended by two-thirds (2/3) of the eligible voting membership, present and voting in a specially called meeting of the General Membership. Amendments to the Articles of Organization must be submitted to a regular General Membership Meetings authorizing a Called Meeting for the purpose of amending the Articles.

ARTICLE X – RATIFICATION

- E. These Articles will be deemed operational upon proposal by the Master Guide Coordinator at a meeting of the Master Guides.
- F. These Articles will be deemed ratified upon approval by the Executive Committee of the Pathfinder Federation.

ARTICLE XI – DISSOLUTION

- Section 1) In the event that this organization can no longer function as outlined in the Articles of Organization, its dissolution must be affected by two-thirds (2/3) votes of the members present and voting in a General Membership meeting or a called meeting of the Area Pathfinder Federation for that Purpose.
- Section 2) The Area Pathfinder Coordinator in proper consultation by its constituted authority may order the dissolution of the Master Guide Club for cause and after due process with appeal to the Conference Federation President and Youth Ministries Directorate.
- Section 3) In the event that the Club is dissolved for whatever reason, the holdings of the organization will be transferred to the Hispanic New York/Connecticut Pathfinder Area after all debts have been settle.

BYLAWS
For the
NEW ENGLAND NORTH HISPANIC PATHFINDER AREA

ARTICLE I. NAME

- G. The name of this Pathfinder Federated Area is the New England North Area of the Northeastern Conference Pathfinder Federation.
- H. For short the Area will be known as the New England North Hispanic Pathfinder Area or NENH

ARTICLE II TERRITORY

- D. The New England North Hispanic Area is composed of the Pathfinder and Master Guide Clubs among the Hispanic and Portuguese churches of New England North District within the sisterhood of churches of the Northeastern Conference of Seventh-day Adventists.

ARTICLE III AFFILIATION

- D. The New England North Hispanic Pathfinder Area is a sub-division of the Northeastern Conference Pathfinder Federation, which in turn functions as an jurisdictional ministry of and under the authority of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists and its parent organizations.

ARTICLE IV OFFICERS

- J. The officers of the Area are as follows by order of authority:
- 40- Area Coordinator
 - 41- Assistant Area Coordinator (s)
 - 42- Assistant Federation Drill Coordinator assigned to the area
 - 43- Assistant Federation Drum Corp Coordinator assigned to the area
 - 44- Assistant Federation TLT Coordinator assigned to the area
 - 45- Master Guide Director
 - 46- Secretary
 - 47- Treasurer
 - 48- Chaplain
 - 49- Constitution and Bylaws Committee Member/Area Parliamentarian
 - 50- Communications Officer
 - 51- Risk Management Officer
 - 52- Assistants to officers will be elected as the area deems necessary
- K. The term of office for all area officers is for the Federation triennial. Any vacancy filled in the interim will be for the remainder of the term in question.
- L. Area Officers will be elected in the following manner:
- 16. The Area Coordinator, Assistant Area Coordinators, Assistant Federation Drill Coordinator, Assistant Federation Drum Corp Coordinator and Assistant Federation TLT Coordinator will be nominated in an area caucus and elected by the Northeastern Conference Pathfinder Federation at its triennial meeting according to the governance of the Federation's Constitution. Executive Appointments by the Conference Youth Ministries Directorate will supersede the elective process.
 - 17. The Master Guide Director is either appointed by the Area Coordinator upon the recommendation of the qualified Master Guides of the Federated Area or by the members of the Master Guide Club once duly organized.
 - 18. The Secretary, Treasurer, Chaplain, Communications Officer, Risk Management Officer and as many assistants as deemed warranted, are elected by the Area Staff in business session called at the beginning of each triennial. The Area Coordinator is authorized to appoint a

personal assistant as well as the Chairs and members of all Area committees, commissions, tasks forces, etc.

19. Vacancies in any office in the above officer category will be filled by the respective electing constituencies according to its constituted processes.
20. The suspension of officers for cause is under the purview of the Area Coordinator with the removal of officers from said office for cause under the jurisdiction of the electing constituency or body delegated the authority to oversee such matters.

ARTICLE V COORDINATOR'S COUNCIL

4. The Area Coordinator may and should convene a meeting with the Assistant Area Coordinators, Assistant Federation Drilling and Marching Coordinator, Assistant Federation Drum Corps Coordinator, Assistant Federation Teen Leadership Training Coordinator assigned to the Area and the Adventurer Coordinator periodically for collaboration and advice.

ARTICLE VI AREA OFFICERS'/DIRECTORS COUNCIL

- S. There will be an Area Club Directors/Officers Council with authority to approve area policy, create and execute the area's budget and be responsible for the discipline of the area in fostering the concepts and principles of the Pathfinder Ministry.
- T. The voting members at Directors'/Officers Council will be the Area Officers, the Administrative Directors and/or Directors of each duly constituted club in the area. Ex-Officio Members of the Board consist of the Youth Ministries Directorate, Pathfinder Federation President, Vice President and Executive Secretary as well as the Area Adventurer Coordinator and the AYS Federation President.
- U. The non-voting members of the Council are all those assistant officers that have been duly appointed. Said officer will vote only in the absence of the head officer that they assist.
- V. The Area Directors'/Officers Council will convene once a month at a time and place set by said body. Interim meetings are held at the discretion of the Area Coordinator for specific agenda items.
- W. The Area Coordinator and the Assistant Area Coordinators serve as chair and vice-chair of the Council respectively.

- X. The collective membership of Area shall have the Authority to draft and recommend amendment to the Area by-laws.

ARTICLE VII STAFF MEETINGS

- J. The Area Staff in Business session consists of all Area Officers, Administrative Club Directors, Club Directors, Associate, Directors Chaplains, Secretaries, Treasurers, Counselors, Junior Counselors, Instructors, and TLTs.
- K. The Area Staff meetings are to be held four times a year; one of which must be an Area Camporee or Campout.
- L. At the beginning of each triennial, the staff in Business Session will elect the following Area Officers: Secretary, Treasurer, Chaplain, Communications Officers, Risk Management Officer Constitution and Bylaws Committee member (Parliamentarian) as well as any assistant officers and committees it deems warranted.

ARTICLE VIII AREA FINANCES

- P. Each Club in the area is required to share in meeting the financial obligations of the Area by contributing annual dues in the sum of _____.
- Q. Any club that does not meet its financial obligation loses its voice, vote and election rights in matters concerning the Area.
- R. Area Expenditures are to be made only in accordance to the Council Approved Budget and availability of funds. Any other expenditure will require the Council's approval before being made. The Council will specify what constitutes an emergency when the Coordinator may authorize expenditure without prior approval.
- S. The Council will set up Area Procedures on finance, banking and check signing.
- T. The Federation Treasurer and Assistant Treasurer have audit responsibilities for all Area Accounts.

ARTICLE IX AREA POLICIES

- G. The Area Coordinator is recognized as being authorized to issue written Area policies on operational issues not heretofore addressed by the Federation Constitution, Conference, Federation or Area Policy Directives on his own initiative.
- H. The Conference Youth Ministries Directorate, Federation President, Executive Corps members and Area Board have the authority to amend, or revoke the Policy Directives of the Area Coordinator for cause.

ARTICLE X AMENDMENTS

- M. This instrument may be amended by the Area Council and/or Staff in Business Session at the Beginning of the Triennial
- N. Amendment to these By-Laws must be ratified by the Executive Committee of the Northeastern Conference Pathfinder Federation.
- O. These by-laws may be amended upon special review of the Executive Committee of the Federation.
- P. These by-laws may be amended by a written executive order from the Directorate of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists.

ARTICLE XI RATIFICATION

- G. This instrument is deemed operational upon the vote of the Staff in Business Session at the beginning of the Triennial, or in the interim by the vote of the Area Council.
- H. This instrument is constitutes a sub-section of the Constitution and By-law of the Northeastern Conference Pathfinder Federation and is therefore is subject to the ratification of the Federation Executive Committee and the Directorate of the Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists

ARTICLES OF ORGANIZATION FOR THE NEW ENGLAND NORTH HISPANIC MASTER GUIDE CLUB

Whereas, The Youth of our Church are a precious resource that must be nurtured and ministered to with great care by competently prepared individuals, and

Whereas, For over fifty years, the Master Guide designation has indicated a specialized level of training in Junior Youth Ministry within the Seventh-day Adventist Church, and

Whereas, Master Guides are under perpetual charges to make “full proof” of their ministry before God for the youth of His Church under their care, and

Whereas, The Master Guide Club is the venue for invested Master Guides and those receiving Master Guide training to come together in a meaningful manner to sharpen their skills for further service in Youth Ministry;

Be it resolved: that the New England North Hispanic Area has commissioned its Master Guide Club as follows:

ARTICLE I – NAME

The name of this organization is the New England North Hispanic Area Master Guide Club to be referred to hereafter as the club.

ARTICLE II – PURPOSE

The purpose of the New England North Hispanic Area Master Guide Club is to:

- Section 1) Provide training to senior youth and members at large who have chosen to make children’s ministry their ministry in the church.
- Section 2) Provide continuing development, education, preparation and skills enhancement to invested Master Guides.
- Section 3) Provide a continuity of leadership support within the Master Guide community of the area.
- Section 4) Provide a support mechanism and resource for Master Guides in the field.
- Section 5) Provide a support resource to the local Adventist Youth Societies, Pathfinder and Adventurer Club.

ARTICLE III – AFFILIATION

The New England North Hispanic Area Master Guide Club is organized under the auspices and supervision of the New England North Hispanic of the Northeastern Conference Pathfinder Federation and works in cooperation with the New England North Hispanic Adventist Youth Society Federation and the NENH Adventurer Federated Area, all of whom fall under the oversight and direction of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists.

ARTICLE IV – MEMBERSHIP

- Section 1) All members of the Club must be baptized members of the Seventh-day Adventist Church in good standing.
- Section 2) Club membership is based on an annual open registration for both invested Master Guides (active, inactive and transitional) and active Master Guide Student.
- Section 3) The Club may set a prescribed sum for annual dues which will accompany the annual registration.
- Section 4) The club has final jurisdiction on the discipline of its members who may be removed or suspended from its rolls after due process for one or more of the following reasons:
- j. Removal from Church membership
 - k. Behavior deemed to be unbecoming to a Master Guide
 - l. Provable unchristian conduct detrimental to the principles of the Master Guide Program and Adventist Youth Ministries of the Seventh-day Adventist Church.
- Section 5) The collective or general membership of the Club constitutes and forms the highest governing body within the Club. There will be not less than three (3) General Membership meetings annually.
- Section 6) The General Membership in plenary session has the authority to elected officers, remove officers, replace officers, discipline members, and approve budgets, policies and special programs/initiatives recommended to it by the Club's leadership.

ARTICLE V – OFFICERS AND CLUB LEADERSHIP

- Section 1) The Club will have seven (7) executive officers namely, the Master Guide Director, Associate Director, Deputy Director for Training and Development, Deputy Director for Adventurer Ministry, Deputy Director for Spiritual Discovery/Chaplain, Secretary and Treasurer.
- Section 2) The Master Guide Club will have an **Executive Board** consisting of the seven (7) executive officers, the Area Pathfinder Coordinator who it must be noted is also designated the **Area Master Guide Coordinator**, the Adventurer Area Coordinator, and the President of the District AYS Federation. The Youth Ministries Directorate of the Conference and Pathfinder/Adventurer Federation Presidents sit on the Board Ex-Officio.
- Section 3) The **Executive Board** will –
- m. Meet every other month in regular business session at a location and time agreed upon by the members of the Board.
 - n. Constitute the policy making and administrative body of the Club with power over policy implementation, budget setting, expenditures and authorization to fill officer vacancies between sessions of the General Membership.
 - o. Be chaired by the Master Guide Director or in his/her absence or direction the Senior Deputy Director will serve as presiding officer.
 - p. At their discretion, the Master Guide Director and/or the Executive Board are empowered to create task forces or committees with standing or temporary duration to perform specific operations functions.
- Section 4) The **Master Guide Director** will-
- p. Be an active Master Guide of three (3) years experience.
 - q. Serve as the senior officer of the Master Guide Club and chair meetings of its Executive Board and General Membership.
 - r. Assist the Area Pathfinder and Adventurer Coordinators as well as their Associate Area Coordinators with matters concerning the Master Guide Program within a Federated Area.
 - s. Serve as a member of the Executive Council of Pathfinder Area.
 - t. Perform other administrative duties consistent with the office as outlined by the Club's Executive Board, the Area Coordinators, the Pathfinder Federation President, Vice President and Executive Secretary as well as the Youth Ministries Directorate of the Northeastern Conference of Seventh-day Adventists.
- Section 5) The **Associate Director** will –
- s. Be an active Master Guide of three (3) years experience.
 - t. Assist the Master Guide Director with the overall oversight of the Club.

- u. Serve as vice-chairperson of the Executive Board and General Membership in plenary session.
- v. Serve as Operations Officer of the Club presiding over meetings of the Executive Board or General Membership in the absence or direction of the Master Guide Director.
- w. Develop marketing initiatives to engage senior Master Guides and formally invested Master Guides into active ministry.
- x. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 6) The ***Deputy Director for Training and Development*** will –

- s. Be a Master Guide of three (3) years experience.
- t. Assist the Area Coordinator and Master Guide Director in overseeing the training and formation of Master Guide students.
- u. Assists in the development of an ongoing recruitment initiative to identify possible Master Guide Students.
- v. Oversee the Master Guide Mentoring Initiative.
- w. Develop an ongoing strategy to encourage invested Master Guides interested in advanced training development offered by Honors enhancement, Pathfinder Leadership Award, Pathfinder Instructors Award and other post Master Guide training regimens.
- x. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 7) The ***Deputy Director for Adventurer Ministries*** will –

- p. Be a Master Guide of experience in Adventurer Ministry
- q. Undertake responsibility for engaging and encouraging Master Guide in the Adventurer Ministry to become specialist.
- r. Assist the Area Adventurer Coordinator with program development and oversight.
- s. Serve as the club's expert on the technical aspects of the Adventurer Ministry.
- t. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 8) The ***Deputy Director for Spiritual Discovery*** will –

- s. Be a Master Guide or Master Guide Student that is either an ordained Pastor or an ordained Elder.
- t. Perform the duties of club chaplain and spiritual leader
- u. Develop initiatives to foster the spiritual goals of the Youth Ministry within the Master Guide community.
- v. Develop and lead the club in significant outreach endeavors and lead the prayer ministry of the club.
- w. Serve as spiritual advisor to the Director and Executive Board.
- x. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 9) The ***Club Secretary*** will –

- s. Be a Master Guide or Master Guide student of experience
- t. Compile and maintain the Area's Roster of invested Master Guides and active Master Guide Students.
- u. Record and maintain the minutes of all meetings
- v. Maintain the records of the club and function at Master Guide Archivist for the Area.
- w. Handle all areas of Club Correspondence
- x. Perform other related duties as outlined by the Executive Board.

Section 10) The ***Club Treasurer*** will –

- p. Be a Master Guide or a Master Guide Student of experience
- q. Be responsible for receiving and disbursing all Club funds in accordance with the actions of the Executive Board.
- r. Maintain an accurate accounting of income and expenditure as well as receipts, bills, invoices, etc. associated with the Club's finances on file.
- s. Prepare a monthly financial report for the Director and the Executive Board that will be compared with any bank statements quarterly.
- t. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

ARTICLE VI – ELECTION OF OFFICERS

Section 1) Officers will serve a term of three years with no limitation as to the number of terms said individual may serve.

Section 2) There will be an Annual Meeting held every triennial in January for the purpose of electing Club officers with the exception of the Director who is appointed by the Area Coordinator on the recommendation of the Club.

Section 3) A General membership Meeting will be held the October before the Annual Meeting in January to select an Election Committee.

Section 4) The Election Committee will consist of seven Master Guides in good standing that is not candidates for office. The General Membership will elect a Chair from among the seven chosen to serve on the Committee.

Section 5) Any Master Guide in good standing may submit their name to the Election Committee as a candidate for a specific office. The Committee will also receive

nominations from the floor at the October meeting. The Committee will verify eligibility and create a ballot for the January Election Meeting from the collective nominations.

- Section 6) Voting at the January Election will be done by secret ballot and the election results certified by the Election Committee. The Election Committee will be the sole judge of the election procedure at the time of the election.
- Section 7) Issues arising from the election may be appealed to the following officials in the precise order, 1- Area Coordinator, 2- Federation Executive Secretary or Federation Vice President, 3- Federation President 4- Conference Youth Ministries Directorate.
- Section 8) As Area Master Guide Coordinator, the Area Pathfinder Coordinator is not eligible to be elected to Office in the Master Guide Club.

ARTICLE VII – BY-LAWS ON OPERATIONAL PROCEDURES

- Section 1) There will be a set of by-laws created by the Executive Board for the purpose of addressing any operational procedures or policies not addressed in the Articles of Organization.
- Section 2) Operational Procedures may not override any element of this constitutional instrument.
- Section 3) The General membership on its own initiative and by its constitutional authority may override, or amend any policy or by-law enacted by the Executive Board.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The General Conference Rules of Order will be the Parliamentary Authority for all sessions and meetings of the Master Guide Club.

ARTICLE IX – AMENDMENTS

The Articles of Organization may be amended by two-thirds (2/3) of the eligible voting membership, present and voting in a specially called meeting of the General Membership. Amendments to the Articles of Organization must be submitted to a regular General Membership Meetings authorizing a Called Meeting for the purpose of amending the Articles.

ARTICLE X – RATIFICATION

- G. These Articles will be deemed operational upon proposal by the Master Guide Coordinator at a meeting of the Master Guides.

H. These Articles will be deemed ratified upon approval by the Executive Committee of the Pathfinder Federation.

ARTICLE XI – DISSOLUTION

- Section 1) In the event that this organization can no longer function as outlined in the Articles of Organization, its dissolution must be affected by two-thirds (2/3) votes of the members present and voting in a General Membership meeting or a called meeting of the Area Pathfinder Federation for that Purpose.
- Section 2) The Area Pathfinder Coordinator in proper consultation by its constituted authority may order the dissolution of the Master Guide Club for cause and after due process with appeal to the Conference Federation President and Youth Ministries Directorate.
- Section 3) In the event that the Club is dissolved for whatever reason, the holdings of the organization will be transferred to the New England North Hispanic Pathfinder Area after all debts have been settle.

BYLAWS For the NEW ENGLAND NORTH PATHFINDER AREA

ARTICLE I. NAME

- I. The name of this Pathfinder Federated Area is the New England North Area of the Northeastern Conference Pathfinder Federation.
- J. For short the Area will be known as the New England North Pathfinder Area or NENH

ARTICLE II TERRITORY

- E. The New England North Area is composed of the Pathfinder and Master Guide Clubs among the churches of New England North District within the sisterhood of churches of the Northeastern Conference of Seventh-day Adventists.

ARTICLE III AFFILIATION

- E. The New England North Pathfinder Area is a sub-division of the Northeastern Conference Pathfinder Federation, which in turn functions as an jurisdictional ministry of and under the authority of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists and its parent organizations.

ARTICLE IV OFFICERS

- M. The officers of the Area are as follows by order of authority:
 - 53- Area Coordinator
 - 54- Assistant Area Coordinator (s)
 - 55- Assistant Federation Drill Coordinator assigned to the area
 - 56- Assistant Federation Drum Corp Coordinator assigned to the area
 - 57- Assistant Federation TLT Coordinator assigned to the area
 - 58- Master Guide Director
 - 59- Secretary
 - 60- Treasurer
 - 61- Chaplain
 - 62- Constitution and Bylaws Committee Member/Area Parliamentarian
 - 63- Communications Officer
 - 64- Risk Management Officer
 - 65- Assistants to officers will be elected as the area deems necessary

- N. The term of office for all area officers is for the Federation triennial. Any vacancy filled in the interim will be for the remainder of the term in question.

O. Area Officers will be elected in the following manner:

21. The Area Coordinator, Assistant Area Coordinators, Assistant Federation Drill Coordinator, Assistant Federation Drum Corp Coordinator and Assistant Federation TLT Coordinator will be nominated in an area caucus and elected by the Northeastern Conference Pathfinder Federation at its triennial meeting according to the governance of the Federation's Constitution. Executive Appointments by the Conference Youth Ministries Directorate will supersede the elective process.
22. The Master Guide Director is either appointed by the Area Coordinator upon the recommendation of the qualified Master Guides of the Federated Area or by the members of the Master Guide Club once duly organized.
23. The Secretary, Treasurer, Chaplain, Communications Officer, Risk Management Officer and as many assistants as deemed warranted, are elected by the Area Staff in business session called at the beginning of each triennial. The Area Coordinator is authorized to appoint a personal assistant as well as the Chairs and members of all Area committees, commissions, tasks forces, etc.
24. Vacancies in any office in the above officer category will be filled by the respective electing constituencies according to its constituted processes.
25. The suspension of officers for cause is under the purview of the Area Coordinator with the removal of officers from said office for cause under the jurisdiction of the electing constituency or body delegated the authority to oversee such matters.

ARTICLE V

COORDINATOR'S COUNCIL

5. The Area Coordinator may and should convene a meeting with the Assistant Area Coordinators, Assistant Federation Drilling and Marching Coordinator, Assistant Federation Drum Corps Coordinator, Assistant Federation Teen Leadership Training Coordinator assigned to the Area and the Adventurer Coordinator periodically for collaboration and advice.

ARTICLE VI

AREA OFFICERS'/DIRECTORS COUNCIL

- Y. There will be an Area Club Directors/Officers Council with authority to approve area policy, create and execute the area's budget and be responsible for the discipline of the area in fostering the concepts and principles of the Pathfinder Ministry.

- Z. The voting members at Directors'/Officers Council will be the Area Officers, the Administrative Directors and/or Directors of each duly constituted club in the area. Ex-Officio Members of the Board consist of the Youth Ministries Directorate, Pathfinder Federation President, Vice President and Executive Secretary as well as the Area Adventurer Coordinator and the AYS Federation President.
- AA. The non-voting members of the Council are all those assistant officers that have been duly appointed. Said officer will vote only in the absence of the head officer that they assist.
- BB. The Area Directors'/Officers Council will convene once a month at a time and place set by said body. Interim meetings are held at the discretion of the Area Coordinator for specific agenda items.
- CC. The Area Coordinator and the Assistant Area Coordinators serve as chair and vice-chair of the Council respectively.
- DD. The collective membership of Area shall have the Authority to draft and recommend amendment to the Area by-laws.

ARTICLE VII

STAFF MEETINGS

- M. The Area Staff in Business session consists of all Area Officers, Administrative Club Directors, Club Directors, Associate, Directors, Chaplains, Secretaries, Treasurers, Counselors, Junior Counselors, Instructors, and TLTs.
- N. The Area Staff meetings are to be held four times a year; one of which must be an Area Camporee or Campout.
- O. At the beginning of each triennial, the staff in Business Session will elect the following Area Officers: Secretary, Treasurer, Chaplain, Communications Officers, Risk Management Officer Constitution and Bylaws Committee member (Parliamentarian) as well as any assistant officers and committees it deems warranted.

ARTICLE VIII

AREA FINANCES

- U. Each Club in the area is required to share in meeting the financial obligations of the Area by contributing annual dues in the sum of _____.
- V. Any club that does not meet its financial obligation loses its voice, vote and election rights in matters concerning the Area.

- W. Area Expenditures are to be made only in accordance to the Council Approved Budget and availability of funds. Any other expenditure will require the Council's approval before being made. The Council will specify what constitutes an emergency when the Coordinator may authorize expenditure without prior approval.
- X. The Council will set up Area Procedures on finance, banking and check signing.
- Y. The Federation Treasurer and Assistant Treasurer have audit responsibilities for all Area Accounts.

ARTICLE IX AREA POLICIES

- I. The Area Coordinator is recognized as being authorized to issue written Area polices on operational issues not heretofore addressed by the Federation Constitution, Conference, Federation or Area Policy Directives on his own initiative.
- J. The Conference Youth Ministries Directorate, Federation President, Executive Corps members and Area Board have the authority to amend, or revoke the Policy Directives of the Area Coordinator for cause.

ARTICLE X AMENDMENTS

- Q. This instrument may be amended by the Area Council and/or Staff in Business Session at the Beginning of the Triennial
- R. Amendment to these By-Laws must be ratified by the Executive Committee of the Northeastern Conference Pathfinder Federation.
- S. These by-laws may be amended upon special review of the Executive Committee of the Federation.
- T. These by-laws may be amended by a written executive order from the Directorate of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists.

ARTICLE XI RATIFICATION

- I. This instrument is deemed operational upon the vote of the Staff in Business Session at the beginning of the Triennial, or in the interim by the vote of the Area Council.
- J. This instrument is constitutes a sub-section of the Constitution and By-law of the Northeastern Conference Pathfinder Federation and is therefore is subject to the ratification of the Federation Executive Committee and the Directorate of the Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists

**ARTICLES OF ORGANIZATION
FOR THE
NEW ENGLAND NORTH MASTER GUIDE CLUB**

Whereas, The Youth of our Church are a precious resource that must be nurtured and ministered to with great care by competently prepared individuals, and

Whereas, For over fifty years, the Master Guide designation has indicated a specialized level of training in Junior Youth Ministry within the Seventh-day Adventist Church, and

Whereas, Master Guides are under perpetual charges to make “full proof” of their ministry before God for the youth of His Church under their care, and

Whereas, The Master Guide Club is the venue for invested Master Guides and those receiving Master Guide training to come together in a meaningful manner to sharpen their skills for further service in Youth Ministry;

Be it resolved: that the New England North Area has commissioned its Master Guide Club as follows:

ARTICLE I – NAME

The name of this organization is the New England North Area Master Guide Club to be referred to hereafter as the club.

ARTICLE II – PURPOSE

The purpose of the New England North Area Master Guide Club is to:

- Section 1) Provide training to senior youth and members at large who have chosen to make children’s ministry their ministry in the church.
- Section 2) Provide continuing development, education, preparation and skills enhancement to invested Master Guides.
- Section 3) Provide a continuity of leadership support within the Master Guide community of the area.
- Section 4) Provide a support mechanism and resource for Master Guides in the field.
- Section 5) Provide a support resource to the local Adventist Youth Societies, Pathfinder and Adventurer Club.

ARTICLE III – AFFILIATION

The New England North Area Master Guide Club is organized under the auspices and supervision of the New England North Area of the Northeastern Conference Pathfinder Federation and works in cooperation with the New England North Adventist Youth Society Federation and the NEN Adventurer Federated Area, all of whom fall under the oversight and direction of the Adventist Youth Ministries Department of the Northeastern Conference of Seventh-day Adventists.

ARTICLE IV – MEMBERSHIP

- Section 1) All members of the Club must be baptized members of the Seventh-day Adventist Church in good standing.
- Section 2) Club membership is based on an annual open registration for both invested Master Guides (active, inactive and transitional) and active Master Guide Student.
- Section 3) The Club may set a prescribed sum for annual dues which will accompany the annual registration.

- Section 4) The club has final jurisdiction on the discipline of its members who may be removed or suspended from its rolls after due process for one or more of the following reasons:
- m. Removal from Church membership
 - n. Behavior deemed to be unbecoming to a Master Guide
 - o. Provable unchristian conduct detrimental to the principles of the Master Guide Program and Adventist Youth Ministries of the Seventh-day Adventist Church.
- Section 5) The collective or general membership of the Club constitutes and forms the highest governing body within the Club. There will be not less than three (3) General Membership meetings annually.
- Section 6) The General Membership in plenary session has the authority to elected officers, remove officers, replace officers, discipline members, and approve budgets, policies and special programs/initiatives recommended to it by the Club's leadership.

ARTICLE V – OFFICERS AND CLUB LEADERSHIP

- Section 1) The Club will have seven (7) executive officers namely, the Master Guide Director, Associate Director, Deputy Director for Training and Development, Deputy Director for Adventurer Ministry, Deputy Director for Spiritual Discovery/Chaplain, Secretary and Treasurer.
- Section 2) The Master Guide Club will have an ***Executive Board*** consisting of the seven (7) executive officers, the Area Pathfinder Coordinator who it must be noted is also designated the ***Area Master Guide Coordinator***, the Adventurer Area Coordinator, and the President of the District AYS Federation. The Youth Ministries Directorate of the Conference and Pathfinder/Adventurer Federation Presidents sit on the Board Ex-Officio.
- Section 3) The ***Executive Board*** will –
- q. Meet every other month in regular business session at a location and time agreed upon by the members of the Board.
 - r. Constitute the policy making and administrative body of the Club with power over policy implementation, budget setting, expenditures and authorization to fill officer vacancies between sessions of the General Membership.
 - s. Be chaired by the Master Guide Director or in his/her absence or direction the Senior Deputy Director will serve as presiding officer.
 - t. At their discretion, the Master Guide Director and/or the Executive Board are empowered to create task forces or committees with standing or temporary duration to perform specific operations functions.

- Section 4) The **Master Guide Director** will-
- u. Be an active Master Guide of three (3) years experience.
 - v. Serve as the senior officer of the Master Guide Club and chair meetings of its Executive Board and General Membership.
 - w. Assist the Area Pathfinder and Adventurer Coordinators as well as their Associate Area Coordinators with matters concerning the Master Guide Program within a Federated Area.
 - x. Serve as a member of the Executive Council of Pathfinder Area.
 - y. Perform other administrative duties consistent with the office as outlined by the Club's Executive Board, the Area Coordinators, the Pathfinder Federation President, Vice President and Executive Secretary as well as the Youth Ministries Directorate of the Northeastern Conference of Seventh-day Adventists.

- Section 5) The **Associate Director** will –
- y. Be an active Master Guide of three (3) years experience.
 - z. Assist the Master Guide Director with the overall oversight of the Club.
 - aa. Serve as vice-chairperson of the Executive Board and General Membership in plenary session.
 - bb. Serve as Operations Officer of the Club presiding over meetings of the Executive Board or General Membership in the absence or direction of the Master Guide Director.
 - cc. Develop marketing initiatives to engage senior Master Guides and formally invested Master Guides into active ministry.
 - dd. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

- Section 6) The **Deputy Director for Training and Development** will –
- y. Be a Master Guide of three (3) years experience.
 - z. Assist the Area Coordinator and Master Guide Director in overseeing the training and formation of Master Guide students.
 - aa. Assists in the development of an ongoing recruitment initiative to identify possible Master Guide Students.
 - bb. Oversee the Master Guide Mentoring Initiative.
 - cc. Develop an ongoing strategy to encourage invested Master Guides interested in advanced training development offered by Honors enhancement, Pathfinder Leadership Award, Pathfinder Instructors Award and other post Master Guide training regimens.
 - dd. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

- Section 7) The **Deputy Director for Adventurer Ministries** will –
- u. Be a Master Guide of experience in Adventurer Ministry
 - v. Undertake responsibility for engaging and encouraging Master Guide in the Adventurer Ministry to become specialist.
 - w. Assist the Area Adventurer Coordinator with program development and oversight.

- x. Serve as the club's expert on the technical aspects of the Adventurer Ministry.
- y. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 8) The ***Deputy Director for Spiritual Discovery*** will –

- y. Be a Master Guide or Master Guide Student that is either an ordained Pastor or an ordained Elder.
- z. Perform the duties of club chaplain and spiritual leader
- aa. Develop initiatives to foster the spiritual goals of the Youth Ministry within the Master Guide community.
- bb. Develop and lead the club in significant outreach endeavors and lead the prayer ministry of the club.
- cc. Serve as spiritual advisor to the Director and Executive Board.
- dd. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

Section 9) The ***Club Secretary*** will –

- y. Be a Master Guide or Master Guide student of experience
- z. Compile and maintain the Area's Roster of invested Master Guides and active Master Guide Students.
- aa. Record and maintain the minutes of all meetings
- bb. Maintain the records of the club and function at Master Guide Archivist for the Area.
- cc. Handle all areas of Club Correspondence
- dd. Perform other related duties as outlined by the Executive Board.

Section 10) The ***Club Treasurer*** will –

- u. Be a Master Guide or a Master Guide Student of experience
- v. Be responsible for receiving and disbursing all Club funds in accordance with the actions of the Executive Board.
- w. Maintain an accurate accounting of income and expenditure as well as receipts, bills, invoices, etc. associated with the Club's finances on file.
- x. Prepare a monthly financial report for the Director and the Executive Board that will be compared with any bank statements quarterly.
- y. Perform all other related duties as outlined by the Director, Executive Board and/or general membership in session.

ARTICLE VI – ELECTION OF OFFICERS

- Section 1) Officers will serve a term of three years with no limitation as to the number of terms said individual may serve.
- Section 2) There will be an Annual Meeting held every triennial in January for the purpose of electing Club officers with the exception of the Director who is appointed by the Area Coordinator on the recommendation of the Club.
- Section 3) A General membership Meeting will be held the October before the Annual Meeting in January to select an Election Committee.
- Section 4) The Election Committee will consist of seven Master Guides in good standing that is not candidates for office. The General Membership will elect a Chair from among the seven chosen to serve on the Committee.
- Section 5) Any Master Guide in good standing may submit their name to the Election Committee as a candidate for a specific office. The Committee will also receive nominations from the floor at the October meeting. The Committee will verify eligibility and create a ballot for the January Election Meeting from the collective nominations.
- Section 6) Voting at the January Election will be done by secret ballot and the election results certified by the Election Committee. The Election Committee will be the sole judge of the election procedure at the time of the election.
- Section 7) Issues arising from the election may be appealed to the following officials in the precise order, 1- Area Coordinator, 2- Federation Executive Secretary or Federation Vice President, 3- Federation President 4- Conference Youth Ministries Directorate.
- Section 8) As Area Master Guide Coordinator, the Area Pathfinder Coordinator is not eligible to be elected to Office in the Master Guide Club.

ARTICLE VII – BY-LAWS ON OPERATIONAL PROCEDURES

- Section 1) There will be a set of by-laws created by the Executive Board for the purpose of addressing any operational procedures or policies not addressed in the Articles of Organization.
- Section 2) Operational Procedures may not override any element of this constitutional instrument.
- Section 3) The General membership on its own initiative and by its constitutional authority may override, or amend any policy or by-law enacted by the Executive Board.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The General Conference Rules of Order will be the Parliamentary Authority for all sessions and meetings of the Master Guide Club.

ARTICLE IX – AMENDMENTS

The Articles of Organization may be amended by two-thirds (2/3) of the eligible voting membership, present and voting in a specially called meeting of the General Membership. Amendments to the Articles of Organization must be submitted to a regular General Membership Meetings authorizing a Called Meeting for the purpose of amending the Articles.

ARTICLE X – RATIFICATION

- I. These Articles will be deemed operational upon proposal by the Master Guide Coordinator at a meeting of the Master Guides.
- J. These Articles will be deemed ratified upon approval by the Executive Committee of the Pathfinder Federation.

ARTICLE XI – DISSOLUTION

- Section 1) In the event that this organization can no longer function as outlined in the Articles of Organization, its dissolution must be affected by two-thirds (2/3) votes of the members present and voting in a General Membership meeting or a called meeting of the Area Pathfinder Federation for that Purpose.
- Section 2) The Area Pathfinder Coordinator in proper consultation by its constituted authority may order the dissolution of the Master Guide Club for cause and after due process with appeal to the Conference Federation President and Youth Ministries Directorate.
- Section 3) In the event that the Club is dissolved for whatever reason, the holdings of the organization will be transferred to the New England North Pathfinder Area after all debts have been settle.

