

# ADVENTURER CONSTITUTION

MARCH 2017



# QUEBEC CONFERENCE

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### I. Authority and Relationship

The “Quebec Adventurer” is part of, and subject to, the leadership of the Quebec Conference of Seventh-day Adventists. Our purpose is to organize and coordinate Adventurer activities in the Quebec Conference.

### II. Goals of the Quebec Conference Adventurer Organization are to:

- A. Serve its constituency, clubs, and churches.
- B. Work for the salvation of each individual Adventurer.
- C. Provide opportunities for the Adventurer and his/her parent/parents to further develop a trusting, caring relationship, which will be based on love.
- D. Train Adventurers for missionary service and witnessing.
- E. Help Adventurers to understand that the church loves, appreciates, needs, and cares for them.
- F. Help Adventurers to develop an appreciation for nature and a concern for the environment.
- G. Assist Adventurers to develop a balanced physical, mental, social, and spiritual life.

### III. Conference Adventurer Director

- A. The Conference Adventurer Director is accountable to the Conference Youth Director, Conference Associate Youth Director, and the Conference Administration.
- B. Duties are as follows:
  1. At all Adventurer Council Meetings, he/she:
    - a. Serves as chairperson
    - b. Votes only to break a tie.
    - c. Has the right to veto should, where possible, be made at the time the proposal is voted. Reasons for vetoes need to be clearly stated and understood by members, who may challenge a veto with a two-thirds vote. If veto is challenged, the issue shall be presented to the Council; if unresolved, taken to the Conference Administration for final resolution).
  2. Sends necessary Adventurer materials and information to the Council Members, Area Coordinators, and appropriate church leaders.
  3. Any unfinished urgent business prior to a scheduled program can be immediately planned and activated by the Conference Adventurer Director in consultation with Conference Youth Director, and two more Area Coordinators.
- C. The Selection of the Conference Adventurer Director shall be concurrent with the Conference Youth Ministries Director (a four year term), as specified by the Constitution of the Seventh-day Adventists. With a maximum of two consecutive terms, if reelected.
- D. The Conference Youth Director selects the Conference Adventurer Director. The Director qualifications are as follows:



1. Have a keen interest in and appreciation for Adventurer Ministries.
  2. Have at least five years of Adventurer leadership experience.
  3. 3. Have church leadership experience.
  4. 4. Be a Certified Master Guide or have completed the Adventurer Leadership Growth.
- E. E. In the event the Conference Adventurer Director is no longer able to carry on his/her duties; the Adventurer Council will be actively involved in the recommendation and placement of the new Conference Adventurer Director.

#### IV. Conference Adventurer Associate Director

- A. The Conference Adventurer Associate Director is accountable to the Conference Adventurer Director and to the Adventurer Council.
- B. Duties are as follows:
1. At all Adventurer Council Meetings serve as chairperson in the absence of the Conference Adventurer Director.
  2. Assist in the planning and implementation of the programs.
  3. Serve as a resource person to the Adventurer Area Coordinators and Adventurer Directors across the Quebec Conference.
- C. The term of service of the Quebec Conference Adventurer Associate Director shall be four (4) years. With a maximum of two consecutive terms, if reelected.
- D. The Quebec Conference Associate Adventurer Director shall be appointed by the Conference Adventurer Director. The Associate Director needs to:
1. Have a keen interest in and appreciation for Adventurer Ministries.
  2. Have church leadership experience.
  3. Be a Certified Master Guide

#### V. Area Coordinators and Associate Area Coordinators

- A. Area Coordinators are accountable to the Conference Adventurer Director, Conference Youth Director, to the members of the Conference Adventurer Council, and of service to their Area Adventurer clubs, and churches.
- B. Area Coordinator's duties are as follows:
1. Work in nurturing of existing clubs, planning new clubs, and to assist and help club directors at camp.
  2. Have quarterly Director's Meetings in his/her area with additional meeting as necessary.
  3. Communicate regularly with all local clubs in his/her area for the purpose of:
    - a. Organizing and coordinating area activities.
    - b. Understanding the local club program.
    - c. Understanding local clubs' needs and challenges.
    - d. Training leaders (strongly recommended that we conduct 10 hours Adventurer Empowering Training in their area at least once a year).
  4. Report monthly to the Conference Adventurer Director.
  5. Support all church activities for the Adventurer age group, including Adventurer Induction, Investitures, Blessing Service, Adventurer Sabbath, and Inspection.
- C. Area Coordinators serve a four-year term, with a maximum of two consecutive terms, if reelected.
1. Reelections are based on Conference's yearly evaluation.



2. On the event of a resignation, the vacant position will be nominated by Conference Youth Director Recommendation, Area coordinator recommendation, or by a called Area Adventurer Directors Meeting.
- D. Area Coordinators are considered by:
1. Must be a Certified Master Guide
  2. Shall have at least one (1) year experience as an Associate Area Coordinator.
  3. Have at least three years of administrative responsibilities as Adventurer Director or Associate Director.
  4. Not hold office in a local Adventurer, Pathfinder, or Master Guide Club. (Office being Director, Associate Director, or Instructor.)
  5. Live in area he or she is serving.
  6. The new Area Coordinator will work with the current Area Coordinator until April 1<sup>st</sup>, at which time the new Area Coordinator officially takes office.
- E. At least one Associate Area Coordinator serves in each area, and as the need arises other Associate Area Coordinator will be added to the Area in consultation with the Conference Adventurer Director.

Associate Area Coordinators are chosen as follows:

1. At the Annual Empower Leadership Training (whether is Conference or Area wide), the Adventurer Directors of area clubs will nominate individual /individuals for Associate Area Coordinators. These names will be given to the Conference Adventurer Director who, in consultation with the Conference Youth Director, will select a new Associate Area Coordinator and announce his/her name in the next email.
  - a. Have at least three years of administrative responsibilities as Adventurer Director or Associate Director.
  - b. It is strongly recommended, if Associate Area Coordinator is not a Master Guide, they currently be working on obtaining.
2. It is recommended that one of the area staff be Caucasian, one Hispanic, and one any other race.
3. It is recommended that at least one of the area staff be bilingual.
4. Associate Area Coordinators are accountable to the Area Coordinator, the Conference Adventurer Director, the Conference Youth Director, and the Conference Adventurer Council. They are of service to the Local Adventurer Clubs.
5. Associate Area Coordinators assist the Area Coordinators in all their responsibilities.
6. Associate Area Coordinators serve a term concurrent with Area Coordinator.

## VI. Adventurer Outdoor Coordinator

- A. Adventurer Outdoor Coordinators are accountable to the Conference Adventurer Director, Conference Youth Director, and to the members of the Conference Adventurer Council.
- B. Adventurer Outdoor Coordinator responsibilities are:
1. Plan and oversee AFC set-up and take-down
  2. Plan and oversee AFC layout
  3. Oversee and coordinate AFC facilities
- C. Adventurer Outdoor Coordinators are considered by:
1. Have a keen interest in and appreciation for Adventurer Ministries.
  2. Must exhibit a positive attitude, enthusiasm, and passion for work in Outdoor settings!
  3. Have church leadership experience.
  4. It is strongly recommended, if Outdoor Coordinator is not a Master Guide, he/she currently be working on obtaining



- D. At the Annual Club Council in January the Adventurer Coordinators will nominate and vote-in individual /individuals for Outdoor Coordinator(s) willing to serve for four year. With a maximum of two consecutive terms, if reelected.

## VII. Bible Adventure Coordinator

- A. Bible Adventure Coordinator is accountable to the Conference Adventurer Director and Conference Youth Director.
- B. The Bible Adventure Coordinator responsibilities are:
  - 1. To oversee organization of all area levels as well as the conference level of the program, from registration through completion.
  - 2. Conference level coordinator will most likely oversee all area levels as well as the conference level.
  - 3. To arrange for the needed personnel in a timely manner.
  - 4. To arrange for the meeting venue.
  - 5. To write the questions and answers for the testing in consultation with the Adventurer Director and Youth Director.
- C. Bible Adventure Coordinator serves a four-year term of service. With a maximum of two consecutive terms, if reelected.
- D. Bible Adventure Coordinator is considered by:
  - 1. Have a keen interest in and appreciation for Adventurer Ministries.
  - 2. Have church leadership experience.
  - 3. Be a Certified Master Guide
- E. The Bible Adventure Coordinator is selected by the Conference Adventurer Director, in consultation with the Conference Youth Director.

## VIII. Medical Coordinator

- A. Medical Coordinator is responsible for the care of ill or injured campers and staff and related administrative duties.
- B. The Medical Coordinator must be prepared to collaborate with camp administrators to implement policies that reduce the risk of injury or illness.
- C. Medical Coordinator is considered by the following:
  - 1. Has a genuine interest in being at camp.
  - 2. Enjoys the type of people for whom he/she provide care for.
  - 3. Likes being part of a team.
  - 4. Medical Coordinator working for AFC must have a valid license in the state of Quebec.
- D. Medical Coordinator responsibilities are as follows:
  - 1. The camp First Aid Station is available 24 hours a day, during AFC. Council members may suggest names for one extra nurse to rotate responsibilities.
  - 2. Dispense over-the-counter medications as appropriate
  - 3. Assess campers and staff who are ill or injured and determine if further medical attention is needed.
  - 4. Assist in stabilizing campers and staff requiring transportation to medical facilities
  - 5. Documentation of all injuries and care rendered. This involves documentation of all over-the-counter medicines, first aid treatment, communication with parents, doctors or any other off-camp facilities.



6. Maintain inventory of supplies

## IX. Adventurer Council

- A. Is accountable to the Conference Adventurer Director and Conference Youth Director.
- B. Council members shall be actively involved with Adventurers. Recommended, the Council members should attend to all Adventurer Conference events including, Empower Leadership Training, Coordinators Training, Adventurer Family Camp, Bible Adventure, and the Adventurer Council Meetings. Missing an unreasonable amount of Council Meetings or events may result in being removed from council membership.
- C. It is recommended that the Adventurer Council Representatives shall consist of:
  1. The Conference Youth Director
  2. The Conference Adventurer Director and/or Conference Adventurer Associate Director.
  3. The Area Coordinators and/or Associate Area Coordinators.
  4. The Bible Adventure Coordinator
  5. The Adventurer Outdoor Coordinator
  6. A Medical Coordinator.
  7. A Chaplain
  8. A Secretary
  9. The Conference Adventurer Director will designate Area Coordinators to find qualified representative for Positions 5-8 that are willing to serve for four years.
- D. Adventurer Council Meetings are an open forum.
- E. The purpose of Adventurer Council Meeting is to discuss and decide any issues that concern and/or involves Quebec Adventurers.
- F. The Adventurer Council meets three times a year. The purpose of these meetings are to:
  1. Make detailed plans for the events for the current calendar year.
  2. Set dates and make general plans for the following calendar year.
  3. Inform and train Coordinators in the latest news from North American Division.
- G. A quorum is a simple majority of the Council representative for Adventurer Council Meetings and for the annual Director's Meeting.
- H. The Conference Youth Director will notify each representative a minimum of six weeks prior to each regularly scheduled Council Meeting.
- I. Each representative has one (1) vote during Council Meeting. Voting privileges as follow,
  1. One (1) vote per area
  2. One (1) vote per Bible Adventurer Coordinator
  3. One (1) vote per Outdoor Coordinator
  4. One (1) vote per Medical Coordinator
  5. One (1) vote per Chaplain
  6. One (1) vote per Secretary

## X. Language

- A. The English version takes precedence over any translation where contradictions or disagreements exist.



## XI. NAD Guidelines for Adventurer Family Camp

When it comes to camping, we must be careful to not confuse Adventurer ministry with that of Pathfinders. The main difference is that the Pathfinder program does not require parental participation. Given the fact that our conference is engaging in camping with Adventurers, in order to protect the children and staff the NAD is implementing the following guidelines to be adhered to:

- A. In the event of an Adventurer Family Camping experience, a parent or legal guardian MUST accompany their own child(ren) at all times. No exceptions.
- B. Parents or legal guardians are not permitted to grant permission to Adventurer Staff to take their minor children overnight camping under no circumstances. No Exceptions.
- C. Adventurer Staff are not permitted to accept permission or release forms from a parent or legal guardian to take their minor child(ren) camping overnight. No exceptions.
- D. Adventurer Staff is prohibited from sleeping with children that are not their own. No exceptions.
- E. Adventurers are not permitted to sleep in tents or cabins unsupervised. Neither are they permitted to sleep with another child, except they are siblings and the parent(s) is present. No exceptions.

## XII. Area Funds Policy

Any funds collected by Area Coordinators are to be deposited with the Area Coordinator's local church after prior approval of the church board, or with the Quebec Conference Treasury. In order to properly account for your area's monetary transactions, the Area is not expected to open a bank account; nor should a personal account be utilized for the purpose of depositing collected funds or writing expense checks. All monetary transactions must be accounted for by utilizing either the church account or the Conference Treasury Department. Area coordinators are required to present a monetary report to their local clubs at least once a year. During Council, in January, all Areas need to present a monetary report to the Conference Adventurer Director.

## XIII. Amendments

A. This Constitution may be amended, revised, and/or repealed at any duly called Adventurer Council Meeting where a quorum is present. A quorum is a simple majority of the Adventurer Council representatives by a two-thirds vote of the Adventurer Council. Any amendments or revisions shall be presented as soon as possible to the Quebec Conference Youth Director for approval.

