[SAMPLE] Pathfinder Club

* The Adventurer, Pathfinder & Master Guide clubs are part of our church's ministry for children and young people.
* The Adventurer club is for Reception to Year 5 aged children and focuses on developing the bond between parent and child.
* The Pathfinder club is for Year 6 to Year 11 young people enabling them to become responsible members of our society.
* The Master Guide club is for Year 12 plus (age 16+) young people and adults providing training and support to them as members of club staff.
* Our aim is to lead each person into an abundant Christian experience through our various activities and events.

**[SAMPLE] Pathfinder Club Constitution**

**Article I. Name**

1. The Pathfinder Club is a programme for the holistic ministry to the children and young people within the Seventh-day Adventist Church, and is sponsored by the Youth Ministries Department of the North England Conference of Seventh-day Adventist Church.  The term ‘Pathfinder’ shall refer to all members unless otherwise stated.

1. The age range of the members shall be:-
   1. 4-9 – Adventurers
   2. 10-16 – Pathfinders

1. The Club shall be known as *[SAMPLE] Pathfinder Club*.

1. The ‘local Conference’ shall refer to the South England Conference of Seventh-day Adventists.

**Article II. Aims**

It is the policy of the Seventh day Adventist Church to admit children to all the rights, privileges, programs and activities made available by the church, regardless of race, gender, handicap or religion.

* To have fun in a Christian environment.
* To work towards the personal commitment to the Lord by every Pathfinder.
* To cater for the needs of the youth in the community in a holistic way – mentally, physically, socially, intellectually and spiritually.
* To provide a forum for young people to express their opinions openly and appropriately.
* To provide a setting where young people can learn and develop new skills.
* To foster the development of leadership skills.
* To encourage Pathfinders to discover their own God-given potential in service to others.
* To provide through the study of nature an appreciation of God's love.

OR

* To develop a Christ-like character.
* To express their love for God in a natural way.
* To discover their God given abilities and learn to use them to benefit others and themselves.
* To discover God’s world.
* To experience the joy and satisfaction of achieving and excelling in all things they set their hearts and minds upon.
* To learn good sportsmanship and cherish the joys of teamwork.
* To improve their family bonds and understand the importance of strong families.
* To develop parental support for the training of their children.
* To be a ministry to both the young and grown-ups in their community.

**Article III. Organisation**

1. The Pathfinder Director of the local Conference is the director of all Pathfinder activities conducted within the conference area. His counsel may be solicited in regard to any club activity. When planning major events he should be advised and may be invited to participate. The Area Coordinator acts on behalf of the Conference Pathfinder Director to whom he/she is directly responsible.

1. The Director of the Club should be an adult who is vitally interested in young people and who sympathetically understands the needs of children and young people. The Director should be at least a Master Guide or must have attended a Pathfinder Basic Staff and Club Ministries Training Course. He should be resourceful and enthusiastic and must be a member in good and regular standing of the Seventh-day Adventist Church. All activities of the club will be under each Club Director's supervision, and he/she must call, organise, and arrange for each club meeting. Must be DBS checked and attend the Conference’s Keeping the Church Family Safe Training.

**Article IV. Election of Officers and Other Staff Members**

1. The officers of the clubs shall be:-
   1. A Club Director,
   2. Two or more Deputy Directors,
   3. Club Secretary and Treasurer (these may be functions of the deputy directors).
   4. Club staff (who shall include Counsellors, jnr counsellors, and Instructors as needed).

1. The members of the nominating committee shall appoint the Club Director and Deputy Directors.
2. The Secretary, Treasurer, and Chaplain shall be appointed at the discretion of the Director and deputy Director and approved by the church board.
3. The Counsellors and Instructors are to be appointed or replaced by the Club Director in consultation with the Executive committee (director, deputy director, treasurer, secretary, chaplain).
4. The Pathfinder staff shall consist of all above-named.

**Article V. Duties of Officers and Staff**

**Director**

All activities of the club shall be under his supervision. The Director shall appoint the chairman of all committees after consultation with the Deputy Directors or Executive Committee.

Deputy Directors

Shall assist the Director and take charge during his/her absence. May be designated to care for the following duties: Pathfinder/Adventurer/Eager Beaver classes, Secretary and/or Treasurer, games, camping activities, Honors and creative skills, music, pathfinder equipment, nature, chaplain, transportation, special events, bimonthly events, etc.

Secretary

Shall render monthly reports to the local Conference office. Is responsible for all club correspondence. Takes meeting notes. Is responsible for personnel records and for any other records necessary to the smooth running of the club.

Treasurer

Shall take charge of the expenses paid out and collect and care for all income, such as membership fees, fund-raising projects, etc. and shall present a financial report upon request of the Executive officers or staff, and shall transmit the accounts and all undistributed funds to his successor. He/She shall also work in close harmony with the Church Treasurer, depositing all funds with the Church Treasurer. The Treasurer shall ensure the agreed insurance policy is in place.

**Chaplain**

May be a Deputy Director. Shall assist the Director in maintaining a strong spiritual tone in the club, know each Pathfinder's relationship to the Lord, and shall serve on committees dealing with the worships in club meetings, and camps, outreach, and discipline.

**Article VI. Committees**

1. The standing committees of this club shall be:
2. Executive committee
3. Staff committee

1. The Executive committee shall consist of the Club Director, Deputy Directors, Sponsor Elder, Secretary, Treasurer, and Chaplain. The Church Pastor is an ex-officio member of this committee. The committee, of which the Director is the chairman, is to be responsible for all Pathfinder activities.

1. The staff committee shall consist of the Executive committee, plus Counsellors, Junior Counsellors, Instructors and TLTs. Unit Captains may be invited to meet with this committee.

**Article VII. Quorum**

For the transaction of business by any of the above committees a majority of the committee membership must be in attendance.

**Article VIII. Meetings**

1. Regular Pathfinder meetings shall be held at least twice a month. The time and duration of these meetings shall be decided by the Executive committee.

1. This is a two hour programme featuring marching, games, curriculum, crafts, and opening and closing ceremonies, but it is supplemented on other days by other fellowship and curriculum outdoor activities.

1. Staff meetings are to be held once each quarter as announced.

1. Executive committee meetings are to be held at least once a month.

1. The yearly Pathfinder Club programme should include the requirements as set down by the local conference youth department's club grading system.

**Article IX. Membership and Attendance**

1. Membership in the Pathfinder club shall be open to all but will be restricted to children ages 10 to 15 for Pathfinders; 6 to 9 for Adventurers; and 4 Little Lambs and 5 for Eager Beavers as at 1st September.
2. Membership will be granted when the following specifications are met:
3. Acceptance of application.
4. Payment of membership fee.
5. Willingness to conform to the principles of the Pledge and Law.
6. Willingness to participate in all Pathfinder activities.

1. Non-Adventist youth who conform to the above requirements may be admitted to membership.

1. The admittance of new members into the Pathfinder Club will be the first 3 months of each Pathfinder year.

1. New members may be admitted at other times of the year at the discretion of the Pathfinder Executive Committee.

1. An attendance roll should be marked at all Pathfinder programmes.

1. The Pathfinder should have an average attendance of at least 80% at all Pathfinder activities.

1. All excused absences must be presented in writing from the parent or guardian and submitted to the Club Director.

1. Any member having two unexcused absences in any one quarter may be placed on a probationary roster.

1. Any probationary member may be reinstated by payment of a membership reinstatement fee, as decided by the Executive committee.

1. Attendance of probationary members at special events is not permitted.

**Article X. Club Units**

Boys and girls are organised into units of preferably six to eight Pathfinders, with a Counsellor as their leader. This division into smaller units permits better order and discipline, and more individual attention can be given to each member. Boys and girls should be enrolled in separate units.

1. Unit Officers

a). Unit Captain: Each unit within the club, with its counsellor, selects one of its members as its captain. The captain is responsible for his unit and should lead it in promptness and cooperation in all club activities. He should set an example of good conduct at all times. It is suggested that unit captains be selected every four to six months to give more members in the club opportunities for developing leadership.

b). Unit Scribe: Each unit within the club, with its counsellor, selects one of its members as a scribe. This officer will be responsible for reporting the attendance of his unit's members to the club secretary. It is suggested that unit scribes be selected every four to six months to give more members in the club opportunities for developing leadership.

1. Uniform

a). Dress Uniform: The official dress Pathfinder uniform is determined by the corresponding division of the world field and is the recommended uniform for each club member and officer, and shall be worn only at club meetings and other occasions as indicated by Club Director.

b). Field Uniform. The official conference-recommended field uniform for each club member should be worn at all Pathfinder activities as indicated by the Club Director.

**Article XI. Club Finance**

1. The annual membership fee established by the Executive committee is payable when the application is filed with the Secretary. This fee shall be returned if the application is not accepted.

1. The reinstatement to membership shall call for a payment of a reinstatement fee, which is determined by the Executive committee.

1. An annual personal insurance fee should be included in the annual fee where applicable.

1. The local church Pathfinder Day offering is a contribution made by the church membership toward club-sponsored activities.

1. A financial report will be rendered at the meeting of the club Executive committee.

**Article XII. Policy**

The club shall be governed by policies as laid down by the Youth Department of the local conference of Seventh-day Adventists.

**Article XIII. Amendments**

This constitution may be amended by a two-thirds vote of the Pathfinder staff

committee, but becomes effective only after approval by Union conference committee.

**Article XIV. General Meetings**

1. The Annual General Meeting (AGM) of the club shall be held by at end of each year of operation, and at least 21 days before the start of the next calendar year. Notice of the AGM shall be in writing to all club members accompanied by the Agenda and Papers signifying the business to be transacted which shall include:
   1. Confirmation of the minutes of the previous AGM and any business arising there from.
   2. Annual Report (Secretary).
   3. Audited Balance Sheet (Statement of Accounts) and Treasurer’s Report.
   4. Notified Amendments to Constitution.
   5. Annual Subscription.
   6. Other business duly notified to the Secretary.

**Article XV. Committees**

Such other committees and sub committees shall be established as deemed appropriate by the Executive Committee or by vote at the Annual General Meeting. The Executive Committee shall determine the terms of reference of such committees.

**Article XVI. Co-Option**

Power to co-opt as deemed appropriate shall be vested in all committees of the club but such co-opted committee members shall not be entitled to vote. Co-opted members may be non-Club Members invited to advise on specialist subjects.

**Article XVII. Financial Year**

The Club’s financial year shall be from January to December

**Article XVIII. Monies**

Any member authorised to collect monies for or on behalf of the Club shall pay such monies to the Treasurer within seven days of such collection or within seven days following a specific event.

**Article XIX. Eligibility**

1. No person shall be eligible to take part in the business of the Club unless the appropriate subscription has been paid by the specified date, or membership agreed by the Executive Committee.

1. No person shall be eligible for selection for any club team unless his/her subscription has been paid by the specified dates(s).

**Article XX. Suspension**

The Executive Committee shall have the power to suspend or exclude any member, in any category, for contravention of this Constitution and/or documented rules and/or Codes of Conduct.

**Article XXI. Appeal**

Any member suspended or excluded by the Executive Committee (or a delegated subcommittee) shall have the right to attend an appeal hearing, be represented and produce witnesses in support of his/her appeal. The Appeal Board (a maximum of three) shall not include members of the original decision making committee but may include non-members of the club. The decision of the Appeal Board shall be final and binding on all parties.

**Article XXII. Amendment to Constitution**

Amendment(s) to this Constitution shall only be made at Annual General Meetings with the specified notice in writing together with the proposed amendment(s).

**Article XXIII. Anti-Discrimination Policy**

**Policy Statement**

The *[Sample] Pathfinder Club* is responsible for setting standards and values to apply throughout the Club at every level. Everyone should enjoy the activities equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

**General**

Equality of opportunity at *[Sample] Pathfinder Club* means that in all our activities we will not discriminate or in any way treat anyone less favourable on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

1. The advertisement for volunteers
2. The selection of candidates for volunteers
3. Honours
4. External education and awards
5. Development activities
6. Selection for sports teams
7. Appointment for honorary positions

The *[Sample] Pathfinder Club* will not tolerate sexual or racially based harassment or any other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The *[Sample] Pathfinder Club* is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation.

**Article XXIV. Equal Opportunities Policy**

**Policy Statement**

The *[Sample] Pathfinder Club* is committed to a policy of equal treatment of all members. It requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

**General**

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1975. Specifically discrimination is prohibited by:

1. Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic origin, religion, sexual orientation, or disability less favourably than others.
2. Expecting an individual solely on the grounds stated above, to comply with requirements for any reason whatsoever related to their membership, which are different from requirements for others.
3. Imposing on an individual requirement, which, are in effect more onerous on that individual, than they are on others. For example, this would include applying a condition, which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
4. Victimisation of an individual.
5. Harassment of an individual by virtue of discrimination.
6. Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in the entire Club’s recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament be considered as objectively as possible.

The *[Sample] Pathfinder Club* commits itself to the immediate investigation of any claims of discrimination on the above grounds. Where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination. Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Club’s Policy, any members offending will be dealt with under the Disciplinary Procedure.

The Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, whenever possible to ensure that, disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

**Article XXV. Complaints Procedure**

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Codes of Conduct have been broken, should follow the procedures below:

1. They should report the matter to the Club Secretary or another member of the Executive Committee. The report  should include:
   1. Details of what, when and where the occurrence took place.
   2. Any witness statement and names.
   3. Names of any others who have been treated in a similar way.
   4. Details of any former complaints made about the incident, date, when and to whom made.
   5. A preference for a solution to the incident.

1. The Club’s Executive Committee will sit for any hearings that are requested.

1. The Club’s Executive Committee will have the power to:
   1. Warn as to future conduct
   2. Suspend from membership
   3. Remove from membership any person found to have broken the Club’s Policies or Codes of Conduct.

**Article XXVI. Codes of Conduct for club members**

1. Be attentive and follow all instructions from the club leaders.
2. Take care of equipment owned by the club.
3. Refrain from the use of bad language or racial/sectarian references.
4. Refrain from bullying or persistent use of rough and dangerous play.
5. Show respect to other club members and leaders.
6. Keep themselves safe.
7. Report inappropriate behaviour or risky situations for club members.
8. Play fairly.
9. Not cheat.
10. Not use violence.
11. Not use tobacco or alcohol during youth club sessions or arrive under the influence.

**Article XXVII. Discipline Procedure**

1. A club leader will remove the Pathfinder from the situation and deposit the Pathfinder with the Director.
2. The Director will notify their parent of his/her behaviour with a written letter to be signed by the parent. This letter will constitute the Pathfinder’s first and only warning that his/her behaviour will not be tolerated. The parent is welcome to discuss the contents of the letter with the Director at any time.
3. A second offence will result in a disciplinary hearing with parental involvement and possible expulsion from the Club.
4. No corporal punishment of any kind will be utilised.

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