

## Model Church Bylaws

### October 2023

The following model church bylaws are based on work done by churches and with consideration of the examples and advice of the *Societies Act* of BC and the Canadian Council of Christian Charities. They are just that – a model. You may adapt them as you deem appropriate for your situation in this document.

Clauses that are required by DEXCOM are indicated by **RED SMALL CAPS**.

Clauses suggested using best practices are indicated by normal font.

Clauses that are suggested options are indicated by *blue italics*.

Clauses that require your input are **highlighted**.

Explanations, references, and questions for consideration as you work on the draft bylaws are in **[brackets]**.

**Note regarding duplicate clauses:** There are multiple clauses in the model church bylaws that provide two options to choose from – one for unincorporated churches and one for incorporated church. Please choose the appropriate clauses based on your church's status. If you are unsure of your church's status, please contact Erin Knott at [erink@pacificdistrict.ca](mailto:erink@pacificdistrict.ca).

Once your initial draft is complete, a "DRAFT" watermark should be used until the bylaws have been adopted by church membership. The text in the draft bylaws should be made uniform for ease of reading and all colours should be removed. Please edit the footer to reflect your church's logo and include the date of the bylaw version.



**Name of the Church**  
**Bylaws**

**Preamble**

THE LOCAL CHURCH CONSTITUTION, THE MANUAL OF THE CHRISTIAN AND MISSIONARY ALLIANCE IN CANADA, AND THESE BYLAWS CONSTITUTE THE GOVERNING DOCUMENTS OF THE CHURCH.

[The order of documents is intentional to designate the hierarchy of the governing documents. For churches that are separately incorporated, the *Societies Act* of British Columbia (BC) must be included as the first document in the list.]

**Definitions and Interpretation**

In these bylaws, unless the context otherwise requires:

- “Annual General Meeting”** means the general meeting of the members held annually as specified in these bylaws.
- “Board”** means the Board of Elders of the church.
- “bylaws”** means the bylaws of the church.
- “church”** means [redacted] Church of The Christian and Missionary Alliance in Canada.  
[The definition above is only for unincorporated churches.]
- “church”** means [redacted] Church, a society Incorporated under the *Societies Act* of British Columbia, a church of The Christian and Missionary Alliance in Canada.  
[The definition above is only for incorporated churches.]
- “Constitution”** means the *Local Church Constitution* contained in the *Manual of The Christian and Missionary Alliance in Canada*.
- “ordinary resolution”** means a resolution that requires a simple majority of the votes cast at a general meeting by the members eligible to vote or at a meeting of the Board.



**“Special Meeting”** is a meeting other than the Annual General Meeting in which special or urgent business may be conducted.

**“special resolution”** means a resolution that requires a **TWO-THIRDS (2/3)** majority of the votes cast at a general meeting by the members eligible to vote or at a meeting of the Board. It is required to make fundamental changes to the organization and governance of the church and decisions about major issues.

[The threshold may be increased above a two-thirds (2/3) majority if the church desires (ex. a three-quarter (3/4) or 75% majority threshold).]

## Part 1 – Mission, Vision, and Values

- 1.1 The Board shall ensure that a current statement of mission, vision, and values exists for the church and is communicated appropriately.

## Part 2 – Membership

- 2.1 In the absence of any other structure they approve, the Board is responsible for all matters related to membership.
- 2.2 Qualifications for membership are as stipulated in the Constitution and these bylaws.
- 2.3 There are three categories of membership:

### 2.3.1 Active Member

An Active Member is a member in good standing who has been officially confirmed as having met the requirements for membership outlined in the Constitution and these bylaws, and who regularly attends and actively supports the church in ways outlined in the membership covenant.

Active Members are eligible:

- a) to vote,
- b) to give primary leadership to church ministries, and
- c) unless otherwise restricted, to be elected to the Board.



[See Board of Elders – Board Composition on page 10 in the *Guide to Writing Church Bylaws* for further information on other restrictions.]

### 2.3.2 Associate Member

An Associate Member is a former Active Member who is non-resident and/or for reasons acceptable to the Board, desires to retain membership in the church.

Associate Members may not vote at meetings of members, nor hold office in the church.

An Associate Member may be returned to Active Member status at the discretion of the Board.

### 2.3.3 Member not in Good Standing

All members are in good standing except:

- a) a member who, in the opinion of the Board, has failed to remain active in the church, meaning that the member has been absent from the normal activities of the church for a period of **six (6)** months or more and has not communicated an interest in remaining a member of the church, or
- b) a member who is suspended from active membership at the discretion of the Board due to an accusation or allegation of serious misconduct that is the subject of an investigation by the church, the District, or a secular authority, or
- c) a member who is under discipline<sup>1</sup>

2.3.3.1 A Member not in Good Standing may not vote at meetings of the members, nor hold office in the church.

2.3.3.2 A Member not in Good Standing may be returned to Active Member status at the discretion of the Board.

2.3.3.2.1 A Member not in Good Standing who is an Official Worker may only be returned to Active Member status by the Board upon the authorization of the District Superintendent and confirmation that the discipline process is complete and the Official Worker is restored to active ministry.<sup>2</sup>

<sup>1</sup> As outlined in the *Discipline and Restoration Policy for Members of Local Churches of The Christian and Missionary Alliance in Canada* and the *Policy on Discipline, Restoration and Appeal for Official Workers*.

<sup>2</sup> *Policy on Discipline, Restoration and Appeal for Official Workers*, Section 2.2



[Discipline and restoration of an Official Worker are under the purview of the district, not the Board.]

2.3.3.2.2 In respect of a member suspended under section 2.3.3 b), the Board shall consider whether to return the member to Active Member status at the first meeting of the Board following the completion of all relevant investigations, provided that such investigations have not resulted in a finding or charge of criminal conduct or conduct that could result in discipline.

2.3.3.3 Members not in good standing shall not be listed on published membership lists of the church.

2.4 To become an Active Member of the church, an individual must participate in the church's application and orientation process. In addition:

- a) applicants for membership are expected to sign a membership covenant that identifies the commitments being made, and
- b) an applicant for membership becomes a member when officially confirmed by the Board.

2.5 A person ceases to be a member of the church:

- a) by delivering their resignation in writing to the secretary of the Board by mail, email, or personal delivery to the address of the Board.
- b) upon death.
- c) by transfer to another church.
- d) upon having been a Member not in Good Standing under 2.3.3 a) for a period of twelve (12) consecutive months.
- e) upon being expelled as a result of any disciplinary process.
- f) by the Board passing a special resolution which terminates membership upon the person failing to maintain the qualifications for membership or having accepted membership in another church. The person who is the subject of the special resolution for expulsion must be given an opportunity to be heard by the Board before the special resolution is put to a vote.



## Part 3 – Government

- 3.1 THE ANNUAL GENERAL MEETING OF THE MEMBERS MUST BE HELD WITHIN **three (3)** MONTHS OF THE END OF THE FISCAL YEAR ON A DATE SET BY THE BOARD.

[Financial statements must be presented at the Annual General Meeting and consideration should be given to an appropriate amount of time to allow for financial statements to be completed at the end of the fiscal year. Three (3) to four (4) months after the fiscal year end is the optimum and recommended timeframe. The Canada Revenue Agency requires that T3010 statements must be submitted no later than six (6) months after the end of the fiscal year, therefore six (6) months is the maximum allowable timeframe.]

- 3.1.1 The proposed agenda and written reports for the Annual General Meeting must be available on or before the Sunday prior to the Annual General Meeting.
- 3.1.2 THE **COMPILED OR REVIEWED OR AUDITED** ANNUAL FINANCIAL STATEMENTS MUST BE PRESENTED AT THE ANNUAL GENERAL MEETING OF THE MEMBERS.
- 3.1.3 THE BOARD MUST RECOMMEND AN INDEPENDENT CHARTERED PROFESSIONAL ACCOUNTANT TO THE MEMBERS TO **COMPILE OR REVIEW OR AUDIT** THE CHURCH'S FINANCIAL STATEMENTS FOR THE UPCOMING YEAR.
- 3.1.4 THE MEMBERS MUST APPOINT AN INDEPENDENT CHARTERED PROFESSIONAL ACCOUNTANT TO **COMPILE OR REVIEW OR AUDIT** THE CHURCH'S FINANCIAL STATEMENTS FOR THE UPCOMING YEAR.

[Reminder – parallel language should be used in clauses 3.1.2, 3.1.3, 3.1.4, and 5.7 to define the financial reporting allowed.

Churches with annual revenue not exceeding \$250,000 may by special resolution of the members choose to use a compilation engagement as outlined in the *Local Church Constitution*, Article 12.2.

Churches with annual revenue not exceeding \$250,000 that are choosing to use the alternate clause 5.7 and are choosing that the financial statements be reviewed when a compilation is not possible would remove all references in 3.1.2, 3.1.3, 3.1.4, and the alternate 5.7 to “audits” and “audited” and instead refer only to “compiled or reviewed” and “compile or review”.

For churches that have determined that it is a review that is required each year, 3.1.2, 3.1.3, and 3.1.4 above and 5.7 should have all references to “compiled”, “compile”, “audited”, and “audit” removed and instead refer only to “reviewed” and “review”.



For churches that have determined that it is an audit that is required each year, 3.1.2, 3.1.3, and 3.1.4 above and 5.7 should have all references to “compiled”, “compile”, “reviewed”, and “review” removed and instead refer only to “audited” and “audit”.]

3.2 Special meetings of members to consider special or urgent business:

- a) may be called by the Board.
- b) must be called by the Board when requested by at least **10%** of the Active Members in good standing. Such request shall include a brief written statement of purpose.

3.3 NOTICE OF MEETING MUST BE GIVEN TO MEMBERS BY **verbal and/or print media and/or electronic media (email, church website, etc.)** AT LEAST **twenty-one (21) days and not more than sixty (60) days** PRIOR TO ANY MEETING OF MEMBERS. SUCH NOTICE MUST INDICATE THE PURPOSE OF THE MEETING.

[The above bylaw clause 3.3 may only be used by unincorporated churches. From a wise governance perspective, churches are encouraged to use the alternate version of clause 3.3 for incorporated churches below.]

3.3 NOTICE OF MEETING MUST BE GIVEN TO MEMBERS BY **verbal and/or print media and/or electronic media (email, church website, etc.)** AT LEAST **twenty-one (21) days and not more than sixty (60) days** PRIOR TO ANY MEETING OF THE MEMBERS. SUCH NOTICE MUST:

- a) INCLUDE THE DATE, TIME, AND LOCATION OF THE MEETING
- b) INDICATE THE PURPOSE OF THE MEETING
- c) IF APPLICABLE, INCLUDE THE TEXT OF ANY SPECIAL RESOLUTION(S) TO BE SUBMITTED TO THE MEETING

[The above bylaw clause 3.3 is mandatory for incorporated churches. This is a requirement of the *Societies Act* of BC (77, 78).]

3.4 THE QUORUM FOR A DULY CALLED MEETING OF THE MEMBERS IS THE ACTIVE MEMBERS PRESENT.

3.5 THE QUORUM FOR A DULY CALLED MEETING OF THE MEMBERS IS        PERCENT OF THE ACTIVE MEMBERS.

[A church may use either of the above clauses, however if the percentage option is chosen, then the following clauses are recommended. The term “Active Member” must be associated with the church’s bylaws.]



- 3.5.1 If a meeting is terminated for lack of a quorum, the Active Members present at a meeting **called for no earlier than one (1) day or later than ten (10) days** following the terminated meeting, constitute a quorum.
- 3.5.2 Business other than the election of a Chair of the meeting and the adjournment or termination of the meeting must not be conducted at a general meeting at a time when a quorum is not present.
- 3.5.3 If at any time during a general meeting there ceases to be a quorum present, business in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 3.6 **EACH ACTIVE MEMBER IS ENTITLED TO ONE VOTE AND VOTING BY PROXY IS NOT ALLOWED.**
- 3.6.1 The Chair must not cast a second vote in addition to the vote to which they may be entitled to as a member, and thus change the outcome of a vote.
- 3.7 The Board of Elders may approve and provide for electronic participation in an Annual General Meeting or Special Meeting of the church's members.
- Notice of the meeting shall provide instructions for attendance and/or participation in the meeting. Such meetings shall ensure that members have the following capabilities:
- The ability to determine if a quorum is present.
  - The ability to enter into discussion and be heard by those in attendance.
  - The ability to vote.
- 3.8 The current edition of Robert's Rules of Order is the definitive resource on procedures at meetings of the members unless another procedure is otherwise provided by these bylaws.

#### **Part 4 – Board of Elders**

- 4.1 **THE BOARD MUST CONSIST OF THE LEAD PASTOR, AND AT LEAST THREE (3) AND UP TO A MAXIMUM OF [REDACTED] ELECTED MEMBERS. THE NUMBER OF ELDERS MUST BE SET ANNUALLY BY THE BOARD.**
- [The number of Board members should be an odd number (including the Lead Pastor) to eliminate confusion about quorum.]
- 4.1.1 **IF THE NUMBER OF ELDERS FALLS BELOW THREE (3) PLUS THE LEAD PASTOR, THE BOARD MUST APPOINT AN ELIGIBLE ACTIVE MEMBER TO SERVE UNTIL THE NEXT ANNUAL GENERAL MEETING.**





4.1.2 **Unless otherwise restricted, Active Members (OR who have attained the age of 19 (or 18) OR any other stipulation) are eligible to serve on the Board.**

[See the section on Board of Elders Composition in the *Guide to Writing Church Bylaws* for further information on other restrictions. Note that the age of majority is defined differently under different types of legislation.]

4.1.3 Board members must annually sign a declaration of not being ineligible as defined by the *Income Tax Act* of Canada.

[The *Income Tax Act* defines in 149.1 (1) what an ineligible individual is, and Board members must declare that they are in a state of not being an ineligible individual. The Canadian Council of Christian Charities (CCCC) recommends an annual declaration.]

4.1.4 Board members must declare any potential conflict of interest regarding any agenda item at the beginning of each meeting.

4.2 **THE LENGTH OF TERM SHALL BE *two (2) or three (3) years*; however, an occasional term of *one (1) or two (2) years* is acceptable.**

[An occasional term of one (1) year is allowed to ensure that neither the entire Board, nor a majority of it, is replaced at the same time. This preserves momentum and organizational memory for Board decision-making.]

4.2.1 **A BOARD MEMBER MAY SERVE A MAXIMUM OF *two (2) to three (3)* CONSECUTIVE TERMS AND SHALL NOT BE ELIGIBLE FOR ELECTION FOR A PERIOD OF ONE YEAR.**

[It is recommended that the total length of consecutive service be no longer than six (6) years without a break.]

4.3 The term of office begins at the conclusion of the Annual General Meeting at which the member is elected.

4.4 The Board must meet at least once per quarter. Meetings may be held at places the Board sees fit and attendance may include electronic means.

4.5 **THE QUORUM FOR MEETINGS OF THE BOARD IS *a majority* OF THE SERVING MEMBERS.**

[Note that the quorum must be at least a majority but may be greater. By definition, quorum needs to be a number or a percentage or “a majority”.]

4.6 A motion proposed at a Board meeting need not be seconded and the Chair of a meeting may move or propose a resolution.



[Robert's Rules of Order, 12<sup>th</sup> edition (chapter XVI, 49:21) states that in a small board or committee, a motion need not be seconded in order to be brought before the Board. This is counter to tradition in most of our churches but is technically accurate.]

- 4.6.1 The Chair must not cast a second vote in addition to the vote to which they may be entitled to as a member, and thus change the outcome of a vote.
- 4.7 The Board may pass a resolution without a meeting if both of the following requirements are met:
- 4.7.1 A copy of the resolution is sent to all Board members.
- 4.7.2 A majority of the Board consents to the resolution in writing or by electronic means and it is recorded in the minutes.
- 4.8 A Board member may not vote by proxy at a meeting of the Board.
- 4.9 The Board must appoint from among its members the following officers of the church – the Vice-Chair, Secretary, and Treasurer from among its members. The positions of Secretary and Treasurer may be held by one person, in which case the position must be identified as Secretary/Treasurer.
- [The *Local Church Constitution* stipulates the Chair, Vice-Chair, Secretary, and Treasurer are the officers of the church.]
- 4.9.1 The Board Chair is an officer of the church.
- 4.9.2 At the request of the Lead Pastor, the Board may nominate a Chair for consideration by the Lead Pastor.
- 4.9.3 If the Lead Pastor is not the Board Chair, they remain an officer of the church.
- 4.10 Any two officers may sign documents on behalf of the church with the approval of the Board.
- 4.11 The Board may delegate any, but not all, of their powers to committees consisting of one or more Board members as they see fit.
- 4.11.1 A committee so formed in the exercise of powers so delegated must conform to any rules imposed on it by the Board and must report every act done in exercise of those powers to the earliest meeting of the Board after the act has been done.



- 4.12 The Board must set and be the final interpreter of church policies.
- 4.13 Unless stipulated in higher precedence legislation or these bylaws, the Board must determine the requirement for a special resolution.
- 4.14 THE BOARD MUST **annually/biennially** REVIEW THE LEAD PASTOR'S MINISTRY AND REMUNERATION.

[For conducting effective performance reviews, see the Introduction to Lead Pastor Performance Reviews on **myCPD**.]

- 4.15 Every member of the Board and officer of the church or other person who has taken or is about to undertake any liability on behalf of the church and their heirs, executors, and administrators, and estate and effects, respectively, must from time to time and at all times, be indemnified and saved harmless, out of the funds of the church or applicable insurance from and against:
- a) all costs, charges, and expenses whatsoever which the Board member, an officer, or other person sustains or incurs in or about any action, suit, or proceeding which is brought, commenced, or prosecuted against them in respect of any act, deed, matter, or thing whatsoever made, done, or permitted by them in or about the execution of the duties of their office or in respect of any such liability
  - b) all other costs, charges, or expenses which are sustained or incur in or about in relation to the affair thereof, except the costs, charges, or expenses occasioned by willful neglect or default

[If the Board collectively, or any individual elders, acting in good faith is taken to court, they are not liable for costs or damages.]

- 4.16 A Board member may be removed from office by special resolution of the Board if the member:
- a) is absent for **three (3)** consecutive meetings without sufficient reason
  - b) becomes ineligible under the *Income Tax Act* of Canada
  - c) fails in their responsibilities as stipulated in the Constitution
  - d) becomes a Member not in Good Standing

[The *Income Tax Act* defines in 149.1 (1) what an ineligible individual is, and Board members must declare that they are in a state of not being an ineligible individual. The Canadian Council of Christian Charities (CCCC) recommends an annual declaration.]



- 4.16.1 If a Board member is removed from office under 4.15, an Active Member may be appointed, by ordinary resolution of the Board, to serve as a member until the next Annual General Meeting.

[This aligns the process of removal with the Societies Act and specifies the type of resolution required to remove a Board member.]

- 4.17 Persons who are not Board members may be present at a Board meeting or portion thereof at the invitation of the Board.
- 4.18 The current edition of Robert's Rules of Order is the definitive resource on procedures at meetings of the Board unless another procedure is otherwise provided by these bylaws.

## Part 5 – Finances

- 5.1 The Treasurer and those appointed by the Board are the signing officers for the church bank accounts.

5.1.1 The Treasurer must be one of the signing officers of all church-related accounts.

- 5.2 **THE CHURCH SHALL NOT INCUR DEBT, WITH THE EXCEPTION OF CHURCH CREDIT CARD DEBT AND CAPITAL LEASES NOT EXCEEDING \$30,000 PER ITEM, WITHOUT THE APPROVAL OF THE DISTRICT EXECUTIVE COMMITTEE.**

[Reminder – the *Bylaws of The Christian and Missionary Alliance in Canada Canadian Pacific District* prohibits all debt without District Executive Committee approval. The Canadian Pacific District interprets the *Bylaws* as in the above clause.]

- 5.3 **THE CHURCH MAY INVEST ITS FUNDS ONLY IN AN INVESTMENT IN WHICH A PRUDENT INVESTOR MIGHT INVEST.**

[Churches are encouraged to ask questions and seek counsel about what constitutes a prudent investment from their professional financial advisor. The Board may want to consider implementing a policy regarding investments, the level of risk involved, and any restrictions on investment types.]

- 5.4 ***Any non-budgeted proposed capital expenditure exceeding 10% of the annual budget must be approved by special resolution at a duly called meeting of the members.***

- 5.5 Real property may be acquired, disposed of, improved, or encumbered by order of the Board, subject to the approval of the members by special resolution and to approval by the District Executive Committee.



[Under the *Accounting Standards for Not-For-Profit Organizations*, an improvement is a cost that is incurred to enhance the service potential of the real property. Expenditures that extend the useful life of real property or improve it beyond its original condition are usually improvements. If an improvement will be capitalized for financial reporting purposes, then it is also an improvement for the purposes of clause 5.5.

**Note:** A special resolution is not required by the *Local Church Constitution*, however, the District Bylaws Committee recommends this approach given the potential for large expenditures for an improvement.]

5.6 THE FISCAL YEAR OF THE CHURCH IS FROM \_\_\_\_\_ to \_\_\_\_\_.

5.7 THE ANNUAL FINANCIAL STATEMENTS MUST BE REVIEWED / AUDITED BY AN INDEPENDENT CHARTERED PROFESSIONAL ACCOUNTANT. THE REVIEWED / AUDITED FINANCIAL STATEMENTS MUST BE PREPARED IN ACCORDANCE WITH THE *ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS*.

[Churches with an annual revenue not exceeding \$250,000 may by special resolution of the members choose to use a compilation engagement as outlined in the *Local Church Constitution*, Article 12.2. If a compilation engagement is chosen, the clause in 5.7 above may be replaced with the alternate clause 5.7 below in the bylaws.]

5.7 IN A YEAR THAT THE CHURCH'S ANNUAL REVENUES DO NOT EXCEED \$250,000, BY SPECIAL RESOLUTION THE MEMBERS MAY CHOOSE TO HAVE THAT YEAR'S FINANCIAL STATEMENTS COMPILED BY AN INDEPENDENT CHARTERED PROFESSIONAL ACCOUNTANT. THE COMPILED FINANCIAL STATEMENTS MUST BE PREPARED IN ACCORDANCE WITH THE *ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS*. TO REMAIN IN EFFECT UNTIL SUCH TIME AS ANNUAL REVENUE EXCEEDS \$250,000 OR IS REVOKED BY A SPECIAL RESOLUTION OF THE MEMBERS.

IF AT ANY TIME THE CHURCH'S ANNUAL REVENUE EXCEEDS \$250,000 OR THE MEMBERS' SPECIAL RESOLUTION IS REVOKED, THE FINANCIAL STATEMENTS MUST BE REVIEWED / AUDITED BY AN INDEPENDENT CHARTERED PROFESSIONAL ACCOUNTANT. THE REVIEWED / AUDITED FINANCIAL STATEMENTS MUST BE PREPARED IN ACCORDANCE WITH THE *ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS*.

[Reminder – parallel language should be used in clauses 3.1.2, 3.1.3, 3.1.4, and 5.7 to define the financial reporting allowed. See explanations below section 3.1.4 for more information.]

5.8 The Board must establish a Financial Statement Review Committee to provide oversight of the financial reporting process.



5.8.1 Committee members must be at arms-length from each other – free of any relationship that could interfere with their independent judgment.

[Templates for a Financial Statement Review Committee Terms of Reference as well as worksheets for the committee based on the financial reporting method can be found on [pacificdistrict.ca/church-bylaws](http://pacificdistrict.ca/church-bylaws) and [myCPD](#).]

5.9 The Financial Statement Review Committee must:

- a) be appointed by the Board and report to the Board
- b) consist of a minimum of three (3) individuals of which at least one who is a Board Member, with the majority of Committee members being non-Board members
- c) meet at least annually
- d) review the annual financial statements and the findings letter
- e) if necessary, meet in camera with the independent Chartered Professional Accountant who reported on the annual financial statements
- f) report its findings and recommendations to the Board prior to the first Annual General Meeting following the end of the fiscal year
- g) review other matters assigned by the Board such as, but not limited to, larger projects and purchases, financial policies, and adequacy of insurance

## Part 6 – Church Ministries

6.1 The Board must ensure that there is an effective organizational structure for the church and its ministries.

6.2 The Board must ensure that policies and procedures are established for the affirmation, appointment, and potential removal of leaders in all church ministries.

6.3 Each ministry leader or committee must function with a ministry description that describes both responsibilities and accountability. The group or individual that appoints the person or committee must be responsible to ensure the ministry description is in place.



## Part 7 – Elections

### Nominating Committee

- 7.1 **THE NOMINATING COMMITTEE MUST CONSIST OF THE LEAD PASTOR, A MINIMUM OF TWO (2) BOARD MEMBERS APPOINTED BY THE BOARD, AND AN EQUAL NUMBER OF ACTIVE MEMBERS, WHO ARE NON-BOARD MEMBERS, ELECTED AT THE ANNUAL GENERAL MEETING OR ANOTHER DULY CALLED MEETING OF THE MEMBERS.**
- 7.1.1 The Nominating Committee must serve until the next Annual General Meeting.
- 7.1.2 The Board must appoint replacements for any vacancy that should occur in the Nominating Committee membership during the term of office.
- 7.2 The Board must annually inform the Nominating Committee of:
- the number of elders desired and the length of each term, ensuring a continuity of leadership
  - the number of eligible members who are not Board members to be elected to the Nominating Committee
  - the positions and number of candidates for any other office that are established by the bylaws or the Board
- 7.3 The Nominating Committee must place in nomination, and report to the members, the nominees required for each position as specified by the bylaws or the Board.
- 7.3.1 If the Nominating Committee wishes to consider one of its members for nomination, that person must withdraw from the Nominating Committee meeting while the decision is being made regarding the nomination.
- 7.4 The Nominating Committee must establish its process for considering potential nominees.
- 7.5 **THE NOMINATING COMMITTEE MUST POST ITS REPORT *via print and/or electronic media* AT LEAST TWENTY-ONE (21) DAYS PRIOR TO THE DATE SET FOR THE ANNUAL GENERAL MEETING. *Such report must include biographical information of each nominee.***

### Nominations by Members

- 7.6 Additional nominations may be made by any **two (2) OR three (3)** Active Members by submitting the name in writing on an approved nomination form to the Lead Pastor for posting at least fourteen (14) days prior to the Annual General Meeting. In the absence of a Lead Pastor, nominations must be filed with the Board Chair or Secretary.



- 7.6.1 The proposed nominee must consent to being nominated before a nomination form is submitted to the Lead Pastor.
- 7.6.2 Such nominations must be included on the ballot without being vetted by the Nominating Committee.

[This is one example of a principle present throughout the governing documents of the Christian and Missionary Alliance in Canada, namely, balancing power between parties and sharing it widely throughout the organization. In this case, the power or influence of the Board and the Nominating Committee is balanced by the power of the church members to make additional nominations that are not vetted or approved by any other party.]

## Part 8 – General

- 8.1 No offering for outside agencies shall be solicited without the approval of the Board.
- 8.2 Members may inspect the records of the church with the exception of the proceedings (minutes) of the Board and individual donor records other than the member's own.
- 8.2.1 Management of records shall be in accordance with the *Societies Act* (BC) as far as applicable and any other applicable legislation.
- 8.3 SHOULD THE CHURCH CEASE TO EXIST OR CEASE TO BE SUBJECT TO THE MANUAL, WHICH INCLUDES THE STATEMENT OF FAITH OF THE CHRISTIAN AND MISSIONARY ALLIANCE IN CANADA, ALL OF ITS REAL PROPERTY, APPURTENANCES, AND EFFECTS ASSOCIATED WITH THE MEMBER CHURCH PRIOR TO ITS WITHDRAWAL SHALL INURE TO THE BENEFIT OF AND REMAIN THE PROPERTY OF THE CHRISTIAN AND MISSIONARY ALLIANCE – CANADIAN PACIFIC DISTRICT.

[The above bylaw clause 8.3 is mandatory for unincorporated churches. This reflects the language of the *Local Church Constitution* under section 12.1]

- 8.3 SHOULD THE CHURCH CEASE TO EXIST AS A CORPORATE BODY, OR CEASE TO BE SUBJECT TO THE MANUAL, WHICH INCLUDES THE STATEMENT OF FAITH OF THE CHRISTIAN AND MISSIONARY ALLIANCE IN CANADA, ALL OF ITS REAL PROPERTY, APPURTENANCES, AND EFFECTS THEN OWNED OR HELD BY IT SHALL INURE TO THE BENEFIT OF, AND BECOME THE PROPERTY OF, THE CHRISTIAN AND MISSIONARY ALLIANCE – CANADIAN PACIFIC DISTRICT, PROVIDED THAT THE CHRISTIAN AND MISSIONARY ALLIANCE – CANADIAN PACIFIC DISTRICT IS A QUALIFIED DONEE AS DEFINED BY THE INCOME TAX ACT OF CANADA. IN THE EVENT THAT THE CHRISTIAN AND MISSIONARY ALLIANCE – CANADIAN PACIFIC DISTRICT IS NOT A QUALIFIED DONEE, THE PROPERTY OF THE CHURCH SHALL BE TRANSFERRED TO THE CHRISTIAN AND MISSIONARY ALLIANCE IN CANADA, PROVIDED THAT IT IS A QUALIFIED DONEE FOR THE PURPOSE OF THE INCOME TAX ACT OF CANADA.





[The above bylaw clause 8.3 is mandatory for incorporated churches. This is a requirement of the *Local Church Constitution* under section 12.1]

## Part 9 – Amendments

- 9.1 BYLAW AMENDMENTS MAY BE PROPOSED BY THE BOARD AND SUBMITTED TO THE DISTRICT SUPERINTENDENT FOR APPROVAL BY THE DISTRICT EXECUTIVE COMMITTEE.
- 9.2 AMENDMENTS SHALL BE VALID ONLY AFTER BEING APPROVED BY THE DISTRICT EXECUTIVE COMMITTEE AND ADOPTED BY SPECIAL RESOLUTION OF THE ACTIVE MEMBERS PRESENT AT A DULY CALLED MEETING FOR SUCH PURPOSE.

### Record of Amendments

List the date of the initial adoption of the bylaws upon organization and every subsequent amendment.

