
DEXCOM Standing Committee on Bylaws Terms of Reference

The Standing Committee on Bylaws (the “Committee”) exists to assist the District Executive Committee (DEXCOM) and the Canadian Pacific District (CPD) with respect to church and District Bylaws as well as DEXCOM governance-related matters.

Composition and Membership

The Committee will be composed of a minimum of four members. The District Superintendent and the Assistant District Superintendent – Executive Administration and Governance (ADS) are ex-officio, voting members of the Committee.

The remaining members at large will be District members (i.e. members in good standing of local churches in the Canadian Pacific District (CPD) of The Christian and Missionary Alliance in Canada). At least one member must be a current DEXCOM member.

Members at large are appointed by DEXCOM for a two (2) year term. A member’s term begins the day of DEXCOM appointment. There is no limitation on the number of consecutive terms DEXCOM-appointed members at large may serve.

Should an appointed member be unable to complete their term for any reason, DEXCOM may appoint a District member to the Committee to fill the vacancy. If the number of appointed members falls below two (2), DEXCOM must appoint a District member to fill the vacancy.

Each Committee member must be free of any relationship that could interfere with their independent judgment in this role.

All members must annually complete the Declaration of Conflict of Interest in compliance with the *Conflict of Interest Policy for CPD Employees and Volunteers*.

All members must sign the *Bylaws Committee Confidentiality Agreement* upon becoming a member of the Committee.

It is expected that Committee members will have a general understanding of board and church governance and be familiar with the *Manual of The Christian and Missionary Alliance in Canada* (Manual) and the *Bylaws of the Christian and Missionary Alliance – Canadian Pacific District*.



An appointed member at large ceases to be a member of the Committee:

- by resigning from the Committee
- upon death
- by no longer being a member in good standing of a CPD church
- through lack of participation in the work of the Committee as determined by the District Superintendent

Governance

The Committee is amenable to DEXCOM. The DS or their designate will be the Committee Chair.

The quorum for the transaction of business at a meeting is a simple majority of Committee members. When a quorum is present at a meeting, a resolution will require a simple majority vote of those members present to be passed.

The Chair presiding at any meeting of the Committee will have a single vote in all matters considered by the Committee.

The Committee may appoint an acting secretary to perform the functions of the secretary at that meeting.

Meetings may be held in person, virtually, or by conference call.

Voting by mail or another means of communication, including by email or other electronic means, is authorized in principle. All Committee members must agree to vote on any particular matter via an email ballot or other means or the vote on the item reverts to being held during a meeting, either held in person or virtually.

Committee members will be reimbursed by the CPD for reasonable expenses incurred for Committee work (e.g., mileage).



Responsibilities

1. Meet at least once per year.
2. The Committee will keep abreast of the changes to the Societies Acts of BC and the Yukon and the Manual and provide proposed changes in content to the following items to reflect the revisions to the respective Societies Acts and Manual:
 - a) District church bylaw documentation
 - b) District Bylaws
 - c) DEXCOM governance-related documents and manuals (e.g., *DEXCOM Policy Governance Manual*)
3. Assist in the development of new bylaws-related documentation and resources.
4. Meet on an ad hoc basis to address questions that arise regarding church bylaws.
5. Members will routinely evaluate proposed church bylaw submissions to DEXCOM and provide feedback to the ADS.
6. Committee members will provide coaching to churches regarding bylaws on an ad hoc basis at the request of the Committee Chair.
7. At the request of the DS or ADS, provide feedback on church bylaw, policy, or governance-related queries.
8. Other responsibilities as may be requested by DEXCOM, the DS, or ADS.

Adopted

October 2022

Amendments

April 2024

