

## WINNIPEG CHINESE ALLIANCE CHURCH BY-LAWS

First Issued - January 17, 1967

Amended - October 4, 1987

Amended - November 18, 1990

Amended - November 19, 2000

### BY-LAW 1: NAME

This church shall bear the corporate name of The Winnipeg Chinese Alliance Church of the Christian and Missionary Alliance in Canada.

### BY-LAW 2: RELATIONSHIP

As a constituent member of the district and national organizations of the Christian and Missionary Alliance in Canada, the church will support financially lay and pastoral delegates to attend the General Assembly and District Conference.

### BY-LAW 3: ORDINANCES

- 3.1 All candidates for baptism will be interviewed and approved by the Membership Committee which is appointed by the Board of Elders.
- 3.2 Baptismal services will be held twice a year, in the Spring and Winter.
- 3.3 Baptismal classes will be offered to those people desiring to be baptized.
- 3.4 The Lord's Supper will usually be administered on the first Sunday of each month and on such other occasions as the pastor and the Board of Elders may decide.

### BY-LAW 4: MEMBERSHIP

- 4.1 A person becomes a member of the church when baptized in the church. In addition to regular members with voting rights, the following non-voting membership categories have been established:
  - a. Honorary Membership - for persons who have left the local active fellowship for full time Christian Ministry.
  - b. Associate Membership - for persons who are under the legal voting age.
- 4.2 Members have the rights to be elected as officers of the church. Membership is a prerequisite for seminary scholarship, and has higher priority in consideration for conference or seminary subsidies.
- 4.3 The membership list will be reviewed by the Board of Elders and posted at least three weeks prior to the Annual Meeting.
- 4.4 Members wishing to resign should indicate their intentions in writing to the secretary of the Board of Elders.
- 4.5 The Membership Committee shall be comprised of the Senior Pastor and a minimum of four members appointed by the Board of Elders. The term of office of the members in the membership committee shall be one year.
- 4.6 Prospective members will be interviewed and approved by the Membership Committee.
- 4.7 Membership will be renewed biannually in December. Membership will cease if it is not

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renewed by the member. Expired membership can be renewed anytime within three years from expired date. After that, renewal will need to be reviewed and approved by the Membership Committee.

- 4.8 In matters related to discipline of members, the Board of Elders will appoint an Investigating Committee. This Committee will meet with the individual(s) and report the findings to the Board of Elders.
- 4.9 Disciplinary actions may consist of instruction, correction, withdrawal of privilege of ministry for a set period of time, or termination of membership.
- 4.10 During the period of discipline, one or more elders shall be assigned to encourage full restoration of the offender.

### BY-LAW 5: GOVERNMENT

- 5.1 The Board of Elders is responsible for setting a date for the Annual Meeting to be held within the first three months of the calendar year.
- 5.2 Notice in writing and a public announcement shall be given at least fourteen days prior to the date of the Annual Meeting.
- 5.3 The proposed agenda for the Annual Meeting shall be posted in a suitable location in the church on the Sunday prior to the Annual Meeting.
- 5.4 The agenda for the Annual Meeting shall include, but is not limited of the following: report(s) from the pastor, an audited financial statement, provision for special reports and business from the floor.
- 5.5 The business proceedings at the Annual Meeting shall be governed by the constitution and by-laws where applicable. In other cases, the current issue of Robert's Rules of Order shall apply.
- 5.6 Special Membership Meetings may be called by the Board of Elders. A written and public announcement is required fourteen days prior to the special meeting.
- 5.7 Special Meetings may be requested by members if a minimum of ten percent of the membership have petition in writing to the Board of Elders.
- 5.8 Written reports for consideration at the Annual Meeting shall be made available to members the Sunday prior to the Annual Meeting.
- 5.9 The quorum of any Membership Meeting shall consist of those members present.
- 5.10 All matters coming before the Membership Meeting shall be decided by a two-third majority of the votes cast by the members.
- 5.11 Minutes of any Membership Meeting shall be submitted to the Board of Elders at the next Board Meeting. They will be received and agendized at the next Membership Meeting.
- 5.12 Disposition of the ballots will be determined by motion of the members at the Membership Meeting. Where no direction is given, disposition of the ballots shall be determined by the chairman.

### BY-LAW 6: BOARD OF ELDERS

- 6.1 The Board of Elders shall have no more than six elected members in addition to the Pastoral Team.
- 6.2 The Pastoral Team will compose of the Senior Pastor, Assistant Pastor(s), and other Licensed Minister(s) or Worker(s).
- 6.3 An elected Elder and the Senior Pastor will each have one vote in the Elders Board. All

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- Pastoral Team members can freely express their opinion and contribute to the discussion.
- 6.4 Persons shall not vote on any matter which may directly or indirectly result in financial benefit to them, whether such benefit be in the nature of salary or other payment.
  - 6.5 The officers of the Board of Elders shall consist of the Chairman, Vice-chairman, Secretary, Treasurer and Elders without portfolio.
  - 6.6 The Board of Elders shall be elected for a two-year term to the general eldership with no more than half of the elderships to be elected annually. A Board member may not be elected for more than two consecutive terms, following which he must not serve in the Board of Elders for one year.
  - 6.7 The officers of the Board of Elders shall be mutually elected from among the elected eldership annually.
  - 6.8 The Pastor shall chair the Board of Deacons, or at his request, the Elders may elect a chairman from the Board of Elders.
  - 6.9 The quorum of a meeting of the Board of Elders will be simple majority.
  - 6.9 If a member of the Board of Elders is absent from three consecutive meetings of the Board without due cause, the remaining members may declare the position vacant and may take steps to fill the position according to the constitution and by-laws.
  - 6.10 A member of the Board of Elders may resign with a letter of resignation to the chairman of the Board two months prior to the effective date.
  - 6.12 No remuneration shall be received as an elder.
  - 6.13 The Board of Elders may establish Standing Committees. The number of committees, members and their purposes will vary from time to time as needs may demand.
  - 6.14 No offerings or donation may be solicited without the approval of the Board of Elders.

### BY-LAW 7: DEACONS/DEACONESSES

- 7.1 Deacon/Deaconesses shall be appointed by the Board of Elders.
- 7.2 The number of deacon/deaconesses will vary as needs may demand. Besides the secretary, they are usually the chairpersons of major departments.
- 7.3 The term of office of a deacon/deaconesses shall be one year. Deacon/Deaconesses may be appointed up to three consecutive terms, following which they may not succeed themselves for one year.
- 7.4 The duties of the deacon/deaconesses shall be established by the Board of Elders.
- 7.5 If a member of the Board of Deacons is absent from three consecutive meetings of the Board without due cause, the Board of Elders may declare the position vacant and may take steps to fill the position.
- 7.6 The quorum of a meeting of the Board of Deacons will be a simple majority.
- 7.6 A member of the Board of Deacons may resign with a letter of resignation to the chairman of the Board two months prior to the effective date.
- 7.8 No remuneration shall be received as a deacon/deaconesses.

### BY-LAW 8: ORGANIZATION

Organizations established by the Board of Elders shall have a representative deacon assigned to them. In addition, their terms of reference and membership will be established by the Board of Elders.

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### BY-LAW 9: PROPERTY AND RECORD

- 9.1 Two auditors shall be elected at least three months prior to the Annual Meeting.
- 9.2 A member wishing to inspect the official records may make such a request in writing to the Secretary of Board of Elders. The request must specify the item(s) the individual wishes to review.

### BY-LAW 10: NOMINATING COMMITTEE

- 10.1 The Nominating Committee shall be comprised of the senior pastor, and two members each from the General Membership and the Board of Elders.
- 10.2 The senior pastor will act as Chairman of the Committee unless he requests otherwise.

### BY-LAW 11: INTERPRETATION

The District Superintendent of the Christian and Missionary Alliance shall be the final authority in the interpretation of these by-laws.

### BY-LAW 12: TRANSLATION

While there may be other translation of these by-laws, this English version shall be the original.

### BY-LAW 13: AMENDMENTS

- 13.1 These by-laws will supercede any previous by-laws written for this church.
- 13.2 These by-laws may be amended by a two-third majority of the votes cast by the members in a Membership meeting and approved by the District Executive Committee.