



Central Pacific District

Bylaws

Revised September, 2005

THE CENTRAL PACIFIC DISTRICT

DISTRICT BYLAWS

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Table of Contents

ARTICLE I. DISTRICT NAME.....	1
ARTICLE II. DISTRICT CONFERENCE.....	1
ARTICLE III. DISTRICT EXECUTIVE COMMITTEE.....	5
ARTICLE IV. DISTRICT LICENSE, ORDINATION AND CONSECRATION COUNCIL.....	7
ARTICLE V. MINISTRY TEAMS	8
ARTICLE VI. OFFICIAL DISTRICT WORKERS	8
ARTICLE VII. DISTRICT CHURCHES	9
ARTICLE VIII. MUTUAL BENEFIT ASSOCIATION.....	10
ARTICLE IX. SIMPSON COLLEGE BOARD OF TRUSTEES ...	12
ARTICLE X. AUXILLARY COMMITTEES	12
ARTICLE XI. AMENDMENTS TO THE BYLAWS.....	12

THE CENTRAL PACIFIC DISTRICT

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ARTICLE I. DISTRICT NAME

The Central Pacific District of The Christian and Missionary Alliance

ARTICLE II. DISTRICT CONFERENCE

A. DISTRICT CONFERENCE PROCEDURE

1. A report of District Ministries shall be *sent* to all Official Workers and Conference Delegates one month prior to Conference.
2. *The District Superintendent in consultation with DEXCOM shall prepare the program for the sessions of Conference and have it ready to be acted upon at the opening session.*
3. *Conference Minutes shall be referred to the Conference Secretary and to the Bylaw and Rules Committee to assure consistency and to review for impact on existing legislation and policy.*
3. *At the close of Conference the Conference secretaries shall prepare and present to the District Secretary a final draft of the minutes. The district board shall approve a final copy.*
4. Conference business
 - a. Call to order
 - b. *District Superintendent's annual report*
 - c. *Treasurer's report*
 - d. *Other reports*
 - e. *Unfinished business*
 - f. *New Business*
 - g. *Elections*
 - h. *Adjournment*
5. Committee on Nominations
 - a. There shall be three readings of the Report of the Committee on Nominations. The first reading shall be heard not later than the third daytime session of Conference. Additional nominations may be made from the floor at the conclusion of the second reading. The Committee on Nominations shall then prepare ballots with all the names of candidates for office. No two readings shall occur in the same session of Conference. The Election shall immediately follow the third reading.

- b. Members-at-large of the District Executive Committee shall be elected by a plurality. (10-4-79)
- c. The Committee on Nominations shall serve as the Search Committee during the year in which a nominee is needed for the office of District Superintendent.

The Search Committee shall interview and evaluate all prospective persons for the office of District Superintendent in preparation for their responsibility of presenting a nominee for the office of District Superintendent to the District Conference. (10-89)

- d. The Committee on Nominations shall make every effort to present nominees that reflect a commitment to the broadest possible representation from the geographic spectrum of the district. (10-12-95)
- 6. Delegates should prepare in writing any matters they desire to bring to a committee or approach the chairman for an appointment to speak to the committee. After presenting the matter the delegate shall leave the committee for its action on the matter. (10-7-77)
 - 7. In the absence of the District Superintendent the District Executive Committee shall appoint a Chairman who shall call Conference to order.
 - 8. Closed sessions of the District Conference shall be held at the call of the District Executive Committee or the District Superintendent. All other sessions shall be open to the public.
 - 9. There shall be at least one message on missions presented at every District Conference. (10-83)

NOTE: Conference Secretaries shall prepare the business agenda.

B. DISTRICT CONFERENCE COMMITTEES (10-92)

- 1. District Conference Committees shall be the following:
 - a. Committee on General District Ministries
 - b. Committee on New Legislation and Resolutions (10-12-95)
 - c. Committee on Nominations
 - d. Committee on Bylaws and Rules (10-4-79)
 - (1) This Committee shall be composed of three members, one member to be elected each year to serve for a term of two years. Nominations to this Committee shall be made by the Committee on Nominations and the elections shall be by the Conference.

- (2) This Committee shall give consideration to all matters referred to the Committee by the District Secretary. It shall submit a report on these matters to the District Executive Committee.
 - (3) This Committee shall give attention to observe that the business of Conference follows parliamentary procedure and that all necessary items of Conference are properly dispatched. (10-4-79)
 - (4) This Committee shall review the District Bylaws each year. It shall report to the District Executive Committee out-of-date items which should be rescinded and items which should be altered because of changing circumstances.
2. Conference Committee officers shall be elected by the District Conference for the following Conference. A minimum of three (3) additional members shall be elected to the Committee on Nominations at each District Conference. (10-12-95)
 - a. The Chair of Conference Committees shall be nominated from the membership of the present Conference Committees, as far as possible. (10-12-5)
 - b. Prior to the opening session of Conference the District Executive Subcommittee shall make committee appointments on the basis of "Notice to Attend" cards received. (10-12-5)

C. DISTRICT CONFERENCE CREDENTIALS

1. Official Workers. Registration shall serve as intention to attend, and the official credential shall be distributed upon arrival at District Conference.
2. Lay Delegates shall be selected by the Church Governing Board. The Certification form for Lay Delegates shall be completed by the Church Secretary, signed and returned to the District Office. Official credentials shall be issued to Lay Delegates by the District Superintendent. (9-29-80)
3. Corresponding Delegates. Spouses of Official Workers and Lay Delegates who are not regular delegates shall be recognized as Corresponding Delegates without conference action.
4. Registration of delegates shall close at 6:00 p.m. on the day before elections.

D. DISTRICT CONFERENCE ATTENDANCE

So important does the District regard the District Conference that it urges every pastor not to plan meetings that will conflict with District Conference dates and prevent his attendance in Conference.

E. DISTRICT BYLAWS

Bylaws of the District shall be made available to all workers in the District.

F. DISTRICT FISCAL YEAR

The fiscal year of the District shall be July 1 to June 30.

G. *CONFERENCE STANDING COMMITTEES (Between Conferences)*

- a. *The Committee on District Nominations shall nominate Conference standing committees.*
- b. *Conference committee chair, vice-chair, and secretary nominees shall have at least three (3) years of previous Central Pacific District Conference attendance experience.*

1. *Committee on Property and Facilities*

- a. *This committee shall review major sales, purchases, development, and loan requests and make recommendations to DEXCOM.*
- b. *This committee shall be made up of the District Superintendent, Business Manager and professional, ministry, and regional representation.*

2. *Conference Time and Place*

The time and place of District Conference will be determined two years in advance by DEXCOM at a meeting before Conference and reported to the Conference delegates in writing. The exact location will be confirmed by DEXCOM at least six months in advance of conference.

3. *Committee on District Nominations*

- a. *This committee shall be elected biannually by Conference to serve the next Conference. It shall meet as necessary.*
- b. *It shall be composed of persons who represent a broad range of district geographical areas, ethnic and gender diversity.*
- c. *It shall present one name in nomination for each position on the slates to be filled for the Conference, the district, and the national council.*
- d. *The Committee on Nominations shall present its appointments for the chair of each Conference committee to the District Superintendent prior to their spring meeting. The District*

Superintendent shall confirm the chair of each Conference committee.

e. The committee shall fill all vacancies on current year Conference committees and report in the opening session.

6. Committee on Rules and Bylaws

a. This committee shall be composed of three members elected by Conference for two-year terms. One of the senior members shall be appointed by the superintendent to serve as the chairperson.

b. It shall serve during the Conference as the Committee on Rules and Bylaws, and following each Conference shall study all legislation, making proposals for revisions to harmonize conflicting actions to DEXCOM.

c. It shall serve during the term and meet as requested to rule on specific district bylaw applications.

H. CONFERENCE RULES

1. Conference Attendance

a. It is required that all Official Workers currently licensed by the district or holding a district position which accredits them as a delegate will attend the annual District Conference.

b. Currently licensed Official Workers who find themselves unable to attend District Conference shall inform the District Superintendent in writing no later than the second day of Conference.

I. REGISTRATION FEES

ARTICLE III. DISTRICT EXECUTIVE COMMITTEE

A. COMMITTEE PERSONNEL

1. The District Executive Committee shall consist of nine members including the District Superintendent. The District Executive Committee, other than the Secretary and Treasurer, shall be elected for two-year terms, with a maximum of two terms. After a one-year's absence a new tenure may be started.

2. When a vacancy occurs, the District Executive Committee may appoint someone to fill the unexpired term.

3. In the event of the incapacity of the District Superintendent, the Vice Chair, the District Secretary, or the District Treasurer, in that order, shall assume the temporary Chairmanship of the District Executive Committee until the Division of National Church Ministries can assume leadership.

B. LEGAL RESPONSIBILITIES

1. The District Executive Committee shall constitute the Board of Directors of this Corporation.

The District Executive Committee shall elect annually from its membership a Vice President of the Board of Directors to comply with the legal requirements of the State of California. (10-4-76)

2. The Officers--President, Vice President, Secretary and Treasurer, of the Board of Directors, shall have the authority to sign legal documents.
3. The District Executive Committee shall be empowered to acquire, dispose of, improve, encumber, and convey property real and personal on behalf of the Conference. The District Executive Committee shall empower any three of the officers to release a reversionary or other contingent interest in the real property of a local church in the event of sale of church real property, or to subordinate such interest to a mortgage, when it is in the best interest of both the church and the District. (10-7-77)

C. COMMITTEE MEETINGS

There shall be at least two regular meetings per year of the District Executive Committee.

D. SUBCOMMITTEE

1. *An Executive Committee of the Board of five (5), composed of the superintendent, secretary, treasurer and two elected by the board at its first meeting, shall be authorized to conduct special items of urgent business between meetings of the full board.*
2. *All meetings of the executive committee shall have recorded minutes and be reported for ratification at the next regular board meeting.*

E. VOTE BY MAIL

Emergency actions of DEXCOM may be carried out by an electronic vote, the results of which shall be attested to by at least two (2) members of the executive committee. The results of the vote shall be written by

the secretary as minutes, which shall include the vote tally, and be ratified at the next regular meeting of the board.

F. RESPONSIBILITIES

- 1. To appoint all advisory committees of the district program offices such as Growth, Christian Formation, Missions, etc.*
- 2. To fill all vacancies in District Conference elected positions until the next Conference.*
- 3. To approve all leadership team personnel hired by the superintendent.*
- 4. To appoint a CPA for performing an annual financial audit.*
- 5. To present a Fairshare budget amount for consideration at each District Conference.*
- 6. To make all necessary, related decisions to acquire, dispose of, improve, encumber, and convey property, real and personal, in behalf of the District Conference in consultation with the Property Committee, and to report all such transactions to the next Conference.*
- 7. To authorize the District Superintendent and District Secretary or District Treasurer to sign all documents necessary in the transfer of property as described in #6.*
- 8. To authorize any three officers of the Executive Committee of the Board to release a reversionary or other contingent interest in the real property of an accredited church in the event of the sale of church property, or to subordinate such interest to a mortgage, when it is in the best interest of both the church and the district.*
- 9. To conduct an annual review of the superintendent, and confirm the long and short range strategic goals for the district, as well as annual priorities and performance objectives.*

G. AUDIT OF DISTRICT FINANCIAL RECORDS

The financial records of the District Treasurer shall have an annual financial review.

H. THE COMMITTEE ON DISCIPLINE

The District Executive Committee shall serve as the Committee on Discipline. (10-4-76)

ARTICLE IV. DISTRICT LICENSE, ORDINATION AND CONSECRATION COUNCIL

A. APPOINTMENT

The District Executive Committee will appoint annually a District License, Ordination and Consecration Council.

B. FUNCTIONS

1. In conjunction with the District Executive Committee, the Licensing, Ordination and Consecration Council will formulate and publish procedures for licensing, ordination and consecration.
2. The Licensing, Ordination and Consecration Council or its sub-committees will interview applicants and make recommendation to the District Superintendent on licensing, ordination and consecration.
3. The Licensing, Ordination and Consecration Council or its sub-committees will make recommendation to the District Superintendent on the approval of leaves of absences.

ARTICLE V. MINISTRY TEAMS

A. TEAMS

1. The District Executive Committee, in consultation with the Superintendent may appoint ministry teams (health team, multiplication team, etc.).
 - a. The Director/Team Leader and members shall be nominated by the Superintendent with appointment by the District Executive Committee.
 - b. The Superintendent in consultation with the District Executive Committee shall determine the qualifications and formulate the specific job description and terms of service for all Directors/Team Leaders.
 - c. The number, size, make-up and functional systems of each team shall be determined by the Superintendent in consultation with the Director/Team Leader and the District Executive Committee.
 - d. Each Director/Team Leader shall regularly report to the District Executive Committee and District Conference as determined by the District Executive Committee.
(9-27-01)

ARTICLE VI. OFFICIAL DISTRICT WORKERS

A. CHANGE OF MINISTRY LOCATION

1. When an official worker is considering a change of ministry location he/she shall confer with the District Superintendent before presenting his/her resignation.

2. When an official worker resigns from a church he/she shall present his/her resignation in writing to the District Superintendent and the Church Governing Board.

B. WORKERS SERVING A NON-ALLIANCE CHURCH

Official District Workers who are not assigned to Alliance churches but who carry Christian and Missionary Alliance credentials shall present an annual report to the District Superintendent and shall have their credentials renewed annually upon recommendation of the District Executive Committee.

C. CREDENTIALS

When a District worker ceases to believe the doctrines of the Bible as accepted and taught by The Christian and Missionary Alliance, he shall, upon his honor, withdraw himself from its fellowship and surrender the credentials given him without the necessity of argument and trial. If he fails to do so, the matter shall be referred to the District Executive

ARTICLE VII. DISTRICT CHURCHES

A. FAIRSHARE SUPPORT OF DISTRICT OPERATION

Fairshare support of District operations shall be provided by each church contributing 5% of its general fund receipts, excluding building fund offerings, missions offerings, and designated specials. (1982/1984)

B. AN UNACCREDITED CHURCH

A church which has not been formally organized shall operate according to the directives of the Constitution for Developing Churches.

C. A CHURCH NEEDING REVITALIZATION

When a local church has declined in active membership to 25 or fewer, or in financial stability or in internal function to the point it cannot operate effectively as a corporate body, by vote of the District Executive Committee, that corporation's membership and assets will become subject to the administrative leadership of the District Superintendent and the District Executive Committee.

1. The District Executive Committee shall determine the degree of self-government to be delegated to the local corporation during this period of District administration. The Constitution for Developing Churches shall be used during this period unless other action is taken by the District Executive Committee. The internal

functioning of the church is to be described by the regulations for developing churches of The Christian and Missionary Alliance.

2. The District Executive Committee shall be authorized to administer the assets of the local corporation during this period of District supervision.
3. The District Executive Committee shall continue this period of District administration until such time as it considers the local corporate body capable of assuming self-government.
4. During this period of District supervision the following procedures shall be observed.
 - a. The District Superintendent shall visit the church frequently to provide counsel and direction to pastor and officers.
 - b. Minutes of all business meetings shall be sent to the District Office.
 - c. A monthly treasurer's report with all income and disbursements itemized shall be sent to the District Office.
 - d. A monthly report shall be made to the District Office by the pastor.

D. CHURCH SITE PROCUREMENT

When the Church Governing Board is planning the purchase of property as a church site, it shall seek the guidance of the District Superintendent and the approval of the District Executive Committee before making the purchase. Official Workers and Churches are not authorized to sign any documents or agreements in the name of the Central Pacific District of The Christian and Missionary Alliance without specific prior written approval by the District Superintendent.

E. CHURCH CONSTRUCTION AND REMODELING

All building programs and plans in excess of \$100,000 shall be presented to the District Executive Committee for approval.

ARTICLE VIII. MUTUAL BENEFIT ASSOCIATION

A. PURPOSE

This Association is established for the purpose of expressing sympathy in a practical way at the time of the death of our Official Workers or their wives or husbands. Those who have moved out of the District but still retain their official status in the Society shall not be affected in their relation to the Association.

B. REGULATIONS

1. The fund shall be established by the participants subscribing in the amount of \$5.00 or an initial fee, and maintained by a contribution of \$5.00 upon each call. Retired members would make a contribution of \$3.00. (10-81)
2. The District Conference shall annually elect a Secretary-Treasurer who shall administer the assets of the Mutual Benefit Fund under the following regulations:
 - a. The Secretary-Treasurer shall send a letter to all newly appointed Official Workers and their spouses inviting them to participate in the Association.
 - b. Upon notification of the death of a participant, the Secretary-Treasurer shall disburse the designated funds to the beneficiary with a note of sympathy on behalf of the District workers.
 - c. The Secretary-Treasurer shall, upon the death of a participant, notify all contributing members and ask for a response in the amount of \$5.00 within thirty days. After the thirty day period a second notice shall be sent to those who did not respond to the original notice. If there is no response within ten days from this second notice, the participant shall be declared delinquent. If any member is delinquent he shall not be eligible to benefits from the fund.
 - d. The Secretary-Treasurer shall prepare and present an annual report to the District Conference through the District Executive Committee.
 - e. The Secretary-Treasurer shall submit a complete financial statement and balance sheet to the District Executive Committee through the District Superintendent at such a time that it may be included in the annual audit in the report of the District Superintendent to the District Conference.
3. A 50 cent portion of each contribution shall be retained for administrative expenses. The balance shall be disbursed according to the regulations stated above.
4. Those desiring to join the Mutual Benefit Association, who fail to do so within one year from the date of entry into the District, may join at any time upon payment of the amount of \$7.00.
5. Each member shall notify the Secretary-Treasurer as to his or her beneficiary in case of death.
6. Members must notify the Secretary-Treasurer upon change of address.
7. Members who have become delinquent in payment of calls may be reinstated to full membership upon payment of \$7.00.

8. The District Executive Committee of The Central Pacific District shall be the final authority in matters of eligibility for continuing membership in the Mutual Benefit Association.
9. Membership in the Mutual Benefit Association shall be extended to each Official Worker holding credentials, and his spouse, in the Central Pacific District, the South Pacific District and the Western District.

ARTICLE IX. SIMPSON COLLEGE BOARD OF TRUSTEES

The District Conference shall recommend members to the Simpson College Board of Trustees in conformity with the Constitution of the College.

ARTICLE X. AUXILLARY COMMITTEES

All other auxillary committees (women's ministry, men's ministry, etc.) shall make their own bylaws to be reviewed and endorsed by DEXCOM and kept on file at the District Office.

ARTICLE XI. AMENDMENTS TO THE BYLAWS

DISTRICT BYLAWS

Amendments to these Bylaws may be made at any District Conference by a two- thirds vote of the delegates present.