

SAMPLE BYLAWS FOR LOCAL C&MA CHURCH (BOD 8/01)

The following pages contain sample Bylaws for a local C&MA Church.

The Bylaws are interspersed with the basic Constitution for ease in understanding and application. Although very basic, they could almost be used “as is” in a number of Alliance churches. At the same time, they are samples and can be easily restructured to fit any size and configuration of a church.

These Bylaws are based on the General Council actions of 1999, which adopted the definition of elder authority. They also contain the actions of General Council of 2000, which adopted the definition of elder authority for inclusion in the basic Constitution as well as the change in the structuring of the local **governance authority** finalized at General Council, 2001. In Article VI, three different governmental models are suggested:

- A single board system with all elders
- A single board system with a majority of elders
- A two-board system with one being the board of elders and the other being an administrative board such as a board of ministries.

This sample considers the **governance authority’s** membership to be a total of five; however, it can be applied to any number desired by the local church. Once the local church decides on the name of the **governance authority**, it should be used in the Bylaws where appropriate. For the purpose of this sample, the term “**governance authority**” is used and is in bold print for easy identification.

Article VI. The Church **Governance Authority**, states that “Each local church shall structure its **governance authority** in accordance with the governing documents of The Christian and Missionary Alliance, the definition of elder authority, the Bylaws of the district, and the laws of the state in which the church is located.”

National Church Ministries has identified the following portions of our governing documents that must be addressed to be “consistent with” and have covered them in this sample.

1. Determine the name and composition of its **governance authority** (Article XVI, Uniform Constitution for Accredited Churches of the C&MA).
2. Specify the manner by which the church shall appoint and certify lay delegates to General Council (Article VI, Section 6.2, paragraph a, General Bylaws of the C&MA).
3. Specify the manner by which the church shall appoint and certify lay delegates to District Conference (Article II, Section 1, paragraph a, Uniform Constitution for Districts of the C&MA).
4. Specify the date and time of the annual meeting of the members of the church and specify how special meetings are to be called (Article V, Uniform Constitution for Accredited Churches of the C&MA).

5. Specify the frequency of **governance authority** meetings (Article 6, Uniform Constitution for Accredited Churches of the C&MA).
6. Determine what additional meetings, if any, will be attended by the elected secretary (Article IX, Section 2, Uniform Constitution for Accredited Churches of the C&MA).
7. Determine whether deacons are to be elected or appointed, and specify their duties (Article X, Section 2, Uniform Constitution for Accredited Churches of the C&MA).
8. Determine whether deaconesses are to be elected or appointed, and specify their duties (Article X, Section 3, Uniform Constitution for Accredited Churches of the C&MA).
9. Determine whether trustees are to be elected or appointed, and specify their duties (Article X, Section 4, Uniform Constitution for Accredited Churches of the C&MA).
10. Specify how a Missions Committee will be appointed (Article X, Section 5, Uniform Constitution for Accredited Churches of the C&MA).
11. Specify whether a Youth Council will be appointed and the manner by which it will be done (Article X, Section 11, (Uniform Constitution for Accredited Churches of the C&MA).

The sample Bylaws also include other areas that most local churches will want to cover. As a rule of thumb, Bylaws should be hard to make and hard to break. Churches may want to consider the use of “policies” that can be enacted by the **governance authority** to cover a wide variety of matters that may need to be changed from time to time such as staff employee policies, use of building polices, weddings, etc.

Lastly, all local churches are encouraged to seek additional guidance from their respective district superintendent when developing and/or amending local Bylaws.

Sample Alliance Church
(Sample local church Bylaws interspersed with constitution)

PREAMBLE

The New Testament teaches that the local church is the visible organized expression of the Body of Christ. The people of God are to live and serve in obedience to the Word of God and under the Lordship of Jesus Christ.

The Christian and Missionary Alliance operates on the presupposition that the congregation finds broader meaning and outreach in fulfilling its biblical responsibilities within the life and witness of the denomination.

This constitution has three objectives:

1. Set out in general an outline of organization and administration for this church.
2. Define the relationship of this church to the district of which it is an integral part.
3. Relate this church to the denominational framework through which the worldwide work of The Christian and Missionary Alliance is carried out.

The Uniform Constitution for Accredited Churches has been framed and adopted by the General Council, the denomination's highest legislative body. The accredited churches of The Christian and Missionary Alliance have participated in this process through their authorized delegates.

This church can, in accordance with this constitution and in a manner that is consistent with the Bylaws of The Christian and Missionary Alliance, formulate its Bylaws so as to carry out its ministry appropriately and efficiently.

This church is an integral part of the district and worldwide fellowship, and is united in governance, fellowship, and service in order to promote unity of faith in the fullness of Jesus Christ as Savior, Sanctifier, Healer, Coming King, and to facilitate the spread of the gospel at home and abroad under the guidance of the Holy Spirit.

Editorial Note: The remainder of this document contains both the UNIFORM CONSTITUTION FOR ACCREDITED CHURCHES OF THE CHRISTIAN AND MISSIONARY ALLIANCE, copied verbatim from the *Manual of The Christian and Missionary Alliance*, 1999 Edition (including General Council Changes through 2001) and the BYLAWS OF THE SAMPLE ALLIANCE CHURCH. For convenience, we have interspersed the Bylaws in each Article of the Constitution where appropriate. You will first read the Constitution Article in regular print. The Bylaw Article will appear in italic print.

ARTICLE I NAME

The official name under which this church is incorporated or organized is Sample Alliance Church of The Christian and Missionary Alliance.

NO BYLAW

ARTICLE II RELATIONSHIP

This church is connected with and subordinate to its parent religious organization, The Christian and Missionary Alliance, a Colorado nonprofit corporation. In consideration of the mutual benefits generated and derived from this relationship, and understanding that The Christian and Missionary Alliance is relying hereon in agreeing to initiate or continue such relationship, this church agrees to be subject to and abide by the terms and conditions of Article XV hereof relating to the reversion of property of accredited churches.

BYLAW ARTICLE II – RELATIONSHIPS

- A. *LAY DELEGATE(S) TO GENERAL COUNCIL. Pursuant to Article VI, Section 6.2, paragraph a, Bylaws of The Christian and Missionary Alliance, lay delegates to General Council shall be appointed annually by the **governance authority**. The delegate(s) shall be certified by the senior pastor and reported to the proper authority upon request.*
- B. *LAY DELEGATE(S) TO DISTRICT CONFERENCE. Pursuant to Article II, Section 1, paragraph a, Uniform Constitution for Districts of The Christian and Missionary Alliance, lay delegates to District Conference shall be appointed annually by the **governance authority**. The delegate(s) shall be certified by the senior pastor and reported to the proper authority upon request.*

ARTICLE III MEMBERSHIP

Qualifications for membership shall consist of:

1. Confession of faith in Jesus Christ and evidence of regeneration.
2. Belief in God the Father, Son, and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and eternal punishment of all who reject Him.
3. Acceptance of the doctrines of the Lord Jesus Christ as Savior, Sanctifier, Healer, and Coming King.
4. Full sympathy with the principles and objectives of The Christian and Missionary Alliance and cooperation by systematic support of its work.
5. Such other qualifications for membership as may be stated in the Bylaws.

BYLAW ARTICLE III - MEMBERSHIP

A. APPLICATION FOR MEMBERSHIP.

- 1. Applicants shall fill out the C&MA membership application form and then meet with the senior pastor and the other elders to give their personal testimony of conversion and commitment to this church. The senior pastor and the other elders shall then act upon the applications. They shall also act upon requests for membership transfers from other Alliance churches.*
- 2. Children may be accepted into membership of the church upon approval by the senior pastor and the other elders with the consent of their parents or guardian, provided they meet all qualifications stated herein.*
- 3. All applicants will be provided with a copy of, and be required to read and consent to this Constitution, and these Bylaws. Further, they must affirm their willingness to subscribe to the UNIFORM POLICY ON DISCIPLINE, RESTORATION, AND APPEAL, as found in the current edition of The Manual of The Christian and Missionary Alliance. Such consent and affirmation exists when applicants place their signature on the application for membership.*

B. TYPES OF MEMBERSHIP.

- 1. Active Membership. Active members shall consist of those members who adhere to the conditions stated in the Constitution and Bylaws, and are regularly attending this church.*
- 2. Inactive Membership.*
 - Those who have permanently moved from the community, but have not transferred their membership to another church shall be placed on the inactive membership list. A letter shall be sent informing them of this action.*
 - Those, who for any cause, except physical disability or who are temporarily absent from the community, have absented themselves from the regular services of this church for one year or more, shall be placed on the inactive membership list. A letter shall be sent informing them of this action.*
 - An inactive member may be placed on the active membership list again by request to and approval of the senior pastor and the other elders.*
 - Inactive members shall not be eligible to vote on any Question.*

C. MEMBERSHIP LIST. *The membership list shall be examined each year by the senior pastor and the other elders one month prior to the annual congregational meeting so that the church will have an updated membership list. After efforts have been made to contact inactive members as to their relationship to the church, the senior pastor and the other elders shall have the power to remove inactive members from the rolls who have exceeded the one-year mark or to extend the inactive status for another year. A letter shall be sent to the member concerned informing him/her of this action.*

D. TRANSFER OF MEMBERSHIP. *Upon request, members in good standing may be granted a letter of transfer to other evangelical bodies upon approval of the senior pastor and the other elders.*

ARTICLE IV ORDINANCES

Baptism and the Lord's Supper are recognized as the two ordinances of the church.

Believer's Baptism by immersion is taught and practiced as the scriptural mode. The pastor or other elders shall oversee baptism. They shall provide the instruction about baptism and shall administer Baptisms themselves or choose other spiritually respected people to do these ministries.

The Lord's Supper is administered regularly. The pastor or other elders shall oversee Communion. They shall provide the instruction about Communion and shall administer the Communion themselves or choose other spiritually respected people to do these ministries.

NO BYLAW

ARTICLE V GOVERNMENT

There shall be an annual meeting of the members of this church to be held at a time specified in the Bylaws at which time the members shall receive reports of departments including audited reports of the treasurers, and shall elect church officers, other members of the **governance authority** as specified in the local church Bylaws, elders, deacons and, where required, trustees. The **governance authority** as specified in the local church Bylaws shall conduct the affairs of the church between annual meetings and shall be amenable to the membership and the district superintendent as constitutionally defined. Other meetings of the members may be called by proper notice to the membership as specified in the Bylaws. On general church matters in which no legal questions are involved, it is understood that all members in good and regular standing who have reached the age of sixteen [16] years are entitled to vote, but in matters involving titles of property or legal procedure the laws of the state determine the age at which members are eligible to vote.

BYLAW ARTICLE V - GOVERNMENT

A. ANNUAL CONGREGATIONAL MEETING.

- 1. The annual congregational meeting shall be held on the third Sunday of (month) of each year. The **governance authority** shall determine the actual time and location. The **governance authority** also shall have the authority to change this in a given year when necessary.*
- 2. Annual reports are to be submitted by the pastor(s), elders, **governance authority**, secretary, treasurer, audit committee chairman, and others deemed necessary by the **governance authority**. The **governance authority** shall also determine the method of reporting.*
- 3. Those to be elected at the Annual Meeting shall be the elders and **governance authority** (see Article XIV). All other ministry positions shall be determined and appointed by the*

***governance authority** at their first meeting following the annual congregational meeting. This authorization does not apply to other positions that may become necessary and require election by constitutional authority.*

- B. **SPECIAL CONGREGATIONAL MEETINGS.** When determined appropriate by the **governance authority**, special congregational meetings may be called. Notice of it shall be placed in the bulletin for two consecutive weeks prior to the date of the meeting.*
- C. **AUTHORITY.** Roberts Rules of Order shall govern all matters of church business.*
- D. **QUORUM.** A quorum of any properly-called congregational business meeting shall consist of those members who are present.*

ARTICLE VI THE CHURCH GOVERNANCE AUTHORITY

Each local church shall structure its **governance authority** in accordance with the governing documents of The Christian and Missionary Alliance, the definition of elder authority, the Bylaws of the district, and the laws of the state in which the church is located. The members of the **governance authority** shall satisfy the scriptural standards for church leadership and shall be members of this church.

The senior pastor shall be chairman or, at his request, the **governance authority** shall elect an elder as chairman. An elder shall also be elected as vice chairman. Meetings shall be held for prayer and business, and abbreviated minutes shall be reported to the church as the church may decide. Special meetings may be called by the chairman or shall be called upon written request of one-half of the **governance authority** membership. All officers, committees, and organizations, except the Nominating Committee, are amenable to the collective oversight of the elders.

BYLAW ARTICLE VI - CHURCH GOVERNANCE AUTHORITY

- A. **FREQUENCY OF MEETINGS.** Meetings of the **governance authority** shall be held monthly.*
- B. **NAME AND COMPOSITION OF GOVERNANCE AUTHORITY.***

*Note: It is suggested that each local church consider choosing one of the following samples.

Sample 1: Single Board System with all Elders

- A. **NAME.** The **governance authority** of the Sample Alliance Church shall be known as the Board of Elders.*
- B. **NUMBER.** The number serving as the Board of Elders shall be five, including the senior pastor.*
- C. **COMPOSITION.** The Board of Elders shall consist of the senior pastor and the following: Secretary, Treasurer, Assistant Treasurer, and one member at large. All positions are to be filled by elders.*

- D. *QUALIFICATIONS.* The qualifications for elders are set out in I Timothy 3:1-13 and Titus 1:6-9. Further, each must be an active member of this church.
- E. *DUTIES.* The duties of leaders are set forth in the Constitution, these Bylaws, and position descriptions adopted by the Board of Elders.
- F. *QUORUM.* A quorum for the legal conduct of business shall be two-thirds of the board membership.

Sample 2: Single Board System with a Majority of Elders

- A. *NAME.* The **governance authority** of the Sample Alliance Church shall be known as the Governing Board.
- B. *NUMBER.* The number serving as the Governing Board shall be five, including the senior pastor.
- C. *COMPOSITION.* The Governing Board shall consist of the senior pastor and the following: Secretary, Treasurer, Assistant Treasurer, and one member at large. At least two of the four above positions are to be filled by an elder.
- D. *QUALIFICATIONS.* The qualifications for elders are set out in I Timothy 3:1-13 and Titus 1:6-9. Other members of the **governance authority** are expected to maintain a life style in keeping with the spirit and intent of these same references. Further, each must be an active member of this church.
- E. *DUTIES.* The duties of leaders are set forth in the Constitution, these Bylaws, and position descriptions adopted by the Governing Board.
- F. *QUORUM.* A quorum for the legal conduct of business shall be two-thirds of the board membership.

Sample 3: Two-Board System (Board of Elders and Board of Ministries)

- A. *NAME.* The **governance authority** of the Sample Alliance Church shall be known as the Board of Elders. Their work shall be supplemented by a Board of Ministries. The Board of Elders shall determine the responsibilities to be delegated, necessary level(s) of authority, and matters of accountability.
- B. *NUMBER.*
 - 1. *Board of Elders.* The number serving as the Board of Elders shall be three including the senior pastor.
 - 2. *Board of Ministries.* The number serving as the Board of Ministries shall be five.
- C. *COMPOSITION.*
 - 1. *Board of Elders.* The Board of Elders shall consist of the senior pastor and two elders. The senior pastor shall be the chairman.

2. *Board of Ministries. The Board of Ministries shall consist of the secretary, treasurer, assistant treasurer, and two members at large. The Board of Elders shall appoint the chairperson from those elected.*

D. *QUALIFICATIONS. The qualifications for elders are set out in I Timothy 3:1-13 and Titus 1:6-9. Members of the Board of Ministries are expected to maintain a lifestyle in keeping with the spirit and intent of these same references. Further, each must be an active member of this church.*

E. *QUORUM. A quorum for the legal conduct of business by both Boards shall be two-thirds of the respective board members.*

ARTICLE VII OFFICERS

The officers shall be members of this church and shall satisfy the scriptural standards for church leadership. They shall consist of the following who, with the exception of the senior pastor, shall be elected at the annual meeting of the church: senior pastor, secretary, treasurer, assistant treasurer, missionary treasurer, and such other officers as may be designated in the church Bylaws or in the state law.

The offices of treasurer and missionary treasurer may be filled by the same person.

BYLAW ARTICLE VII - OFFICERS

The treasurer and missionary treasurer shall be the same person.

ARTICLE VIII PASTORAL STAFF

The **governance authority** shall not give consideration to any candidate for the pastoral staff without the approval of the district superintendent. Pastoral staff members shall be called by the **governance authority** and appointed by the district superintendent after conference with the **governance authority**. The district superintendent shall suggest to the **governance authority** the names of such workers as in his judgment have proper qualifications for pastoral staff. Upon appointment by the district superintendent, a pastoral staff member and spouse become members of this church. Pastoral staff include all those whose position calls for licensing as an "official worker," as defined in the General Regulations in the Manual of The Christian and Missionary Alliance.

Any member of the pastoral staff may resign from this church by giving due notice of this intention to the district superintendent and the **governance authority**. The **governance authority** may in conjunction with the district superintendent ask for the resignation of any member of the pastoral staff. Before such action is taken, the **governance authority** and that member shall follow the guidelines as prescribed by the district superintendent. The district superintendent with the approval of the District Executive Committee shall have the authority to remove or transfer a member of the pastoral staff when the **governance authority** is in disagreement or whenever circumstances make such removal or transfer advisable.

BYLAW ARTICLE VIII - PASTORAL STAFF

A. STAFF SALARIES AND BENEFITS.

- 1. Staff salaries and benefits shall be presented to the congregation for approval at the annual congregational meeting through the report of the treasurer. The **governance authority** may consult with the District Superintendent as may be deemed necessary in making the appropriate recommendations.*
- 2. Vacations, pulpit supply, etc. of the pastor(s) shall be determined by the **governance authority**.*

ARTICLE IX DUTIES OF CHURCH OFFICERS

Section 1. Senior Pastor. The senior pastor shall have oversight of this church. He shall be chairman of the **governance authority** except as he may choose to proceed according to the provisions in Article VI. He shall preside at all regular or special meetings of the church membership. He is a member ex officio of all church committees and organizations. When the membership has no pastor, the chairman or vice chairman of the **governance authority** shall have oversight of the church in conjunction with the district superintendent. The senior pastor shall be the president of this church where such office is required by law.

Section 2. Secretary. The secretary shall keep the minutes of membership meetings and conduct the correspondence of this church as directed by the **governance authority**. The secretary shall attend and keep minutes of other meetings as specified in the local church Bylaws.

Section 3. Treasurer. The treasurer shall receive all monies of this church except monies given in freewill offerings toward the pastor's support and those offering referred to in Article X - Section 2, and missionary monies when there is not a missionary treasurer. The treasurer shall be responsible for the payment of all bills on the order of the **governance authority** as specified in the local church Bylaws, keeping proper book records of all transactions and filing canceled vouchers and receipts for payments made. The **governance authority** shall determine where funds of the church shall be kept. No offerings shall be solicited from the membership except upon approval of the **governance authority**.

Section 4. Missionary Treasurer. When required by local church Bylaws, the missionary treasurer shall account for all missionary monies and oversee the forwarding of the same to the treasurer of The Christian and Missionary Alliance on or before the 10th of the following month.

Section 5. Assistant Treasurer. The assistant treasurer shall, with another person or persons appointed by **governance authority**, be responsible to count all monies except freewill offerings given toward the support of a pastor, and keep a separate record of all receipts. The assistant treasurer may be empowered by the Bylaws to issue receipts to the donors.

BYLAW ARTICLE IX - DUTIES OF CHURCH OFFICERS

- A. *SECRETARY. The elected secretary shall attend and keep the minutes of all congregational meetings and **governance authority** meetings.*
- B. *POSITION DESCRIPTIONS: The **governance authority** shall issue individual position descriptions regarding the above positions. Such position descriptions shall define responsibilities, delegate authority and specify accountability and are considered directive in nature.*

ARTICLE X COMMITTEES AND ORGANIZATIONS

Section 1. Elders. The elders shall be male members of this church and shall be elected as specified in the church Bylaws. With authority from Christ the Chief Shepherd and confirmed by the church membership, the pastor and the other elders are the highest level of servant leadership in the local church. As undershepherds, elders shall serve with the senior pastor to oversee the local church and its ministries to accomplish Christ's mission. They shall constitute the Committee on Membership. They shall be the Committee on Discipline in accordance with the Uniform Policy on Discipline, Restoration, and Appeal of The Christian and Missionary Alliance.

Section 2. Deacons. The deacons shall be members of this church and shall be appointed or elected as specified in the local church Bylaws. The deacons shall have charge of those ministries and charities of the church as specified in the Bylaws, receive offerings for such purposes and dispense the same and make monthly reports as directed. Where there are no deacons the **governance authority** shall assume responsibility for their ministries until such are elected or appointed.

Section 3. Deaconesses. Deaconesses shall be members of this church and shall be appointed or elected as specified in the Bylaws. The deaconesses shall have charge of those ministries as specified in the Bylaws. Where there are no deaconesses the **governance authority** shall assume responsibility for their ministries until such are elected or appointed.

Section 4. Trustees. The trustees shall be members of this church and may be appointed or elected as specified in the local church Bylaws. Trustees shall have charge of those ministries and duties as specified in the Bylaws or the laws of the state in which the church is located. Where there are no trustees, the **governance authority** shall assume responsibility for their ministries and duties until such are elected or appointed.

Section 5. Missions Committee. A Missions Committee shall be appointed by the **governance authority** as specified in the local church Bylaws. The purpose of the Missions Committee is to assist the pastor in administering the year-round missions program, planning and promoting the annual missions conference, recruiting candidates, and promoting the financial and prayer support of the worldwide ministry of The Christian and Missionary Alliance.

Section 6. Sunday School. Each church shall have a Sunday school or a comparable discipling ministry. The mission of discipling ministries is to bring people to a saving

knowledge of Christ, teach biblical principles emphasizing missions and the centrality of Christ as Savior, Sanctifier, Healer and Coming King, and equip people for evangelism and Christian service.

Section 7. Disciplemaking Ministry Council. A Disciplemaking Ministry Council shall be appointed as specified in the local church Bylaws. The Council shall oversee the disciplemaking ministries for children, youth, and adults.

Section 8. Alliance Women Ministries. Local church Alliance Women may be established. They shall be organized according to the Alliance Women's Local Constitution as contained in the Manual of The Christian and Missionary Alliance. The mission of Alliance Women is to support and pray for Alliance missionaries and their ministries.

Section 9. C&MA Men's Ministry. Local church C&MA Men's Ministry may be established. They shall be organized according to the C&MA Men's Ministry Local Constitution as contained in the Manual of The Christian and Missionary Alliance. The mission of C&MA Men's Ministry is to bring men to Christ and engage in ministries that are consistent with the objectives of The Christian and Missionary Alliance.

Section 10. Alliance Youth Group. An Alliance Youth Group may be organized according to the Alliance Youth Group Constitution as contained in the Manual of The Christian and Missionary Alliance. The mission of Alliance Youth Group is to bring youth to Christ, build up youth in Christ, and send youth out for Christ.

Section 11. Youth Council. A Youth Council may be appointed by the **governance authority** or Disciplemaking Ministry Council as specified in the church Bylaws and approved by **governance authority**. The Youth Council shall evaluate, initiate, and coordinate the activities of all youth ministries sponsored by the church. It shall be responsible to the **governance authority** through the Disciplemaking Ministry Council. If there is no Disciplemaking Ministry Council, it shall report and be directly responsible to the **governance authority** through the pastor.

BYLAW ARTICLE X - COMMITTEES AND ORGANIZATIONS

- A. ***DEACONS:*** *The sample Alliance church shall have three deacons appointed by the **governance authority**.*
- B. ***DEACONESSES:*** *The sample Alliance church shall have three deaconesses appointed by the **governance authority**.*
- C. ***TRUSTEES:*** *The sample Alliance church shall have three trustees appointed by the **governance authority**.*
- D. ***YOUTH COUNCIL:*** *Within the sample Alliance church, the responsibilities for youth council will be exercised by the Disciplemaking Ministries Council.*
- E. ***MISSIONS COMMITTEE:*** *The **governance authority** shall appoint a Missions Committee of at least three members. This committee shall be a standing committee.*

F. POSITION DESCRIPTIONS: The **governance authority** shall issue individual position descriptions for these and any other appointed or elected position in the church. Such position descriptions shall define responsibilities, delegate authority and specify accountability and are considered directive in nature.

ARTICLE XI MISSIONS CONFERENCE

A missions conference shall be held annually for the promotion and support of the worldwide work of The Christian and Missionary Alliance.

NO BYLAW

ARTICLE XII PROPERTY AND RECORDS

Section 1. Property. This church may acquire, own, dispose of, improve, encumber, and convey property, real and personal, for church purposes, in conformity with the laws of the state where the property is situated.

Real property may be purchased, sold, conveyed, exchanged, mortgaged, or encumbered only by order of the membership through the **governance authority** in consultation with the district superintendent. In states where trustees are required, the order of the congregation shall proceed through them.

Section 2. Records. The official records of all officers of the church and all its departments are the property of the church. In the event of the death or resignation of the incumbent or upon the election of his successor, the current records of the office shall be passed on to the newly elected officer. All records other than current shall be kept in a secure repository selected by the **governance authority**.

Section 3. Audit. All financial records shall be examined annually or at more frequent intervals on order of the **governance authority**. At least three persons, none of whom is a financial officer or church staff member, shall be appointed by the **governance authority** to conduct the examination. They shall follow procedures set forth in the current edition of the Manual for Alliance Church Treasurers (and Pastors) The **governance authority** shall authorize actions to conform with additional audit standards that may be required by the jurisdiction in which the church is located.

NO BYLAW

ARTICLE XIII NOMINATING COMMITTEE

A Nominating Committee shall consist of the senior pastor, two elected by but not necessarily from the **governance authority**, and two elected by the membership at least one month prior to the annual meeting. Members of the Nominating Committee shall be members of this church and shall be elected by ballot at a regular or special meeting of the **governance authority** or membership meeting, respectively. The **governance authority** and the congregation shall elect by ballot from among at least four nominees respectively.

BYLAW ARTICLE XIII - NOMINATING COMMITTEE

The Nominating Committee shall prepare a written report of its work, and publish it at least seven days prior to the annual meeting.

ARTICLE XIV ELECTIONS

In consideration of elections the Nominating Committee shall present at least one name for each office to be filled. Other nominations may be made from the membership. The officers shall be elected by ballot at the annual meeting. Where only one name is presented the ballot may be waived by unanimous vote.

BYLAW ARTICLE XIV – ELECTIONS

- A. *THOSE TO BE ELECTED: Those to be elected at the annual congregational meeting shall be the (Sample 1: the elders) (Sample 2: the elders, officers, and one member at large) (Sample 3: The Board of Elders, Governing Board—including the officers and two members at large)*

Note: Churches may want to include others such as the presidents for Alliance Women Ministries and C&MA Men’s Ministry.

- B. *NOMINATIONS FROM THE MEMBERSHIP: Any active member of the membership may nominate any person for an elected position according to the following:*
- 1. The member wishing to place someone in nomination must contact and obtain permission from the person to be nominated and receive assurance that the person will allow his/her name to be considered.*
 - 2. The member wishing to place the name in nomination will then submit the name to the Nominating Committee, in writing, within 7 days following the annual election of the Nominating Committee (See Article XIII above).*
 - 3. The Nominating Committee will satisfy itself that the person to be nominated meets the criteria of the Constitution and Bylaws for holding elected office.*
 - 4. The Nominating Committee may consider the person to be nominated as their nominee if so desired. The Nominating Committee may also elect NOT to consider the person as their nominee.*

5. *Once the Nominating Committee has completed its work and rendered its report, an OFFICIAL BALLOT will be prepared for use at the annual meeting. The Official Ballot will contain the names as presented for each position by the Nominating Committee. Further, those names presented by the membership that meets the required criteria will also be placed on the Official Ballot. However, they will be identified by an asterisk (*), and an appropriate footnote explanation that they were nominated by the membership.*
6. *There will be no nominations received from the floor during the election process.*

C. *PLURALITY: Where required, the election shall be based on the rule of plurality.*

D. **TERM OF OFFICE.**

1. *Elected members of the **governance authority** shall serve for a period of two years and shall commence office immediately following the election process. They may not serve more than two-two year terms in succession. The election shall be so arranged so that approximately one half of the **governance authority** is elected annually.*
2. *The **governance authority** shall have the authority to appoint qualified persons to fulfill unexpired terms of those elected persons as necessary.*

ARTICLE XV REVERSION OF PROPERTY

Recognizing the purposes of the members of this congregation to support both the doctrines and the mission of The Christian and Missionary Alliance through the contributions of their tithes, offerings, and special gifts, and to ensure that the future use of such assets and real property as this church may from time to time acquire shall not be diverted from this purpose, this church adopts the following property protection clause.

1. **Property Reversions.** Any of the following shall constitute a "reversionary event": (a) the decision or action of this church to disaffiliate or otherwise separate itself from The Christian and Missionary Alliance without the prior written approval of such decision or action by the District Executive Committee (or its equivalent) of the district in which this church is located, or (b) the failure for any reason of this church to be subject to or abide by any of the purposes, usage's, doctrines, or teachings of The Christian and Missionary Alliance, or (c) the failure for any reason of this church to qualify as an "accredited church" of The Christian and Missionary Alliance (as such term is defined in the Bylaws of The Christian and Missionary Alliance), or (d) the termination of this church's existence for any reason.
2. **Determination of Reversionary Event.** The determination of whether a reversionary event has occurred shall be considered and decided by the District Executive Committee (or its equivalent) of the district of The Christian and Missionary Alliance in which this church is located in accordance with procedures established from time to time by the Board of Managers of The Christian and Missionary Alliance. The decision of such District Executive Committee (or its equivalent) shall be final and binding on The Christian and Missionary Alliance, the district of The Christian and Missionary Alliance in which this church is located, and this church and may not be challenged by any party in the absence of fraud, collusion, or arbitrariness.

3. Consequences of Reversionary Event. Upon the occurrence of a reversionary event as determined in accordance with 2. above, legal title to all real and personal property (tangible and intangible), appurtenances, fixtures, and effects of whatever type then owned, held or used by this church, without regard to how or from whom acquired shall, upon the demand of the district of The Christian and Missionary Alliance in which this church is located, revert to and become the property of such district of The Christian and Missionary Alliance. During the period of time between the occurrence of the reversionary event and the complete and final transfer of legal title to the district of The Christian and Missionary Alliance in which the church is located, this church shall hold such property in trust for such district to be used exclusively to further the purposes, usages, doctrines, and teachings of The Christian and Missionary Alliance.
4. Waiver of Certain Reversionary Events. In the event of a reversionary event attributable to differences in doctrine between this church and The Christian and Missionary Alliance, the reversionary process set forth above may be waived upon the approval of (a) at least two thirds of the active, attending members of this church, (b) the District Executive Committee or its equivalent) of the district of The Christian and Missionary Alliance in which this church is located, and (c) the Division of Church Ministries of The Christian and Missionary Alliance.

NO BYLAW

ARTICLE XVI BYLAWS

Local Bylaws not in conflict with the provisions of the constitution or the laws of the state may be adopted by a duly called meeting of the church. A copy of such Bylaws shall be filed with the district superintendent.

NO BYLAW

ARTICLE XVII AMENDMENTS

This Constitution may be amended only by the General Council of The Christian and Missionary Alliance by a two-thirds majority of the votes cast.

BYLAW ARTICLE XVII - AMENDMENTS

BYLAW AMENDMENTS. These Bylaws may be amended by a two-thirds majority of the votes cast at any official congregational meeting of the congregation.

ARTICLE XVIII CONFORMANCE WITH APPLICABLE LAW

In cases where any provision of this constitution may not conform to state laws, the district concerned shall be authorized to make such adjustments as necessary in counsel with the vice president for the Division of National Church Ministries of The Christian and Missionary Alliance so as to conform to such laws.

NO BYLAW