

**Bylaws for Richmond Capstan Alliance Church
of The Christian and Missionary Alliance in Canada**

PREAMBLE

These *By-laws*, the *Local Church Constitution* and the *Manual of the Christian and Missionary Alliance in Canada* constitute the governing documents of the Church.

DEFINITIONS

In these bylaws, unless the context otherwise requires:

“**Board**” means Board of Elders of the Church;

“**Bylaws**” means the bylaws of the Church;

“**Constitution**” means the *Local Church Constitution* contained in the *Manual of The Christian and Missionary Alliance in Canada*.

“**Church**” means Richmond Capstan Alliance Church of The Christian and Missionary Alliance in Canada

ARTICLE I – MEMBERSHIP

1. In the absence of any other structure they approve, the Board shall be responsible for all matters related to membership.
2. There shall be three categories of membership:
 - 2.1. 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 By-laws, and who regularly attends and actively supports the church in ways outlined in the membership covenant. Active Members shall be eligible (a) to vote, (b) to give primary leadership to Church ministries, and (c) unless otherwise restricted in these by-laws, to hold office.
 - 2.2. Associate Member – An Associate Member is a former Active Member who is non-resident, or has two (2) consecutive absences from the General Meeting without providing written notices to the Membership Department and, for reasons acceptable to the Board of Elders, 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 of Elders.
 - 2.3. Member Not in Good Standing – A Member Not in Good Standing is one who (a) has been notified by the Board of Elders of failure to meet the obligations of membership outlined in the membership covenant after reasonable attempts to rectify it, or (b) has been placed under discipline within the procedures identified in the membership covenant. This status is maintained until Active Member status is restored by action of the Board of Elders. A Member in this category may not retain, nor be elected or appointed to positions of leadership or ministry in the church and may not vote in meetings of members.
3. To become an Active Member of the Church, an individual will need to participate in the application and orientation process approved by the Board of Elders.

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- 3.1. Applicants for membership will be expected to sign a membership covenant that will identify the commitments being made.
- 3.2. An applicant for membership becomes a Member when officially confirmed by the Board of Elders.
4. Applicants for membership transferring from another church will be required to meet the requirements for becoming an Active Member in the Constitution and Bylaws.
5. A person may be removed from membership by a majority vote of the Board for anyone of the following reasons,
 - 5.1. the written request for withdrawal from membership by the member;
 - 5.2. the death of the member;
 - 5.3. the unwillingness of a member to address a breach of a commitment in the membership covenant to the satisfaction of the Board;
 - 5.4. absence from regular services of the Church for at least six months, without sufficient reason, may result in either removal from membership or in a change to Associate Member status, after a reasonable attempt to contact them has been made by a Board-designated person.
 - 5.5. failure to confirm membership commitments in periodic reviews of the membership list conducted by the Board.

ARTICLE II – GOVERNMENT

1. Two Annual Meetings of the members shall be held each year.
 - 1.1. The First Annual Meeting of the members shall be held within the first three (3) months of the calendar year on a date set by the Board. At this meeting, the financial reports for the preceding fiscal year shall be presented, the auditor shall be appointed, and reports from the Senior Pastor and Board shall be received. Other business may also be conducted as identified in the proposed agenda.
 - 1.2. The Second Annual Meeting will be held within the last three (3) months of the calendar year on a date set by the Board. At this meeting the elders shall be elected, and any other business as may be identified in the proposed agenda.
 - 1.3. The proposed agendas and written reports for both Annual Meetings shall be available on or before the Sunday prior to the respective meetings.
2. A Special Business Meeting may be called by the Board.
3. Notice shall be given by oral and/or bulletin announcement at least two (2) consecutive Sundays prior to any meeting of members. Such notice shall indicate the purpose of the meeting.
4. The quorum for a duly-called meeting of members shall be no less than one-third (1/3) of the Active Members.

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- 4.1. If a meeting is adjourned for lack of a quorum, the Active Members present at the next duly called meeting shall constitute a quorum.
5. Each member is entitled to one vote and voting by proxy is not allowed.
6. Robert's Rules of Order will be the definitive resource on procedures at meetings of the members.

ARTICLE III – BOARD OF ELDERS

1. The Board shall annually inform the Nominating Committee of the number of elders desired for the next term.
2. A Board member's term shall be two (2) years. A Board member may serve a maximum of three (3) consecutive terms (six (6) consecutive years) and shall be eligible for re-election after ceasing to be a Board member for one year. As proposed by the Nominating Committee and with Board's approval, a Board member can serve a one-year term for effective leadership.
3. The term of office shall extend from January 1st, immediately following the election, and conclude December 31st at the end of the term.
4. The quorum for meetings of the Board shall be a simple majority.
5. The Board shall elect its Vice-Chairman, Secretary and Treasurer from among its membership. The positions of Secretary and Treasurer may be held by one person, in which case the position will be identified as Secretary/Treasurer.
6. The Board shall set, and be the final interpreter of, Church policies.
7. The Board shall regularly review the Senior Pastor's ministry, and as part of the annual budget process, review staff salaries and benefits.
8. If a Board member is absent for three (3) consecutive meetings without sufficient reason, the remaining members may declare the position vacant and fill it in accordance with the Constitution.
9. Persons who are not Board members may be present at a Board meeting or portion thereof only at the invitation of the Board.

ARTICLE IV – FINANCES

1. The Treasurer and those appointed by the Board shall be the signing officers for the Church bank accounts. The Treasurer shall be one of the signing officers of all Church-related accounts.
2. The Board may not approve any liability, including lines of credit and credit cards, for the Church without the approval of the District Executive Committee or its designates.
 - 2.1. The Church shall follow established procedures for incurring debt established by the District Executive Committee.

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3. The fiscal year of the Church shall be from January 1st to December 31st.

ARTICLE V – CHURCH MINISTRIES

1. The Board of Elders shall ensure that there is an effective organizational structure for the church and its ministries.
2. The Board shall approve all ministries and primary ministry leaders to fulfill the mission and ministry vision of the Church. The Board shall ensure that policies and procedures are established for the affirmation, appointment and potential removal of leaders in all church ministries.
3. Each ministry leader or committee shall function with a ministry description that describes both responsibilities and accountability. The group or individual that appoints the person or committee shall be responsible to ensure the ministry description is in place.

ARTICLE VI – ELECTIONS

1. A Nominating Committee shall consist of the Senior Pastor, two (2) members appointed by the Board and two (2) members elected by the Active Members at a duly called meeting.
 - 1.1. The Nominating Committee shall establish its process for considering potential nominees, but as a minimum, the Committee shall interview each potential nominee, and if appropriate the person's spouse.
2. Any male Active Member who has been baptized for at least 4 years may be considered for nomination to the Board of Elders.
3. Additional nominations may be made by any two (2) Active Members by following procedure:
 - 3.1. Ensuring that a process leading up to the nomination parallels the care used by the Nominating Committee, including an interview to determine that the individual is willing to support the constituted purpose and structure of the church, willing to support the pastor, and meets other qualifications required of elders. Such an interview will include at least one existing elder;
 - 3.2. Secure the approval of the person whose name will be place in nomination;
 - 3.3. Submit the name in writing to the Senior Pastor, as Chair of the Nominating Committee, for posting two (2) weeks prior to the Annual Meeting, describing the care taken prior to placing the name in nomination.
4. If the Nominating Committee wishes to consider one of its members for nomination, such member is required to resign from the Nominating Committee upon giving his consent to be considered for nomination. Such consent is to be in place before the Nominating Committee starts to discuss the list of nominees. Note that there is no guarantee that such resigning Nominating Committee member will be shortlisted as one of the nominees to be considered for election by the Members after thorough discussion made by the remaining members of the Nominating Committee.

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5. Elders shall be elected by ballots. In order to be elected an elder must be confirmed by a minimum of two-thirds (2/3) majority of the votes cast at a duly called meeting for such purpose.

ARTICLE VII – GENERAL

1. No offering may be solicited without the approval of the Board.
2. If a copy of these bylaws is translated into Chinese, the English version shall be the official set of bylaws.

ARTICLE VIII – AMENDMENTS

1. By-laws may be amended by a minimum two-thirds majority of the Active Members present at a duly called meeting for such purpose.
2. By-law amendments shall be valid only after they have been approved by the District Executive Committee.

Bylaws were adopted by the Members on February 21, 2010 and approved by DEXCOM on May 18, 2010.

Bylaws were revised by the Members on October 19, 2014 and approved by DEXCOM on March 3, 2015.