

# **Bylaw Revision Document Package**

## **Sevenoaks Alliance Church**

### **January, 2020**

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## **IT'S TIME TO UPDATE OUR BYLAWS!**

On Sunday, January 26<sup>th</sup>, 2020, we will be holding a Special General Meeting for the members of Sevenoaks Alliance Church, for the purpose of voting on and adopting a proposed new set of church Bylaws, and we've put together this information package to provide you with all the information you need in order to figure out what that means for our life together as a church. We've prepared this Q&A sheet to help provide you with some background explanation with respect to what we are doing together and why we are doing it.

### **QUESTIONS AND ANSWERS**

#### **What are church Bylaws, and what are they for?**

As a local church family, we operate under certain agreed-upon guidelines and rules with respect to what it is that we exist to do together as a church, and how we go about doing these things. Our Bylaws set down the rules for things like how new people who join our church family become Members, how we make important decisions together as a church, how we elect people to our Board of Elders, etc.

#### **What is the difference between the Local Church Constitution and our church Bylaws?**

As a Church of the Christian and Missionary Alliance in Canada, we are subject to a number of guidelines and rules that are set down by our denomination. These are contained in a document called the *Manual of the Christian and Missionary Alliance in Canada*. This Manual can be found on the website of the Canadian Pacific District of the C&MA in Canada at <https://pacificdistrict.ca/cma-manual/>.

Within the pages of the C&MA Manual is contained a document called the Local Church Constitution (LCC, for short). The provisions in this document are applicable to every local Alliance church in Canada, including Sevenoaks.

But there are some matters that the LCC does not cover, and some details that the LCC does not specifically set out. This is where local church Bylaws come in. Each church has its own unique set of Bylaws, which set out the specific ways in which the Members of that particular church choose to organize their life together.

### **Does Sevenoaks have a current set of Bylaws that we operate under now?**

We DO have a set of Bylaws that we currently operate under. They are not contained in a separate Bylaws document, the way the proposed set of new Bylaws are. Instead, we presently operate with a version of the Local Church Constitution in which we have the various sections of our Bylaws inserted in at the end of each of the relevant sections in the LCC. Apart from making various changes and additions to what it is that our Bylaws actually SAY, the new proposed set of Bylaws also pulls all of those Bylaw provisions out from among the provisions of the LCC and presents them all together in a separate document.

The last time our present Bylaws were in any way reviewed, updated or amended was seven years ago, in April of 2012.

### **Why do our Bylaws need updating?**

Sevenoaks Alliance Church, through our affiliation with the Canadian Pacific District of the C&MA (CPD), is incorporated as a non-profit organization under the *BC Societies' Act*, and our Bylaws have to be written in accordance with the requirements of that Act. In 2016, the Province of BC adopted a new updated version of the Societies Act. This prompted the District Executive Committee (DEXCOM) to launch a project to make sure that all of the Bylaws of all of the Alliance churches in the CPD are in compliance with this new legislation. It was wisely decided that the best way to do this would be to ask all of the individual churches to undertake a complete review of their Bylaws.

### **How did we come up with this new set of Bylaws?**

The task of coming up with a new proposed set of Bylaws for the Members of the church to consider adopting was assigned to the Governance Committee of the Board of Elders, which is made up of Pastor Jamie, Pastor Brian, Nathan Anderson, and Cal Brandt. Between August of 2018 and May of 2019, the Governance Committee held a series of meetings for the purpose of hammering out the proposed Bylaws.

The proposed Bylaws were then submitted to Board of Elders as a whole, and at their July meeting, after further discussion and review, the Board voted to approve them. This triggered the next step, which was for us to send the proposed Bylaws to the District Superintendent, so that he could put them before DEXCOM. The proposed Bylaws were subsequently approved by DEXCOM at their fall meeting in October. Which means that our next step is for the Board to call a Special General Meeting so that the proposed Bylaws can be approved by you, the Members of Sevenoaks.

### **How do we know that these proposed Bylaws comply with the Societies Act?**

The District provided an enormous amount of support and assistance to Sevenoaks - and to the other churches - as we have gone through the process of revising our Bylaws. They identified a set of provisions that our Bylaws would have to include in order to be compliant with the Societies Act, they drafted a complete set of Model Bylaws that we were able to base our own proposed Bylaws on, and they even appointed a District Bylaw Coach ... a specialist consultant who was available to us throughout the process to answer questions and provide guidance.

### **What will happen at the Special General Meeting on January 26?**

There will be only one item of business on the agenda for January 26. A motion will be made, calling for the existing Bylaws of the church to be repealed, and for the new proposed Bylaws to be adopted as the new Bylaws of Sevenoaks Alliance Church, effective May 1 of 2020.

Once that motion has been made and seconded, there will be a brief presentation outlining again some of the information that we have covered in this document. (Why did our Bylaws need updating? How was the proposed set of Bylaws arrived at? What are some of the key changes that are being proposed?) After that presentation has been concluded, the floor of the meeting will be opened to discussion.

At the conclusion of the discussion, the motion will be voted on. Only Members of the church will be eligible to vote. (An up-to-date Membership list will be published in the weeks leading up to the SGM.) Under our CURRENT Bylaws, which will still be in force while this meeting is being held and while this motion is being discussed and voted on, a change to our Bylaws can only be passed by a Special Resolution, which means that it can only pass if it is voted for by at least two-thirds of the Members who are present at the SGM.

### **How can I prepare for this meeting?**

At the meeting on January 26, it won't be practical for us to go through the whole set of Bylaws together on a section-by-section basis. So it will be important that everyone who comes has taken the time to read through the proposed Bylaws in advance. That is why we have put together this document package for you. It contains everything you need in order to familiarize yourself with the proposed Bylaws and what they contain, and why we are recommending their adoption.

In this document package you will find:

- ✓ A copy of the Local Church Constitution and Bylaws for Sevenoaks. (18 pages)
- ✓ A copy of the new proposed set of Bylaws. (10 pages)
- ✓ A list which sets out a brief narrative description of what we are leaving unchanged, what we are changing, what we are adding, and what we are subtracting. (7 pages)
- ✓ A chart that lists all of the provisions found in the current Bylaws, and indicates for each provision whether we are proposing to retain it, reword it, revise it, or remove it. (7 pages)

## **What Do I Do If I Have Questions?**

We will be holding three information sessions, for the specific purpose of answering your questions about the new proposed Bylaws – and/or about the overall Bylaw revision process - during the third week of January. The details are as follows

- ✓ Tuesday, January 14, from 7:00 until 8:30 p.m., in the Community Room.
- ✓ Thursday, January 16, in the Gym, as part of the Good Friends meeting
- ✓ Sunday, January 19, from 12:00 until 1:30, in the Community Room.

Each of these information session will be led by Pastor Brian and attended by one or more of the other members of the Governance Committee and/or the Board of Elders. If you cannot attend one of these information sessions, and you do have questions, please feel free to bring them directly to Pastor Brian, or to any one of the other three members of the Governance Committee. (Pastor Jamie, Nathan Anderson, Cal Brandt)

**CONSTITUTION AND BY-LAWS OF  
SEVENOAKS ALLIANCE CHURCH  
OF THE  
CHRISTIAN AND MISSIONARY ALLIANCE IN CANADA**

**PREAMBLE**

The Local Church Constitution has been framed and adopted by the General Assembly of The Christian and Missionary Alliance in Canada, the denomination's highest legislative body.

Because each Christian and Missionary Alliance church is an integral part of the national and worldwide fellowship, it is united in governance, fellowship and service in order to promote unity of faith in the fullness of Jesus Christ as Saviour, Sanctifier, Healer and Coming King, thereby facilitating the spread of the Gospel at home and abroad under the guidance of the Holy Spirit. Each local church shall be governed by the following constitution.

This constitution has two objectives:

1. to state the purpose of this local church and to define the nature of the relationships of this local church to The Christian and Missionary Alliance in Canada and the district of which it is an integral part
2. to stipulate the enabling instruments, legal procedures, and the empowering conditions under which this local church is to carry out its local and worldwide work.

The local church is the fundamental unit of Christian fellowship as exemplified in the Scripture. Faithfulness in multiplying churches around the world that are nourished in the Bible and full of the Holy Spirit is the scriptural pattern for carrying out the redemptive purposes of God and the Great Commission of our Lord and Saviour. The statement of our founder, A.B. Simpson is as relevant today as when he gave it in his address to General Council in 1912:

“We need to be perfectly adjusted in our loyalty to Christ and at the same time in our responsibility to the special trust which He has committed to our hands. God does not want us to be afraid of losing our consecration by being true to The Christian and Missionary Alliance, by knowing how to keep rank and by marching loyally under our own standard.

“Further, we must have the right adjustment of our home and foreign work, and the interdependence each upon the other, the home work as the constituency of the foreign, and the foreign as the outlet and complement of the other.

“Our foreign work is not only the fulfillment of the supreme duty of the Church of Christ, but the loftiest inspiration and uplift of our whole Christian life at home.

“God grant that this work may never lose its old simplicity, self-sacrifice and separation, not only from the secular but from the religious world in its spirit and practice. But at the same time, we must keep abreast of the progress of our age and be men and women of today in our message and ministry to our generation.”

#### **ARTICLE I—NAME**

The name of this church shall be **Sevenoaks Alliance Church** of The Christian and Missionary Alliance in Canada.

The church shall receive approval of the District Executive Committee of the district of The Christian and Missionary Alliance in Canada of which it is a part (the district) prior to the legal registration or use of the name.



**Bylaw #1**

*This Church shall bear the corporate name of the Sevenoaks Alliance Church of the Christian and Missionary Alliance.*

**ARTICLE II – PURPOSE**

The purpose of this church is to glorify God by proclaiming the good news of Jesus Christ and persuading men and women to become His disciples and dependable members of His Church.

Certain principles condition the implementation of this purpose.

1. The church fosters spiritual maturation through participation of its members in worship and nurturing activities according to their maturity, gifts and abilities in ministering to the needs of the body in her task of evangelization at home and abroad.
2. The church observes the ordinances of believer's baptism and the Lord's Supper and complies with the biblical qualifications for selection of church leadership. She considers the basic methods of communicating the Gospel to be through worship, preaching, teaching, witnessing and example. She takes discipline and restoration of the offender seriously. She holds that the fullness of the Holy Spirit is essential for holiness of life and effective witness. She affirms the necessity for fervent prayer, faithful service and sacrificial giving as modeled by Christ Himself. She regards social service and good citizenship as outgrowths of the Gospel.
3. The local church is the visible, organized expression of the Body of Christ. She conducts her affairs decently and in order. She organizes herself so that all members can contribute according to their gifts and abilities to the total working of the body. She operates on the assumption that the congregation finds broader meaning and outreach by fulfilling her biblical responsibilities within and beyond the life and witness of the denomination.

4. The church cultivates fellowship and not sectarianism. Her local and extended family seeks for common spiritual ground on which fellowship with other groups may be enriched and strengthened through an open and transparent relationship.

### **Bylaw #1**

*The foundational values of Sevenoaks Alliance Church shall be:*

1. *We believe that total dependence on God is the call for every Christian.*
2. *We believe that the Bible is our final rule of faith and practice.*
3. *We believe that every Christian is spiritually gifted and is to be equipped and mobilized for ministry.*
4. *We believe that Christ's servanthood is the model for all relationships within the church body.*
5. *We believe that life-transformation occurs best in caring community.*
6. *We believe that we must demonstrate and declare the redeeming love of Christ to all outside the church body.*

### **ARTICLE III – STATEMENT OF FAITH**

This church subscribes to the following Statement of Faith which is the Statement of Faith of The Christian and Missionary Alliance in Canada as amended from time to time. (All references are in Appendix 1 of this constitution.)

1. There is one God,<sup>1</sup> who is infinitely perfect,<sup>2</sup> existing eternally in three persons: Father, Son and Holy Spirit.<sup>3</sup>
2. Jesus Christ is true God and true man.<sup>4</sup> He was conceived by the Holy Spirit and born of the Virgin Mary.<sup>5</sup> He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures.<sup>6</sup> He is

now at the right hand of the Majesty on high as our great High Priest.<sup>7</sup> He will come again to establish His kingdom of righteousness and peace.<sup>8</sup>

3. The Holy Spirit is a divine Person, sent to indwell,<sup>9</sup> guide, teach and empower the believer, and to convince the world of sin, of righteousness and of judgment.<sup>10</sup>
4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of people. They constitute the divine and only rule of Christian faith and practice.<sup>11</sup>
5. Humankind, originally created in the image and likeness of God,<sup>12</sup> fell through disobedience, incurring thereby both physical and spiritual death. All people are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ.<sup>13</sup> The destiny of the impenitent and unbelieving is existence forever in conscious torment, but that of the believer is everlasting joy and bliss.<sup>14</sup>
6. Salvation has been provided only through Jesus Christ. Those who repent and believe in Him are united with Christ through the Holy Spirit and are thereby regenerated (born again), justified, sanctified and granted the gift of eternal life as adopted children of God.<sup>15</sup>
7. It is the will of God that in union with Christ each believer should be sanctified thoroughly<sup>16</sup> thereby being separated from sin and the world and fully dedicated to God, receiving power for holy living and sacrificial and effective service toward the completion of Christ's commission.<sup>17</sup>

This is accomplished through being filled with the Holy Spirit which is both a distinct event and progressive experience in the life of the believer.<sup>18</sup>

8. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil as taught in the Scriptures are privileges for the Church in this present age.<sup>19</sup>
9. The universal Church, of which Christ is the Head, consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, regenerated by the Holy Spirit, and commissioned by Christ to go into all the world as a witness, preaching the Gospel to all nations.<sup>20</sup>

The local church, the visible expression of the universal Church, is a body of believers in Christ who are joined together to worship God, to observe the ordinances of baptism and the Lord's Supper, to pray, to be edified through the Word of God, to fellowship, and to testify in word and deed to the good news of salvation both locally and globally. The local church enters into relationships with other like-minded churches for accountability, encouragement and mission.<sup>21</sup>

10. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life;<sup>22</sup> for the latter, a resurrection unto judgment.<sup>23</sup>
11. The Second Coming of the Lord Jesus Christ is imminent and will be personal and visible.<sup>24</sup> As the believer's blessed hope, this vital truth is an incentive for holy living and sacrificial service toward the completion of Christ's commission.<sup>25</sup>

## APPENDIX 1

## REFERENCES FOR STATEMENT OF FAITH

1. Isa. 44:6; 45:5-6	14. Matt. 25:41-46; 2 Thes. 1:7-10
2. Matt. 5:48; Deut. 32:4	15. Titus 3:5-7; Acts 2:38; John 1:12; 1 Cor. 6:11
3. Matt. 3:16-17; 28:19	16. 1 Thes. 5:23
4. Phil. 2:6-11; Heb. 2:14-18; Col. 2:9	17. Acts 1:8
5. Matt. 1:18; Luke 1:35	18. Rom. 12:1-2; Gal. 5:16-25
6. 1 Cor. 15:3-5; 1 John 2:2; Acts 13:39	19. Matt. 8:16-17; James 5:13-16
7. Heb. 4:14-15; 9:24-28	20. Eph. 3:6-12; 1:22-23
8. Matt. 25:31-34; Acts 1:11	21. Acts 2:41-47; Heb. 10:25; Matt. 28:19-20;
9. John 14:16-17	Acts 1:8; 11:19-30; 15
10. John 16:7-11; 1 Cor. 2:10-12	22. 1 Cor. 15:20-23
11. 2 Tim. 3:16; 2 Peter 1:20-21	23. 2 Thes. 1:7-10
12. Gen. 1:27	24. 1 Thes. 4:13-17
13. Rom. 8:8; 1 John 2:2	25. 1 Cor. 1:7; Titus 2:11-14; Matt. 24:14; 28:18-20

**ARTICLE IV—RELATIONSHIP**

This church is a constituent member of the district and national organizations of The Christian and Missionary Alliance in Canada as such organizations are defined in the Manual. The policies and regulations of this church shall be consistent with, and the church shall operate in accordance with, the Manual of The Christian and Missionary Alliance in Canada as amended from time to time.

*There are no by-laws attached to this section.*

**ARTICLE V—ORDINANCES**

Believer's baptism and the Lord's Supper are recognized as the two ordinances of the Church as commanded by the Lord Jesus Christ. Baptism is an act of obedience for all believers. While other modes of believer's baptism are recognized, baptism by immersion is taught and practiced as the scriptural mode. The Lord's Supper is administered regularly and offered to all believers.

A. *The Lord's Supper*

**Bylaw #1** *The Lord's Supper shall be administered no less than twelve times per year, not less than once per month if possible.*

B. *Baptism*

**Bylaw #1** *The ordinance of baptism will be administered upon request of a candidate in consultation with and upon the approval of a full-time member of the pastoral staff.*

## ARTICLE VI – MEMBERSHIP

### Section 1: Privileges and Qualifications

There shall be a voting membership and such additional types of association as may be defined in the bylaws.

The privileges of membership include eligibility to vote, to be considered for election to serve on the Board subject to Article VIII and such further privileges as may be specified in the bylaws.

The qualifications for membership include a credible testimony of faith in the Lord Jesus Christ before members of the Board; believer's baptism; a commitment to the principles of the Preamble; a commitment to the Purpose (Article II), and Statement of Faith (Article III) of this church; submission to the discipline procedures of The Christian and Missionary Alliance in Canada; and such further qualifications as may be specified in the bylaws.

**Bylaw #1**

*Those entitled to current membership status shall be those members who actively attend and/or support the local church.*

**Bylaw #2**

*“For those coming by profession of faith, a completed membership application and attendance at membership orientation(s) shall be required. For those coming by letter of transfer, a completed membership application and attendance at membership orientation(s) is encouraged.”*

**Bylaw #3**

*A signed dated membership certificate shall be issued to members upon their public welcome and formal reception into membership.*

**Bylaw #4**

*Associate membership status shall be granted to non-resident members who, for reasons deemed acceptable by the board of elders, desire to retain membership in this local church. Associate membership shall not confer the right to debate and/or vote on church matters.*

**Bylaw #5**

*Associate membership status shall also be granted to teenagers under 18 years of age upon request and the successfully completion of all requirements for full membership. At age 18, such persons will be granted full membership, assuming all other membership qualifications are met.*

**Section 2: Discipline**

Discipline is an exercise of that spiritual authority which the Lord Jesus has given to His Church. The purposes of discipline are to maintain the honour of the Redeemer, the purity of the Church, the spiritual benefit of the members and the restoration of the offender. The discipline of a member shall be the responsibility of the Board or its designates, and shall be in accordance with the Discipline and Restoration Policy for Members of Local Churches adopted by The Christian and Missionary Alliance in Canada. It shall be a condition of membership that persons accept and comply with the Discipline and Restoration Policy for Members of Local Churches.

**Bylaw #1**

*A membership review will occur each year prior to the Annual Meeting of the membership. An up-to-date list of members shall be published annually prior to the Annual Meeting.*

**Bylaw #2**

*Any member upon his or her written request may withdraw from membership.*

**Bylaw #3**

*Persons may be removed from membership by action of the Board of Elders upon recommendation of the committee of the board charged with membership review. No person shall be removed without a caring contact from designated elders to explore reasons for behavior leading to the possibility of removal, and moreover to earnestly seek restoration rather than removal. Reasons for such removal include but are not limited to:*

*a. Unrepentant and persistent sin which has been addressed by the full application of the process outlined in the Uniform Regulations on Discipline and Appeal for members of local churches of the Christian & Missionary Alliance in Canada.*

*b. The persistent divisive promulgation of teaching not in harmony with the Scriptures as understood and taught by this local church and the Christian and Missionary Alliance.*

*c. Association with another church as evidenced by absence from the various venues of care, fellowship, and worship of this body for a period of at least twelve months.*



## ARTICLE VII—GOVERNMENT

There shall be an annual meeting of the membership to be held as specified in the bylaws. It shall receive reports from the lead pastor and the Board, receive financial statements, and shall conduct such other business as may be presented in keeping with the bylaws.

Unless another process for election is stipulated in the bylaws, at the annual meeting the members shall elect a Board from among the voting membership to be responsible for the affairs of the church between annual meetings. The Board is amenable both to the membership and to the District Superintendent as constitutionally defined.

Meetings of the membership may be called by the Board by proper notice to the membership as specified in the bylaws. The pastor or his appointee shall act as the chair of meetings of the membership.

### *A. Annual Meeting*

#### ***Bylaw #1***

*The Annual Meeting shall be held before the first of May.*

### *B. Agenda*

#### ***Bylaw #1***

*The proposed agenda for the Annual Meeting shall be distributed to the membership before the Annual Meeting.*

### *C. Notice of Membership Meetings*

#### ***Bylaw #1***

*The Membership Meeting shall be called by the Board of Elders*

**Bylaw #2**

*Notice of Membership Meeting shall be given in writing or public announcement at least two Sundays before the meeting.*

**Bylaw #3**

*Ten percent (10%) or more of the membership may request of the Board of Elders that a special meeting be held.*

**D. Quorum****Bylaw #1**

*The quorum of any meeting of members shall consist of a majority of those members present.*

**ARTICLE VIII—BOARD****Section 1: Composition and Responsibilities**

The highest functioning authority of the local church shall be the Board of Elders which may be called by another name and is herein referred to as the Board. Board members shall be elected, and along with the lead pastor, will provide oversight of the ministry and operation of the local church. Criteria for membership on the Board are the biblical qualifications of elder.

The church may, by a two-thirds majority of the members present at a duly called meeting of the membership, choose to have women serve on the Board.

The Board shall have a minimum number of four members, including the lead pastor, with the maximum number to be established by the bylaws.

With the exception of the lead pastor, who is a member ex-officio, the members of the Board shall be elected at the annual meeting unless another process for election is stipulated in the bylaws.

The lead pastor or a member of the Board appointed by him shall be the chair. The lead pastor shall have primary responsibility for oversight of the Board and the church and shall function within the job description approved by the Board.

The Board shall serve with the lead pastor in the oversight of the church. It shall have authority to fill vacancies between annual meetings. It shall hold regular meetings for prayer and business and shall report as the church membership may decide. Special meetings of the Board may be called by the chair or upon written request by a majority of its members. All other officers and organizations, except the nominating committee, are amenable to the Board.

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.

*A. Composition and Responsibility*

***Bylaw #1***

*The Board of Elders shall be composed of ten elected members plus the Lead Pastor.*

***Bylaw # 2***

*Elders shall be men.*

***Bylaw #3***

*The Board shall operate through such committees as it deems necessary.*

**Bylaw #4**

*The term of office shall be two years with one half of the Board to be elected annually.*

**Bylaw #5**

*The maximum tenure for the Board of Elders shall be two terms with eligibility for re-election after an absence of one year.*

**Section 2—Officers**

The officers of the church shall include, but not be limited to, the chair, vice chair, secretary and treasurer. Additional officers of the church may be designated by the bylaws of the church or laws of the province or territory in which this church is located. They shall be appointed from among the Board members, except in the case of the chair, when that post is filled by the lead pastor.

**Bylaw #1**

*a) The officers shall be the Chairman, Vice-chairman, Secretary and Treasurer.*

*b) The Vice-Chairman, Secretary and Treasurer shall be appointed to their respective positions by the Board of Elders within 30 days of the Annual Meeting.*

**Section 3—Duties**

The officers shall carry out the following duties and such additional duties as directed from time to time by the Board:

*Chair*—The chair shall preside at regular and special meetings of the Board.

*Vice Chair*—The vice chair acts in the absence or at the request of the chair.

*Secretary*—The secretary shall keep the minutes of meetings of the Board and the membership. The secretary shall have the care of the corporate seal, if any, and ensure the safekeeping of the official records. The secretary shall conduct the official correspondence of the church as directed by the Board.

*Treasurer*—The treasurer shall ensure that all funds of the church are received and disbursed as directed by the Board, shall ensure that proper records are maintained and shall report as required.

#### **Section 4—Trustees**

Where required, trustees shall be selected in conformity with the laws of the province or territory. They shall be under the direction of the membership and the Board.

### **ARTICLE IX – PASTOR AND LICENSED WORKERS**

#### **Section 1—Lead Pastor**

The District Superintendent shall suggest to the Board the names of such workers as in his judgment have proper qualifications for lead pastor of this church. The Board shall give consideration only to candidates approved by the District Superintendent. The lead pastor of the church shall be called by the Board and appointed by the District Superintendent. Upon his appointment by the District Superintendent, the lead pastor and his wife become members of the church.

The lead pastor may resign from the church by giving due notice of his intention to the District Superintendent and the Board. The Board may, with the written approval of the District Superintendent, terminate the employment of the lead pastor in accordance with the policies of The Christian and Missionary Alliance in Canada.

The District Superintendent may, after consultation with the Board and with the approval of the District Executive Committee, terminate the appointment of the lead pastor.

## **Section 2—Pastors (other than lead) and Licensed Workers**

The lead pastor shall consider for ministry staff only those candidates who in his judgment have proper qualifications for pastors or licensed workers in the church and are approved by the District Superintendent. All licensed workers shall be nominated by the lead pastor, called by the Board and appointed by the District Superintendent. Upon appointment, the licensed worker and spouse become members of the church.

The licensed worker may resign from the church by giving due notice of intention to the lead pastor and the District Superintendent and through the lead pastor to the Board. The lead pastor may, with the approval of the Board, and after consultation with the District Superintendent, terminate the employment of workers covered in this section in accordance with the policies of The Christian and Missionary Alliance in Canada. The District Superintendent may, after consultation with the lead pastor and Board and with the approval of the District Executive Committee, terminate the appointment of the licensed worker.

### ***Bylaw #1***

*All pastors and licensed workers may attend board of elders meetings when a decision is to be made affecting their area of ministry. Their appearance before the board shall occur only after prior discussion with the lead pastor. The purpose of their attendance is to assist the board in its deliberation. They do not have the right to vote*

## **ARTICLE X – ORGANIZATIONS**

The Board may establish organizations, committees and teams strategic to fulfilling the purpose of this church. They shall be under the authority of the Board and shall fulfill the duties determined by the Board.

*There are no by-laws attached to this section.*

## **ARTICLE XI – MISSIONS**

The biblical basis of missions and the current efforts to transform the world for Christ shall be emphasized and promoted throughout the year in conjunction with the district and national programs of The Christian and Missionary Alliance in Canada. The church shall enlist prayer support, recruit workers and raise financial support for the global work of The Christian and Missionary Alliance.

*There are no by-laws attached to this section.*

## **ARTICLE XII—PROPERTY AND RECORDS**

### **Section 1—Property**

Real property may be acquired, disposed of, improved or encumbered by order of the Board, subject to the approval of the membership and the District Executive Committee.

Except as otherwise provided herein, all real property shall be registered in the name of the district in which the property is situated and the district shall be deemed to be the legal and beneficial owner of all real property, appurtenances and effects. The district, pursuant to the provisions of the District Constitution, shall be entitled and authorized to mortgage, hypothecate, pledge or otherwise create a security interest in, or charge on, all or any part of such property to secure payment of debt or performance of any other obligation of either the church or the district.

The above requirements may be waived by an incorporated church by a two-thirds majority of the members present at a duly called meeting of the membership and with the approval of the District Executive Committee. In such cases the church shall have a clause in its bylaws which states that, should the church cease to exist as a corporate body, or cease to be subject to the Manual which includes the Statement of Faith of The Christian and Missionary Alliance in Canada, all of its real property, appurtenances and effects then owned or held by it shall inure to the benefit of, and become the property of, the district corporation of The Christian and Missionary Alliance in Canada, within which jurisdiction this church is located or with which it is affiliated by law. Further, the church will assume full responsibility for all encumbrances with respect to the subject property and will obtain a full release for the district of any security interest provided by the district for the benefit of the local church.

Should the church cease to exist or cease to be subject to the Manual which includes the Statement of Faith of The Christian and Missionary Alliance in Canada, all of its real property, appurtenances and effects then owned or held by it shall inure to the benefit of and become the property of the district corporation of The Christian and Missionary Alliance in Canada within which this church is located or with which it is affiliated by law.

Should the church cease to be subject to the Manual which includes the Statement of Faith of The Christian and Missionary Alliance in Canada, but continue to abide by a similar Statement of Faith and promote similar purposes, the District Executive Committee of the district within which this church is located or with which it is affiliated by law may allow the church to retain ownership of all of its real property, appurtenances and effects.

***Bylaw #1***

*The Title Deed of the property of Sevenoaks Alliance Church shall be in the name of The Christian and Missionary Alliance in Canada, Canadian Pacific District.*



## **Section 2—Records**

The official records of all officers of this church and all its departments are the property of the church. All financial records shall be prepared and maintained according to Generally Accepted Accounting Principles, and shall be subject to an audit, review or other independent evaluation annually as prescribed by the bylaws.

In the event of the death or resignation of an incumbent officer or upon the election or appointment of a successor, the current records of the office shall be returned to the secretary of the Board. All records, other than the current ones, shall be kept in a secure repository designated by the Board.

## **ARTICLE XIII—NOMINATING COMMITTEE**

The nominating committee when required shall consist of the lead pastor and a minimum of four members with equal representation from the Board and the membership, the number to be established in the bylaws. The lead pastor, or his appointee, shall chair this committee. They shall be elected by ballot by the respective bodies at least three months prior to the annual meeting and shall serve until the annual meeting. In cases where only the required number is nominated, the ballot may be waived by unanimous vote.

### ***Bylaw #1***

*The Nominating Committee shall consist of the Lead Pastor and six members.*

**Bylaw #2**

*Each year the Nominating Committee shall place three names before the Annual Meeting as their representatives on the Nominating Committee for the following year. Persons may also be nominated by the congregation-at-large to serve on the Nominating Committee providing their nomination is signed by two members in good standing and filed with the chairman of the Nominating Committee for posting 72 hours before the first worship service on the Sunday prior to the Annual Meeting. In cases where only the required number are nominated, the ballot may be waived by unanimous vote.*

**Bylaw #3**

*The Board of Elders shall elect three representatives to the Nominating Committee.*

**Bylaw #4**

*All decisions of the Nominating Committee shall be unanimous.*

## **ARTICLE XIV—ELECTIONS**

In preparation for elections at the annual meeting, the nominating committee shall present and post, at least three weekends prior to the annual meeting, one name for each office to be filled. Any procedures for receiving additional nominations from the membership shall be specified in the bylaws. Elections shall be by ballot and, in order to be elected to the Board, a nominee must receive at least a majority of the ballots cast.

**Bylaw #1**

*All nominees for the office of elder, whether nominated by the nominating committee or the congregation-at-large shall:*

- *have on file a signed copy of a membership application*
- *complete an information statement which shall be made available to the membership at the time the nominee's name is posted.*

**Bylaw #2**

*Any nomination for the office of elder, other than nominations proposed by the nominating committee shall be filed with the chairman of the nominating committee, together with the materials cited in Bylaw #1 above, no less than 72 hours in advance of the first worship service on the Sunday prior to the Annual Meeting. Posting of such nomination shall occur only after the nominee has reviewed his candidacy with the nominating committee and shall meet any other qualification cited in Article XV of the local church constitution.*

**ARTICLE XV—BYLAWS**

Church bylaws may not be in conflict with this Constitution. Bylaws and subsequent revisions become valid upon adoption by a majority vote of the membership and approval of the District Executive Committee. A copy of the bylaws must be filed with the district.

**Bylaw #1**

*Bylaws must be adopted and amended by two-third majority vote of the members present.*

**Bylaw #2**

*All questions of parliamentary procedure not covered by the Constitution and Bylaws shall be decided by Robert's Rules of Order.*

**ARTICLE XVI - AMENDMENTS**

This constitution may be amended at any regular business session of the General Assembly of The Christian and Missionary Alliance in Canada by a two-thirds majority of the votes cast, written notice having been given prior to the General Assembly

*There are no by-laws attached to this section.*

Local Church Constitution from the Manual of The Christian and Missionary Alliance  
in Canada, 2006

Bylaws updated with changes approved at the Annual Meeting, April 12, 2012

# Sevenoaks Alliance Church

## Bylaws

### Preamble

THESE BYLAWS, THE LOCAL CHURCH CONSTITUTION, AND THE MANUAL OF THE CHRISTIAN AND MISSIONARY ALLIANCE IN CANADA CONSTITUTE THE GOVERNING DOCUMENTS OF THE CHURCH.

### Definitions and Interpretation

In these bylaws, unless the context otherwise requires:

- “AGM”** means the Annual General Meeting of the Members
- “Board”** means the 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 Sevenoaks Alliance Church of The Christian and Missionary Alliance in Canada
- “ordinary resolution”** means a resolution that requires a simple majority of the votes cast at a general meeting by the members eligible to vote or at a meeting of the Board.
- “SGM”** means a Special General Meeting of the Members

**“special resolution”** means a resolution that requires a majority of no fewer than two-thirds (2/3) of the votes cast at a general meeting by the members eligible to vote or at a meeting of the Board. It is required to make fundamental changes to the organization and governance of the church and decisions about major issues.

### **Part 1 – Mission, Vision, and Core Values**

- 1.1 The Board shall ensure that a current statement of mission, vision, and values exists for the church and is communicated appropriately.

### **Part 2 – Membership**

- 2.1 In the absence of any other structure they approve, the Board is responsible for all matters related to membership.
- 2.2 Qualifications for membership are as stipulated in the Constitution and these bylaws.
- 2.3 There are three categories of members:

#### 2.3.1 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 bylaws, and who regularly attends and actively supports the church.

Active Members are eligible:

- a) to vote,

- b) to give primary leadership to church ministries, and
- c) unless otherwise restricted, to be elected to the Board.

### 2.3.2 Associate Member

An Associate Member is a former Active Member who is non-resident and who, for reasons acceptable to the Board, 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.

### 2.3.3 Member not in Good Standing

All members are in good standing except:

- a) a member who, in the opinion of the Board, has failed to remain active in the church, meaning that the member has been absent from the normal activities of the church for a period of 6 months or more and has not communicated an interest in remaining a member of the church
- b) a member who is under discipline

2.4 To become an Active Member of the church, an individual must participate in the church's application and orientation process.

2.5 A signed and dated membership certificate shall be issued to members upon their public welcome and formal reception into membership.

- 2.6 A person ceases to be a member of the church:
- a) by delivering their resignation in writing to the secretary of the Board by mail, email, or personal delivery to the church office.
  - b) upon death.
  - c) by transfer to another church.
  - d) upon having not been a member in good standing for 12 consecutive months.
  - e) upon being expelled as a result of any disciplinary process.
- 2.7 A membership review shall occur each year prior to the AGM. An up-to-date list of members shall be published annually prior to the AGM.

### **Part 3 – Government (Meetings of Members)**

- 3.1 The Annual General Meeting of the Members (AGM) must be held before the first of May, on a date set by the Board.
- 3.1.1 Copies of the proposed agenda and written reports for the AGM must be available to be picked up at the church building on each of the 3 Sundays immediately prior to the AGM, and must also be published on the church website for a minimum of 21 days prior to the AGM.
  - 3.1.2 The Board must recommend a financial reviewer to the members at the AGM. A financial reviewer must be appointed at the AGM.
- 3.2 A Special General Meeting of the Members (SGM), for the purpose of considering special or urgent business, shall be called:



- (a) by the Board by majority vote when they see fit
  - (b) by the Board upon a written request by the greater of 20 or 5% of the Active Members in good standing.
- 3.2.1 When a special meeting is to be called in response to a written request from the members, that meeting shall be held within sixty days of the Board's receipt of that written request.
- 3.3 Written notice of the date, time, location and purpose of any AGM or SGM must be sent to every Active Member who has provided an email address to the church office, by email to that email address, not later than 14 days before (and not earlier than 60 days before) that meeting.
- 3.3.1 A notice setting out the date, time, location and purpose of an AGM or SGM must be published in the weekly church bulletin on each of the 3 Sundays immediately prior to that meeting.
- 3.3.2 A verbal announcement setting out the date, time, location and purpose of an AGM or SGM must be given during the morning worship service on the first of the last 3 Sundays immediately prior to that meeting.
- 3.4 The quorum for a duly-called meeting of members is 15% of the Active Members.
- 3.4.1 If at any time during a general meeting there ceases to be a quorum present, business in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 3.5 Each Active Member is entitled to one vote and voting by proxy is not allowed.

- 3.5.1 The Chair must not cast a second vote in addition to the vote to which they may be entitled to as a member, and thus change the outcome of a vote.
- 3.6 The current edition of *Robert's Rules of Order* is the definitive resource on procedures at meetings of the members unless another procedure is otherwise provided by these bylaws.

#### **Part 4 – Board of Elders**

- 4.1 The Board must consist of the Lead Pastor, and at least 3 and up to a maximum of 14 elected members. The number of elders must be set annually by the Board.
- 4.1.1 If the number of elders falls below 3 plus the Lead Pastor, the Board must appoint an eligible Active Member to serve until the next AGM.
- 4.1.2 Elders shall be men.
- 4.1.3 Board members must annually sign a declaration of not being ineligible as defined by the *Canada Income Tax Act*.
- 4.2 The length of term must be 3 years; however, the Board may in its discretion create an occasional term of 1 or 2 years for the purpose of facilitating Board continuity over time, and/or in anticipation of special circumstances in the life of the church.
- 4.2.1 A Board member may serve a maximum of 2 consecutive terms and shall be eligible for election after a break of one year.
- 4.3 The term of office begins at the conclusion of the AGM at which the member is elected.

- 4.4 The Board must meet at least once per quarter.
- 4.5 The quorum for meetings of the Board is 70% of the serving members.
- 4.6 A motion proposed at a Board meeting need not be seconded and the Chair of a meeting may move or propose a resolution.
  - 4.6.1 The Chair must not cast a second vote in addition to the vote to which they may be entitled to as a member, and thus change the outcome of a vote.
- 4.7 The Board must, within 30 days from the AGM, elect the officers of the church – the Vice-Chair, Secretary, and Treasurer - from among its members. The positions of Secretary and Treasurer may be held by one person, in which case the position must be identified as Secretary/Treasurer.
  - 4.7.1 At the request of the Lead Pastor, the Board may nominate a Chair for consideration by the Lead Pastor.
  - 4.7.2 If the Lead Pastor is not the Board Chair, the position of being an officer of the church is retained.
- 4.8 Any 2 officers may sign documents on behalf of the church with the approval of the Board.
- 4.9 The Board may delegate any, but not all, of their powers to committees consisting of 1 or more Board members as they see fit.
  - 4.9.1 A committee so formed in the exercise of powers so delegated must conform to any rules imposed on it by the Board, and must report every act done in exercise of those powers to the earliest meeting of the Board after the act has been done.

- 4.10 The Board must set and be the final interpreter of church policies.
- 4.11 The Board must annually review the Lead Pastor's ministry and remuneration.
- 4.12 Every member of the Board and officer of the church or other person who has taken or is about to undertake any liability on behalf of the church and their heirs, executors, and administrators, and estate and effects, respectively, must from time to time and at all times, be indemnified and saved harmless, out of the funds of the church or applicable insurance from and against:
- a) all costs, charges, and expenses whatsoever which the Board member, an officer, or other person sustains or incurs in or about any action, suit, or proceeding which is brought, commenced, or prosecuted against them in respect of any act, deed, matter, or thing whatsoever made, done, or permitted by them in or about the execution of the duties of their office or in respect of any such liability
  - b) all other costs, charges, or expenses which are sustained or incur in or about in relation to the affair thereof, except the costs, charges, or expenses occasioned by wilful neglect or default
- 4.13 A Board member may be removed from office by special resolution of the Board if the member:
- a) is absent for 3 consecutive meetings
  - b) becomes ineligible
  - c) fails in their responsibilities as stipulated in the Constitution

- 4.13.1 If a Board member is removed from office under 4.13, an Active Member may be elected or appointed, by ordinary resolution of the Board, to serve as a member until the next AGM.
- 4.14 Persons who are not Board members may be present at a Board meeting or portion thereof at the invitation of the Board.
- 4.15 The current edition of *Robert's Rules of Order* is the definitive resource on procedures at Board meetings unless another procedure is otherwise provided by these bylaws.

## **Part 5 – Finances**

- 5.1 The Treasurer and those appointed by the Board are the signing officers for the church bank accounts.
  - 5.1.1 The Treasurer must be one of the signing officers of all church-related accounts.
- 5.2 The church must not incur debt, with the exception of church credit card debt and capital leases not exceeding \$30,000 per item, without the approval of the District Executive Committee.
- 5.3 The Board may, upon approval of the District Executive Committee:
  - a) borrow money upon the credit of the church by obtaining loans or advances or by way of overdrafts or otherwise
  - b) issue, sell, or pledge securities of the church including bonds, debentures, and debenture stock for such sums on such items and at such prices as they may deem expedient
- 5.4 The fiscal year of the church is from January 1 to December 31.

5.5 There must be an annual financial review conducted by an independent (non-church related) reviewer.

5.5.1 The reviewed annual financial report must be presented at the AGM.

5.6 No offering for outside agencies shall be solicited without the approval of the Board.

### **Part 6 – Church Ministries**

6.1 The Board must ensure that there is an effective organizational structure for the church and its ministries.

6.2 The Board must ensure that policies and procedures are established for the affirmation, appointment, and potential removal of leaders in all church ministries.

6.3 Each ministry leader or committee must function with a ministry description that describes both responsibilities and accountability. The group or individual that appoints the person or committee must be responsible to ensure the ministry description is in place.

### **Part 7 – Nominating Committee**

7.1 The Nominating Committee must consist of the Lead Pastor, 3 Board members appointed by the Board, and 3 other Active Members, who are non-Board members, elected at the AGM or another duly called meeting of the members.

7.1.1 The Nominating Committee must serve until the next AGM.

- 7.1.2 The Board must appoint a replacement for any vacancy that should occur on the Nominating Committee during the term of office.
- 7.2 The Board must annually inform the Nominating Committee of the number of elders desired, and the length of each term by November 1.
- 7.3 The Nominating Committee must place in nomination, and report to the members, the nominees required for each position as specified by the bylaws or the Board.
  - 7.3.1 If the Nominating Committee wishes to consider one of its members for nomination, that person must withdraw from the Nominating Committee meeting while the decision is being made regarding the nomination.
- 7.4 The Nominating Committee must establish its process for considering potential nominees.
- 7.5 All decisions of the Nominating Committee must be unanimous.
- 7.6 Printed copies of the report of the Nominating Committee must be made available to the members, both at the Worship Center on the 3 Sundays prior to the AGM and at the church office during ordinary office hours for at least 3 weeks prior to the AGM. This report must include biographical information on each nominee.
- 7.7 Additional nominations may be made by any 7 Active Members, by submitting the name in writing on an approved nomination form to the Lead Pastor for posting at least 14 days prior to the AGM. In the absence of a Lead Pastor, nominations must be filed with the Board Chair or Secretary.
  - 7.7.1 The proposed nominee must consent to being nominated before a nomination form is submitted to the Lead Pastor.

- 7.8 Such nominations must be included for consideration by the members at the AGM without being vetted by the Nominating Committee.

### **Part 8 – Ordinances**

- 8.1 The Lord’s Supper shall be administered not less frequently than on a monthly basis.
- 8.2 Baptism shall be administered upon request of a candidate and after completion of such requirements for preparation for Baptism as are deemed appropriate by the Lead Pastor and Pastoral Staff.

### **Part 9 – Amendments**

- 9.1 Bylaw amendments may be proposed by the Board and submitted to the District Superintendent for approval by the District Executive Committee.
- 9.2 Amendments shall be valid only after being approved by the District Executive Committee and adopted by special resolution of the Active Members present at a duly called meeting for such purpose.

## ***Amendments***



## **List of Provisions to be Kept, Changed, Added and Subtracted Under the New Proposed Set of Bylaws**

### Provisions to be Kept Unchanged Under Proposed New Bylaws

1. Name of church.
2. Two categories of membership: Active and Associate.
3. Provision for annual review & publication of membership list prior to AGM.
4. Provision for Lord's Supper to be held monthly.
5. Provision for withdrawal from membership.
6. Provisions for removal from membership.
7. Provision that new members are issued a membership certificate.
8. AGM must be held before May 1 each year.
9. AGM agenda must be made available in advance.
10. Elders must be men.
11. Board can operate through Committees it creates.
12. Board member may only serve 2 consecutive terms without a break.
13. Board must appoint a Vice-Chair, Secretary and Treasurer within 30 days of the  
AGM.
14. Nominating Committee = Lead Pastor + 3 Elders appointed by Board + 3 non-  
Elders elected at AGM.

15. All decisions of the Nominating Committee must be unanimous.
16. Bylaws must be adopted - and can only be amended - by a two-thirds majority (Special Resolution) of those Active Members present at meeting.
17. All meetings/procedures governed by *Roberts' Rules of Order*.

Provisions that DEXCOM Requires us to Change / Add

18. Include document preamble which says that these bylaws, the Local Church Constitution, and CMA-CAN Manual constitute the church's governing documents.
19. Add definition of "special resolution" as two-thirds majority vote of Active Members present at meeting.
20. Bylaw now sets out more specific requirements re how far in advance - and through what media - notification of an AGM/SGM must be given.
21. Bylaw now sets out more specific requirements re how far in advance - and through what media - the agenda of an AGM/SGM must be published.
22. Quorum for an AGM/SGM raised to 15% of Active Members.
23. Change number of Elders from fixed number of 10 to a variable number between 3 and 14, to be set each year by the Board for the following year.
24. Ordinary length of term of service for Elders changed from 2 years to 3 years, but Board also given power to create 1-year or 2-year positions at need.

25. 70% quorum for Board meetings.
26. Board must annually review the Lead Pastor's ministry and remuneration.
27. Fiscal year from Jan 1 to Dec 31.
28. AGM must appoint the church's Financial Reviewer each year.
29. Nominating Committee must make available its report - including bio info on all candidates - 3 Sundays before the AGM, both in print and on the website.
30. Bylaw amendments must be approved by DEXCOM prior to being put to the vote by the membership.

#### Other changes

31. Instead of setting our church's current vision, mission, values, by-law will merely state that the Board will ensure that the church HAS a set of vision/mission/values AND that it is effectively communicated.
32. In the bylaw describing who can become a member, the phrase "entitled to membership" has been replaced with the phrase "eligible for membership."
33. The bylaws now no longer set out the details of the process by which people become members, but states merely that there IS an application (and orientation) process involved.
34. Expansion & clarification of circumstances under which people are removed from membership or have their status changed from Active to Associate.

35. Regarding removal from membership based on a person's conduct, bylaws no longer set out specific procedures but make reference instead to the procedures set out in the CMA-CAN national policy on discipline and restoration of membership.
36. Number of signatures required for a group of members to compel the Board to hold a Special General Meeting lowered from 10% of Active members to 5% of Active Members.
37. Circumstances changed under which "additional nominations" may be made to elect people to the Board of Elders or Nominating Committee (i.e., nomination of candidates NOT nominated by Nominating Committee). Under current bylaw, needs 2 signatures and notice equal to 72 hours before last Sunday before AGM. Under new bylaw, requires 7 signatures and submission 14 days before AGM.

#### Other additions

38. Add "definitions" section.
39. Add a third category of membership – Member Not in Good Standing – for persons under church discipline or who have been absent for 6 months plus and have not communicated desire to remain members.

40. Add provision that if a group of members compels the Board to call an SGM, that SGM must be held within 60 days.
41. Adds provision prohibiting proxy voting at an AGM or SGM.
42. Adds express provision permitting Lead Pastor (who is automatically the Board Chair under the CMA-CAN Local Church Constitution) to appoint another member of the Board as Board Chair, and to ask the Board to nominate a Board member for him to consider for appointment as Chair.
43. Provision expressly giving the Board the authority to appoint an Elder if the number of Elders drops below 3.
44. Provision requiring Board members to sign a declaration of non-ineligibility to serve as a Director of a charitable organization (under the *Income Tax Act*).
45. Provision expressly confirming that a Board member's term runs from AGM to AGM.
46. Provision that the Board must meet at least once per quarter.
47. Board motions do not need to be seconded (per *Roberts' Rules of Order*).
48. Board Chair can propose motions (per *Roberts' Rules of Order*).
49. Express provision that any 2 Officers of the Church have signing authority (Lead Pastor, Chair, Vice-Chair, Secretary, Treasurer).

50. Board members must be indemnified by the church.
51. Provision for removal of a Board member by the Board.
52. Express provision that the Board can invite whoever they want to attend their meetings.
53. Member of Nominating Committee must resign from the Nominating Committee in order to accept nomination by the Nominating Committee to the position of Elder.
54. Board must appoint a replacement if a position on the Nominating Committee becomes vacant.
55. Board must let the Nominating Committee know, by November 1 of each year, how many positions (and of what terms: 3-year, 2-year or 1-year) need to be filled for the following year.
56. Additional nominations are not subject to vetting by the Board.
57. Add entire bylaw section on finances.

#### Subtracted

58. Special category of Associate Membership for under 18 years of age.
59. Provision for waiver of balloting at an AGM where number of nominations = number of positions to be filled.

## Disposition of Provisions in Current Bylaws

LCC	Existing SAC By-law	Status	New wording	New bylaw no.	Rationale for change
<b>Article I Name</b>	<b>Bylaw #1</b> This Church shall bear the corporate name of the Sevenoaks Alliance Church of the Christian and Missionary Alliance.	Reword		Title	
<b>Article II Purpose</b>	<b>Bylaw #1</b> The vision of Sevenoaks Alliance Church is to ...	Remove	"The Board will ensure that a current statement of mission, vision, and values exists for the church and is communicated appropriately."	N/A	Vision / mission / value statements should be left <b>outside of</b> the church bylaws so that they can be from time to time updated by the church without having to go through the complicated process of bylaw amendment.
	<b>Bylaw #2</b> The mission of Sevenoaks Alliance Church is to ...	Remove			
	<b>Bylaw #3</b> The foundational values of Sevenoaks Alliance Church shall be: ...	Remove			
<b>Article V Ord- inances</b>	<b>C. The Lord's Supper</b> <b>Bylaw #1</b> The Lord's Supper shall be administered no less than twelve times per year, not less than once per month if possible.	Revise	"The Lord's Supper shall be administered not less frequently than on a monthly basis."	8.1	Remove redundancy (monthly = 12 times per year)
	<b>D. Baptism</b> <b>Bylaw #1</b> The ordinance of baptism will be administered upon request of a candidate in consultation with and upon the approval of a full-time member of the pastoral staff.	Revise	"Baptism shall be administered upon request of a candidate and after completion of such requirements for preparation for Baptism as are deemed appropriate by the Lead Pastor and Pastoral Staff."	8.2	New wording eliminates any implication that individual pastors are called upon or authorized to exercise any sort of <i>independent</i> ministry of baptism

<b>Article VI Membership</b>  <b>Section 1 Privileges and Qualifications</b>	<b>Bylaw #1</b> Those entitled to current membership status shall be those members who actively attend and/or support the local church.	Reword	<b>See Part 2 – Membership  In new bylaw</b>	2.3.1	
	<b>Bylaw #2</b> For those coming by profession of faith, a completed membership application and attendance at membership orientation(s) shall be required. For those coming by letter of transfer, a completed membership application and attendance at membership orientation(s) is encouraged.	Reword		2.3.1	
	<b>Bylaw #3</b> A signed dated membership certificate shall be issued to members upon their public welcome and formal reception into membership.	Reword		2.5	
	<b>Bylaw #4</b> Associate membership status shall be granted to non-resident members who, for reasons deemed acceptable by the board of elders, desire to retain membership in this local church. Associate membership shall not confer the right to debate and/or vote on church matters.	Reword		2.3.2	
	<b>Bylaw #5</b> Associate membership status shall also be granted to teenagers under 18 years of age upon request and the successfully completion of all requirements for full membership. At age 18, such persons will be granted full membership, assuming all other membership qualifications are met.	Remove		N/A	Any candidate for membership who is mature enough to meet the ordinary requirements for membership as set out in the LCC and this bylaw is mature enough to be given the responsibilities and privileges of full membership



<b>Article VI</b> <b>Membership</b>  <b>Section 2</b> <b>Discipline</b>	<b>Bylaw #1</b> A membership review will occur each year prior to the Annual Meeting of the membership. An up-to-date list of members shall be published annually prior to the Annual Meeting.	Reword	<b>See</b> <b>Part 2 –</b> <b>Membership</b>  <b>In new bylaw</b>	2.7	
	<b>Bylaw #2</b> Any member upon his or her written request may withdraw from membership.	Reword		2.6	
	<b>Bylaw #3 (a)</b> Persons may be removed from membership by action of the Board of Elders upon recommendation of the committee of the board charged with membership review.	Reword		2.6	
	<b>Bylaw #3 (b)</b> No person shall be removed without a caring contact from designated elders to explore reasons for behavior leading to the possibility of removal, and moreover to earnestly seek restoration rather than removal.	Remove		N/A	These detailed provisions are redundant to the provisions set out in the national <i>Discipline and Restoration Policy for Members of Local Churches</i>
	<b>Bylaw #3 (c)</b> Reasons for such removal include but are not limited to: a. Unrepentant and persistent sin which has been addressed by the full application of the process outlined in the Uniform Regulations on Discipline and Appeal for members of local churches of the Christian & Missionary Alliance in Canada. b. The persistent divisive promulgation of teaching not in harmony with the Scriptures as understood and taught by this local church and the Christian and Missionary Alliance. c. Association with another church as evidenced by absence from the various venues of care, fellowship, and worship of this body for a period of at least twelve months.	Remove		N/A	

<b>Article VII Govern ment</b>	<b>A. Annual Meeting Bylaw #1</b> The Annual Meeting shall be held before the first of May.	Reword	<b>See Part 3 – Government (Membership Meetings)  in new bylaw</b>	3.1	
	<b>B. Agenda Bylaw #1</b> The proposed agenda for the Annual Meeting shall be distributed to the membership before the Annual Meeting.	Revise		3.1.1	New bylaw codifies the practice of making the meeting agenda and annual reports available for pick-up, and posted on the website, for 3 Sundays prior to the meeting
	<b>C. Notice of Membership Meetings Bylaw #1</b> The Membership Meeting shall be called by the Board of Elders	Reword		3.1	
	<b>C. Notice of Membership Meetings Bylaw #2</b> Notice of Membership Meeting shall be given in writing or public announcement at least two Sundays before the meeting.	Revise		3.1.1	New bylaw sets a triple requirement for meeting notice: 1. By e-mail to all Active members 14 days in advance 2. By bulletin announcement for 3 Sundays beforehand 3. By pulpit announcement for 3 Sundays beforehand
	<b>C. Notice of Membership Meetings Bylaw #3</b> Ten percent (10%) or more of the membership may request of the Board of Elders that a special meeting be held.	Revise		3.2	Decreases the number of members of the congregation who need to sign-on to a request for a Special General Meeting in order to Compel the Board to hold one

	<b>D. Quorum</b> <b>Bylaw #1</b> The quorum of any meeting of members shall consist of a majority of those members present.	Revise		3.4	Establishes a meaningful policy with respect to the number of Active Members who need to show up in order for an AGM or SGM to proceed
<b>Article VIII</b> <b>Board</b> <b>Section 1</b> <b>Composition &amp; Duties</b>	<b>Bylaw #1</b> The Board of Elders shall be composed of ten elected members plus the Senior Pastor.	Revise	<i>Minimum 3, maximum 14 Elders, actual # to be set by Board each year</i>  <b>See Part 4 – Board of Elders in new bylaw</b>  <i>Ordinary term = 3 years, but Board can create 1-year or 2-year positions at need</i>  <b>See Part 4 – Board of Elders in new bylaw</b>	4.1	Provides Board with flexibility to change its size in response to need
	<b>Bylaw #2</b> Elders shall be men.	Retain		4.1.2	
	<b>Bylaw #3</b> The Board shall operate through such committees as it deems necessary.	Reword		4.9	
	<b>Bylaw #4</b> The term of office shall be two years with one half of the Board to be elected annually.	Revise		4.2	Provides Board with flexibility to change its size in response to need
	<b>Bylaw #5</b> The maximum tenure for the Board of Elders shall be two terms with eligibility for re-election after an absence of one year.	Reword		4.2.1	
<b>Article VIII</b> <b>Board</b> <b>Section 2</b> <b>Officers</b>	<b>Bylaw #1</b> a) The officers shall be the Chairman, Vice-chairman, Secretary and Treasurer. b) The Vice-Chairman, Secretary and Treasurer shall be appointed to their respective positions by the Board of Elders within 30 days of the Annual Meeting.	Reword		4.7	
<b>Article IX</b> <b>Pastor &amp; Licensed Workers</b>	<b>Bylaw #1</b> All pastors and licensed workers may attend board of elders meetings when a decision is to be made affecting their area of ministry. Their appearance before the board shall occur only after prior discussion with the senior pastor. The purpose of their attendance is to assist the board in its deliberation. They do not have the right to vote.	Remove		N/A	Pastors do not have a “right” to attend Board meetings, but can be invited by the Board to attend. It is exclusively up to the Board to determine who attends.

<p><b>Article XII Property &amp; Records</b></p>	<p><b>Bylaws #1</b> The Title Deed of the property of Sevenoaks Alliance Church shall be in the name of The Christian and Missionary Alliance in Canada, Canadian Pacific District.</p>	<p>Remove</p>		<p>N/A</p>	<p>This provision is redundant in that it purports to “prescribe” that which it can only “describe:” the fact that the church property DOES in fact belong to the District.</p>
<p><b>Article XIII Nominating Committee</b></p>	<p><b>Bylaw #1</b> The Nominating Committee shall consist of the Senior Pastor and six members.</p>	<p>Reword</p>	<p><b>See Part 7 – Nominating Committee in new bylaw</b></p>	<p>7.1</p>	
	<p><b>Bylaw #2 (a)</b> Each year the Nominating Committee shall place three names before the Annual Meeting as their representatives on the Nominating Committee for the following year.</p>	<p>Reword</p>		<p>7.3</p>	
	<p><b>Bylaw #2 (b)</b> Persons may also be nominated by the congregation-at-large to serve on the Nominating Committee providing their nomination is signed by two members in good standing and filed with the chairman of the Nominating Committee for posting 72 hours before the first worship service on the Sunday prior to the Annual Meeting.</p>	<p>Revise</p>	<p>Additional nominations may be made by any 7 Active Members, by submitting the name in writing on an approved nomination form to the Lead Pastor for posting at least fourteen (14) days prior to the Annual Meeting. In the absence of a Lead Pastor, nominations must be filed with the Board Chair or Secretary.</p>	<p>7.7</p>	
	<p><b>Bylaw #2 (c)</b> In cases where only the required number are nominated, the ballot may be waived by unanimous vote.</p>	<p>Remove</p>		<p>N/A</p>	<p>The By-law does not actually specify the mode of voting to be used at membership meetings.</p>

	<p><b>Bylaw #3</b> The Board of Elders shall elect three representatives to the Nominating Committee.</p>	Reword	<p><b>See Part 7 – Nominating Committee in new bylaw</b></p>	7.1	
	<p><b>Bylaw #4</b> All decisions of the Nominating Committee shall be unanimous.</p>	Reword		7.5	
<p><b>Article XIV</b> <b>Elections</b></p>	<p><b>Bylaw #1</b> All nominees for the office of elder, whether nominated by the nominating committee or the congregation-at-large shall:</p> <ul style="list-style-type: none"> <li>- have on file a signed copy of a membership application</li> <li>- complete an information statement which shall be made available to the membership at the time the nominee's name is posted.</li> </ul>	Revise	<p><b>See Part 7 – Nominating Committee in new bylaw</b></p>	7.6	
	<p><b>Bylaw #2</b> Any nomination for the office of elder, other than nominations proposed by the nominating committee shall be filed with the chairman of the nominating committee, together with the materials cited in Bylaw #1 above, no less than 72 hours in advance of the first worship service on the Sunday prior to the Annual Meeting. Posting of such nomination shall occur only after the nominee has reviewed his candidacy with the nominating committee and shall meet any other qualification cited in Article XV of the local church constitution.</p>	Revise		7.7	
<p><b>Article XIV</b> <b>ByLaws</b></p>	<p><b>Bylaw #1</b> Bylaws must be adopted and amended by two-third majority vote of the members present.</p>	Retain		9.1	
	<p><b>Bylaw #2</b> All questions of parliamentary procedure not covered by the Constitution and Bylaws shall be decided by Robert's Rules of Order.</p>	Retain		9.2	