

Ajax Alliance Church LOCAL CHURCH BYLAWS

Revised: January 13, 2015

Adopted on: January 13, 2015

Article I – Name

The name of the church shall be Ajax Alliance Church (AAC) of the Christian and Missionary Alliance in Canada (C M & A).

Preamble

AAC hereby adopts the attached constitution as last amended by the General Assembly of the C M & A General Assembly 2000. In addition, the following local church Bylaws are adopted and if those are found in conflict or are silent then the General Assembly Constitution attached shall override.

Article II – Ordinances

1. All candidates for baptism will be interviewed by the elders, or their designates.
2. Baptismal classes will be offered to those persons desiring to be baptized.
3. Baptismal services will be held at the discretion of the Pastor and the Board of Elders. A record of all baptisms will be recorded by the Secretary to the Board of Elders and a baptism certificate/letter issued to all baptized.
4. The Lord's Supper will usually be administered each month and on such other occasions as the Pastor and Board of Elders may decide.

Article III - Membership

1. The following membership categories will be established:
 - a) Active Membership: For those individuals who fulfill the qualifications for membership as outlined in the Constitution and Bylaws, who maintain regular fellowship in the congregation. These persons can vote and hold office within the church.
 - b) Inactive membership: Members...
 - i. Who have moved from the area

- ii. Who have not regularly attended services for six months
- iii. Who are no longer in sympathy with the doctrines of the church

Shall be classified as inactive members, but a member shall not be classified as inactive if:

- i. the member is unable to attend because of illness, disability or employment, provided that the member continues in active support of the church through prayer, gifts or other means or...
 - ii. the member is a student attending school outside the area but desires to continue as a member
- c) Honorary Membership: This position may be bestowed by the Board of Elders upon a person who, having been a member in good standing, is sent out into full-time ministry.

Inactive members are not permitted to vote at congregational meetings.

Inactive members will be removed from the membership list if they have not regularly attended in the 12 month period.

2. The membership list will be reviewed by the Board of Elders and posted annually at least two Sunday mornings prior to the Annual Meeting.
3. Members wishing to resign will indicate their intentions in writing to the Secretary of the Board of Elders.
4. The Membership Committee of the Board of Elders will be comprised of a minimum of two Elders.
5. Prospective members new to the C&MA will be required to have been in fellowship with us on a reasonable regular basis and participated in the church's program for at least four (4) months prior to their reception as members.
6. In cases where members are moving, they may request a letter to transfer their membership. With eldership approval, the Secretary of the Board of Elders shall write such a letter.

Article IV – Annual and Special Meetings

1. The Annual Meeting shall be held on a date set by the Elders' Board, but shall fall prior to the 30th (thirtieth) of April.

2. Notice in writing and public announcement shall be given at least two (2) Sunday mornings prior to the date of the Annual Meeting.
3. The proposed agenda for the Annual Meeting shall be included with the Annual Reports and distributed to members and adherents at least two (2) Sunday mornings prior to the Annual Meeting.
4. The agenda for the Annual Meeting shall include, but is not limited to the following: Pastor's report, Auditor's report, Treasurers report, Special reports, if any, business from the floor, and elections of officers, including external Auditor.
5. The business proceedings at the Annual Meeting shall be governed by the Constitution and Bylaws where applicable. In other cases, the current issue of Robert's Rules of Order shall apply.
6. The Annual Meeting shall elect the Alliance Men's President and the Alliance Women's President.
7. The term of office for persons elected at the Annual Meeting shall commence on the second Sunday following the Annual Meeting
8. The Board of Elders may call Special Members Meetings. Written and verbal notices are required at least two Sunday mornings prior to the meeting with such notice to indicate the purpose of the Special Meeting.
9. Proper notice of a Special Members Meeting requires 2 Sunday mornings with the agenda. A quorum of any meeting of members so called shall consist of those members present.
10. Minutes of Annual and Special Members meetings shall be submitted to the Board of Elders at its next meeting. They will be received and subsequently agendized for approval at the next Annual Meeting (or special members meeting?).
12. The fiscal year of the church shall be from January 1 to December 31.

Article V – Minutes and Record Keeping

1. All records and correspondence of Secretaries and Treasurers of the various departments shall be given to the Secretary of the Elders' Board when such books and records have been completed and shall be the property of the church and preserved as permanent records of the work of

- the church. Records of one year old or more and considered having passed any further usefulness may be ordered destroyed by the Elders' Board.
2. Elders may require minutes be kept of meetings of all key departments and committees and that such minutes be circulated to the Secretary of the Board of Elders within two weeks of approval. The Secretary will agendise any matters of interest to, or requiring action by, the Elders

Article VI – The Board of Elders

1. The Board of Elders shall have a minimum of four (4) and a maximum of eight (8) members consisting of the Senior Pastor and three to seven (3-7) elected Elders. The Board shall select a Vice Chairman, Secretary and Treasurer from amongst themselves. An Elder is elected to the board for a term of two (2) years and can serve no more than two (2) consecutive terms after which he must be off the board for a period of at least one year.
2. If there is a vacancy on the Board of Elders, the Elders may decide to select a qualified member from the congregation to fill the role of Elder until the next Annual Meeting or if the vacancy is due to a change in Senior Pastor, then upon his arrival the member so selected shall step aside.
3. Notice of a meeting of the Board of Elders shall be a minimum of 7 days, unless waived by unanimous consent. The quorum for a meeting shall be 5/8 of the elders.
4. The Board of Elders may at any time establish standing committees (i.e.: Management Team, Deacons, Deaconesses, Christian Education Committee, Pastoral Care Committee, Worship Planning Team, etc.) with the membership for a one-year period. The number of committees, members and their purpose will vary from time to time as needs demand.
5. The Board of Elders shall organize themselves into responsibilities and shall advise the members in detail in writing within 30 days of the election, and shall keep the members updated promptly of any meaningful changes in responsibilities or duties within 15 days of the change.
6. The Treasurer may appoint one or more assistants, as he deems necessary, to have the day-to-day work completed in an orderly way. Such appointments to be approved by the Board of Elders. The Treasurer

shall supervise the work of the assistants as he sees fit, acting prudently.

7. Elders may conduct meetings, and make binding decisions by email provided that all Elders are included in all discussion and communications and a quorum of votes is recorded. Such votes and decisions should be properly minuted.

Article VII – Organizations

1. Organizations established under the authority of the Board shall be the responsibility of one of the elders. In addition, their frames of reference and membership will be established by the Board of Elders.
2. In matters related to discipline of members, representatives from the Board of Elders will attempt to meet with individuals and examine material as necessary with a final report being brought back to the Board of Elders.
3. Disciplinary action may consist of instruction, correction, withdrawal of privilege of ministry for a set period of time, or withdrawal of membership.
4. During the duration of discipline, an Elder or Elders shall be assigned to encourage full restoration of the offender.
5. Disciplinary actions shall be reported to the District Office.
6. The solicitation of names and addresses or the securing of written pledges for funds, by individuals, or representatives of other organizations, and societies shall not be permitted without the approval of the Board of Elders. Free will offerings may be received.

Article VIII – Property and Records

1. The Board of Elders shall appoint an auditing committee of one or more individuals not less than one month prior to the Annual Meeting. The auditing committee shall audit the records of all treasurer's of all departments and auxiliaries of the church

Article IX – Bylaws

1. Proposed changes in the bylaws must first be passed by a majority vote of the Elders' Board. Within thirty (30) days, these proposed changes shall be published two Sunday mornings previous to the date of the Annual or Special Members Meeting, and the nature of the proposed

changes shall be explained. Bylaws may be adopted, amended or rescinded by a majority vote of the members present at any meeting called for such a purpose.