

Bylaws

As Amended to June 24, 2004

Article 1 - Membership

Section A. Reception

- 1. All applicants must have been baptized by immersion and are required to give satisfactory evidence of regeneration and personal faith in Christ as their Saviour and Lord, to the Elders or to a committee appointed for this purpose, after which they may be accepted into membership by motion at a church business meeting.

Section B. Termination of Membership

- 1. All members in good standing shall be eligible for letters of recommendation to other evangelical churches. Letters of recommendation shall be forwarded to the church upon request, and not given to the member being commended, and his or her name shall be withdrawn from the church membership role.

- 2. Any member who ceases to attend church services for one year will have their membership terminated. Exception may be granted for special circumstances, serving missionaries, or students.

Section C. Discipline

- 1. Members and ratified workers failing to observe the basic principles of Christian faith and conduct as found in our Statement of Faith, and to such degree as to bring reproach upon the name of the church and its ministry, shall be interviewed by the deacons, who in turn will make a recommendation to the church as to what measures of discipline should be taken.
- 2. Any member who habitually and willfully neglects church obligations or who habitually practices conduct unbecoming to a Christian, shall be contacted and counselled. If restoration seems impossible, they may be dismissed from membership upon recommendation of the deacons board by a motion at a church business meeting.
- 3. Excluded members may be reinstated to membership by a motion at a church business meeting upon confession of their error, and on the giving of satisfactory evidence of repentance to the members of the church.

Section D. Voting Privileges

- 1. Resident members in good standing, sixteen years of age and over, may vote in any and all business matters of the church.

Article II - Officers

- - Although those who hold office shall be members of the church, provision is made for non-members to be teachers or workers in the Christian Education Ministry provided that they be annually, or when necessary, ratified and in clear conscience sign agreement to the statement of Faith.
- - Any remuneration to be received by officers shall first be approved by the church.

Section A. Elders

- 1. Definition

The terms "pastor", "elder", and "bishop" (overseer) have specific and clear meanings. They do not mean the same thing, but do refer to the same people. One particular office in the local church is referred to by these titles. Hereinafter the term "elder" will refer to this office. Pastors are elders on staff who are financially supported by the church.

- 2. Role of Elders

2.1 The Elders are those men called by God, and recognized by the church, to lead the church, and to be responsible for its life. Some of our Elders will receive support from the church for their labours, and some will support themselves, whether serving full or part time.

2.2 Specific roles and requirements for Elders, including roles and responsibilities of Pastors, will be established and regularly reviewed by the Church Board as a whole and approved by motion at a church business meeting.

- 3. Support

To approve financially supporting an Elder, there must be not less than a 75% majority ballot vote, of those voting, at a regular business meeting.

- 4. Recognition of Elders

Elders shall be recognized by the church upon election at any regular or special business meeting of the church. Election shall proceed as follows:

4.1 The term of office for all Elders not receiving financial support shall be three years, with 1/3 being elected annually. Elders shall be eligible for re-election at the termination of any three year time. Re-election, as far as possible, should be with nomination for a suggested area of oversight. Elders receiving financial support will remain in office until they resign or are dismissed.

4.2 The board of Elders shall prepare nominations of additions to the Board, by name, by suggested area of oversight within the board of Elders, and with the consent of those nominated. Elections may be held at any special or regular church business meeting. Nominations must be posted and/or published at least two Sundays before the date of election.

4.3 Members of the congregation may suggest to the Board any names for nomination to eldership for its consideration, or may nominate elders by petition signed by a minimum of five members.

4.4 To be elected by the congregation a nominee must be named on a minimum of 75% of ballots cast at a duly called business meeting.

4.5 To call a Pastor to our church, the procedure shall be as follows:

- a) At a duly announced meeting for calling a pastor, the motion to call a pastor must be made and seconded.
- b) Discussion will follow.
- c) Meeting will then be adjourned.
- d) Ballot sheets will then be submitted to elected ballot counters within the next two weeks, in order to give all members an opportunity to vote
- e) To avoid duplicate votes, all ballot sheets will be numbered.
- f) The motion as presented will be printed on each ballot sheet.
- g) In the event of 100% attendance, the vote may take place during the meeting.
- h) A pastor shall be called upon a 75% affirmative vote of the resident voting membership.

- 5. Termination of Elders:

5.1 The office of Elder will be terminated by completion of a three year term, except for elders receiving financial support; or by resignation by the Elder; or by his removal to another place of service; or by his death. The church may terminate it by disciplinary action, upon recommendation by other elders or by three members, for failing to fulfill the responsibilities or failing to meet Scriptural qualifications. Such recommendation must be documented.

5.2 The dismissal of an Elder 26% affirmative vote of the resident members at a duly called meeting, the nature of said meeting having been clearly announced.

- 6. Church Board

6.1 The Elders shall constitute the Church Board and shall select from their numbers a chairman, vice-chairman and secretary annually.

6.2 The Church Board shall form two sub-committees, a maintenance sub-committee, and an ecclesiastical sub-committee, both of which will operate under the general oversight of the Church Board as a whole. Pastors shall sit on the ecclesiastical sub-committee. Each sub-committee shall select from their numbers a chairman.

6.3 Responsibilities of each sub-committee will be established and regularly reviewed by the Church Board as a whole and approved by motion at a church business meeting.

6.4 Each sub-committee will meet a minimum of six times per year. The Church Board will meet a minimum of six times a year, in addition to which the Church Board will meet monthly for prayer.

Section B. Church Clerk

- 1. The clerk shall keep minutes of all business meetings; shall take care of all correspondence in the name of the church; shall maintain an accurate record of all members with the date and manner of their admission and removal, and shall also take care of such other matters as the church may direct. The clerk shall be elected annually.

Section C. Treasurer

- 1. The treasurer shall keep an accurate account of all monies received and of all disbursements.
- 2. He/she shall carry on the banking business in the name of the church, and pay all the current accounts without a vote by the church. Other expenditures shall be approved by the church. All disbursements shall be made by cheque only with supporting documents.
- 3. He/she shall prepare quarterly and annual statements for the church or at such times as the church may require.
- 4. He/she shall supply the auditor or auditors with such books as may be required when auditing the church books.
- 5. He/she shall be elected annually.

Section D. Moderator

- 1. Presides at all business meetings.
- 2. Shall be elected annually.
- 3. Shall be responsible for the calling of all business meetings.

Section E. Signing Authorities

- 1. Signing authorities shall be two annually elected members along with the treasurer.
- 2. Two of these three must sign all cheques and legal documents.

Section F. Other Officers and Committees

They shall be elected or ratified annually or when necessary.

Article III - Business Meetings

1. The annual business meeting of the church shall be held as early as possible in June of each year. It shall be announced not less than two weeks in advance.

- 2. Meetings shall be announced from the pulpit on the Sunday before the meeting is to be held, except that in the calling of special meetings to consider any proposed dealing with the property of the congregation, the provisions set forth in the Declaration of Incorporation and the Religious Societies Land Act shall be followed.

- 3. If there is a need for a decision concerning conduct in business, Robert's Rules of Order will be the procedure followed.

4. Except where stated otherwise in this constitution 33% of the resident voting members shall constitute a quorum for the transaction of business at any regular business meeting or duly called special meeting, and 60% of those members in attendance shall constitute a majority. See exceptions in Article II, Section A concerning calling or dismissing an Elder, and in Article VII concerning amendments to the constitution.

Article IV - Finances & Property

- 1. The officers who shall exercise the powers of the body corporate in any dealing with the property thereof shall be those persons so appointed by the church, represented by a quorum in a business meeting of the church.

- 2. The rules complied with before any property of the congregation shall be dealt with by the officers thereof, are as follows: All budgeted expenditures may be dealt with by the church treasurer. The Church Board or Maintenance Sub-Committee, may approve unbudgeted expenditures up to such an amount as may from time to time be established and approved by motion at a church business meeting; unbudgeted expenditures above this amount shall be brought to a regular church meeting, with one weeks notice; or in consideration of dealing with the church land the meeting is to be called in accordance with regulations set forth in Section 18(1) of the Religious Societies' Land Act.

- 3. The church shall exercise borrowing powers subject to church approval.

Article V - Audit of Account

The books, accounts and records of the church clerk and treasurer shall be audited at least once a year by a duly qualified accountant or by two members of the church elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditors at the Annual Meeting.

Article VI - Elections

The Nominating Committee shall prepare a list of nominations for all offices needing to be filled prior to the annual business meeting. The committee shall consist of the pastor and a minimum of two other members of the church. The list of nominations shall be posted on the bulletin board of the church two weeks prior to the annual business meeting. Additional nominations will be brought forward to the next business meeting.

Article VII - Amendments

The foregoing constitution may be amended upon a two-thirds vote taken at any duly called business meeting, providing such proposals are clearly stated in the announcement calling for the meeting.

Article VIII - Custody and Use of Seals

The corporate seal shall be in the custody of the treasurer and be stored in the safety deposit box. The signing authorities and treasurer shall be authorized to use it as directed by the church.

Article IX - Inspection of Records

The first Wednesday following the annual business meeting, records are open to inspection from 6:30-9:00 p.m. at the church.

Article X - Policy Statements for the Church

In consideration of the ongoing need of the church to provide guidelines and directions to its members on practical applications of Biblical teachings and Christian conduct, the church may adopt policy statements as are deemed necessary from time to time.