

Lamont Church of the Christian and Missionary Alliance Bylaws

Preamble

These bylaws, the Local Church Constitution, and the Manual of The Christian and Missionary Alliance in Canada constitute the governing documents of Lamont Church of the Christian and Missionary Alliance. In cases where these bylaws conflict with the Local Church Constitution, the provisions of the Local Church Constitution shall apply.

Definitions and Interpretation

In these bylaws, unless the context otherwise requires:

- “Annual Meeting”** means the Annual Meeting of the Membership
- “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 Lamont 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.
- “special resolution”** means a resolution that requires a majority of no fewer than three-quarters (3/4) or a higher amount 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 will 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, these bylaws and any additional membership policies approved by the Board of Elders.
- 2.3 There are two classes of membership:

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, these bylaws and our policy manual, and who regularly attends and actively supports the church in ways outlined in the membership covenant.

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 Honorary Members

Honorary members are members of the church who are not able to participate in the regular life of the church. Honorary Members are not counted in the Quorum and do not vote at the Annual Meeting. Honorary members may revert to being Active Members by notifying the Board of Elders

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

- a) applicants for membership are expected to-apply for membership from the Board of Elders and affirm the Statement of Faith, vision of the church and these bylaws.
- b) an applicant for membership becomes a member when officially confirmed by the Board.

2.5 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 address of the Board.
- b) upon death.
- c) by transfer to another church.
- d) upon having not been a member in good standing for 12 consecutive months as judged by the Board.
- e) upon being expelled as a result of any disciplinary process.
- f) by the Board passing a special resolution which terminates membership upon the person failing to maintain the qualifications for membership or having accepted membership in another church; the person who is the subject of the special resolution for expulsion must be given an opportunity to be heard by the Board before the special resolution is put to a vote.

Part 3 – Government

- 3.1 The Annual Meeting of the Members must be held within four (4) months of the end of the fiscal year on a date set by the Board.
 - 3.1.1 The proposed agenda and written reports for the Annual Meeting must be available on or before the four (4) Sundays prior to the Annual Meeting.
 - 3.1.2 The Board must recommend a financial auditor or reviewer to the membership. A financial auditor or reviewer must be appointed at the Annual Meeting.
- 3.2 Special meetings of members to consider special or urgent business may be called:
 - a) by the Board by majority vote when they see fit

- b) by the Board upon a written request by a minimum of ten (10) percent of the Active Members in good standing.
- 3.3 Notice of Meeting must be given to members by verbal and/or print media and/or electronic media (email, church website, etc.) at least fourteen (14) days and not more than sixty (60) days prior to any meeting of members. Such notice must indicate the purpose of the meeting.
- 3.4 The quorum for a duly-called meeting of members is 20% percent of the Active Members. For the purpose of determining quorum, a member may be present in person, by written signed proxy, or by electronic means approved in advance by the Board.
- 3.5 The current edition of Robert's Rules of Order is the definitive resource on procedures at meetings of the members.
- 3.6 At the Board's discretion any meeting of the membership can include participation by telephone, electronic or other communication facilities that permit participants to vote and communicate adequately with each other during a meeting of members in the manner provided by the policies and procedures of The Lamont Church of the Christian and Missionary Alliance. A person participating in a meeting by such means is deemed to be present at the meeting.

Part 4 – Board of Elders

- 4.1 The Board must consist of the Lead Pastor, and at least three (3) and up to a maximum of eight (8) elected members. The number of elders must be set annually by the Board.
- 4.1.1 If the number of elders falls below three (3) plus the Lead Pastor, the Board must appoint an eligible Active Member to serve until the next Annual Meeting.
- 4.2 The length of term will be three (3) years. A Board member may serve a maximum of two (2) consecutive terms and will be eligible for election after a break of one year.
- 4.3 The term of office begins at the conclusion of the Annual Meeting 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 a majority of the serving members.
- 4.6 The Board must 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.
 - 4.6.1 At the request of the Lead Pastor, the Board may nominate a Chair for consideration by the Lead Pastor.
 - 4.6.2 If the Lead Pastor is not the Board Chair, the position of being an officer of the church is retained.
- 4.7 Any two officers may sign documents on behalf of the church with the approval of the Board.
- 4.8 The Board may delegate any, but not all, of their powers to committees consisting of one or more Board members as they see fit.
 - 4.8.1 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.
- 4.9 The Board must set and be the final interpreter of church policies.
- 4.10 Unless stipulated in higher precedence legislation or these bylaws, the Board must determine the requirement for a special resolution.
- 4.11 The Board must regularly review the Lead Pastor's ministry and remuneration.
- 4.12 A Board member may be removed from office by special resolution of the Board if the member:
 - a) is absent for three (3) consecutive meetings without sufficient reason
 - b) becomes ineligible
 - c) fails in their responsibilities as stipulated in the Constitution

- 4.12.1 If a Board member is removed from office under Part 4, an Active Member may be elected or appointed, by ordinary resolution of the Board, to serve as a member until the next Annual Meeting.
- 4.13 Persons who are not Board members may be present at a Board meeting or portion thereof at the invitation of the Board.

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 will 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 Any non-budgeted proposed capital expenditure exceeding \$5,000 must be approved by special resolution at a duly called meeting of the members.
- 5.5 The fiscal year of the church is from January 1 to December 31.
- 5.6 There must be an annual financial audit or review conducted by an independent (non-church related) auditor or reviewer.
 - 5.6.1 The audited or reviewed annual financial report must be presented at the Annual Meeting of the members.

5.7 The Board must establish a Financial Review Committee to provide oversight of the financial reporting process.

5.7.1 Committee members must be at arms-length from each other – free of any relationship that could interfere with their independent judgment.

5.8 The Financial Review Committee must:

- a) be appointed by the Board and report to the Board.
- b) consist of a minimum of the Treasurer or an alternative Board member appointed by the Board and two (2) members at large.
- c) meet at least annually.
- d) review the audited or reviewed financial statements and the findings letter
- e) if necessary, meet in camera with the Auditor or Reviewer.
- f) report its findings and recommendations to the Board prior to the Annual Meeting.
- g) review other matters assigned by the Board such as, but not limited to, larger projects and purchases, financial policies, and adequacy of insurance.

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 – Elections

Nominating Committee

7.1 The Nominating Committee must consist of the Lead Pastor, a minimum of two (2) board members appointed by the Board, and an equal number of Active

Members, who are non-Board members, elected at the Annual Meeting or another duly called meeting of the membership.

7.1.1 The Nominating Committee must serve until the next Annual Meeting.

7.1.2 The Board must appoint replacements for any vacancy that should occur in the Nominating Committee membership during the term of office.

7.2 The Board must annually inform the Nominating Committee of:

- a) the number of elders desired and the length of each term, ensuring a continuity of leadership.
- b) the number of eligible members who are not Board members to be elected to the Nominating Committee.
- c) the positions and number of candidates for any other office that are established by the bylaws or the Board.

7.3 The Nominating Committee will place in nomination, and report to the members, the candidates 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 The Nominating Committee must post its report via print and/or electronic media at least twenty-one (21) days prior to the date set for the Annual Meeting.

Nominations by Members

7.6 Additional nominations may be made by any two (2) eligible members by submitting the name in writing on the approved Nomination Form to the Lead Pastor for posting at least seven (7) days prior to the Annual Meeting. In the absence of a Lead Pastor, nominations must be filed with the Board Chair or Secretary.

7.6.1 The proposed nominee must consent to being nominated before the Nominating Form is submitted to the Lead Pastor.

7.7 Such nominations will be vetted by the Nominating Committee and must be included on the ballot with a note if they are not being recommended by the Nominating Committee.

Part 8 – General

8.1 No offering for outside agencies will be solicited without the approval of the Board.

8.2 Members may inspect the records of the church with the exception of the proceedings (minutes) of the Board and individual donor records other than the member's own.

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 will 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.