

**BYLAWS**  
**FOR PLYMOUTH ALLIANCE CHURCH OF**  
**THE CHRISTIAN AND MISSIONARY ALLIANCE**

**PREAMBLE**

The New Testament teaches that the local church is the visible organized expression of the Body of Christ. The people of God are to live and serve in obedience to the Word of God and under the Lordship of Jesus Christ.

The Christian and Missionary Alliance operates on the presupposition that the congregation finds broader meaning and outreach in fulfilling its biblical responsibilities within the life and witness of the denomination.

This document constitutes the Bylaws for Plymouth Alliance Church of The Christian and Missionary Alliance (the “Church”). These Bylaws shall govern the nonprofit corporation or association through which the Church operates legally. As used herein, the term “Church” shall refer to such legal entity.

The Church is an integral part of the district, national, and worldwide fellowship of The Christian and Missionary Alliance and is united in governance, fellowship, and service in order to promote unity of faith in the fullness of Jesus Christ as Savior, Sanctifier, Healer, and Coming King, and to facilitate the spread of the gospel at home and abroad under the guidance of the Holy Spirit.

The Church is organized and shall be operated exclusively as a member church of The Christian and Missionary Alliance, a church denomination which operates legally as a Colorado nonprofit corporation (the “C&MA”). Accordingly, the Church shall operate solely under the ecclesiastical authority of, and be subject to the usages, doctrines and teachings of, the C&MA as set forth in The Manual of The Christian and Missionary Alliance, as such manual may be amended from time to time by the C&MA (the “Manual”).

This Preamble and Part I (General Bylaws) shall apply at all times. Part II (Developing Church Bylaws) shall apply at any time in which the Church is not an Accredited Church. Part III (Accredited Church Bylaws) shall apply at any time in which the Church is an Accredited Church.

## **PART I: GENERAL BYLAWS**

### **Article 1 Ecclesiastical Authority**

The ecclesiastical authority of the C&MA shall be exercised through the district of the C&MA having jurisdiction over the Church, as such district may be determined from time to time by the C&MA (the “District”). Without limiting the foregoing, the District shall at all times have the responsibility to determine the status of the Church as either a “Developing Church” or an “Accredited Church” in accordance with and subject to the requirements of the Manual.

### **Article 2 Membership**

Section 2.1 Members. The Church shall have an Ecclesiastical Member and General Members. Subject to the rights granted to the Ecclesiastical Member in these bylaws, the qualifications, rights, and manner of admission for the General Members shall be set forth in these bylaws.

Section 2.2 Ecclesiastical Member. The District shall be the Ecclesiastical Member of the Church. The voting rights of the Ecclesiastical Member and the ecclesiastical authority of the District may be exercised by such person or committee as the bylaws, constitution or other governing instrument of the District may prescribe or, in the absence of such provision, as the executive committee of the District may determine.

Section 2.3 General Members. The Committee on Membership shall approve an individual as a General Member upon a determination that the individual satisfies the following:

- Confession of faith in Jesus Christ and evidence of regeneration.
- Belief in God the Father, Son, and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him.
- Acceptance of the doctrines of the Lord Jesus Christ as Savior, Sanctifier, Healer, and Coming King as defined in relevant C&MA materials.
- Full sympathy with the principles and objectives of The Christian and Missionary Alliance, and cooperation by systematic support of its local, district, national, and worldwide work.
- A personal commitment to this fellowship which shall be demonstrated by such outward signs as regular attendance at its functions, regular giving of tithes and offerings in support of the local program as well as C&MA Missions, availability for local ministry assignments, and maintaining unity through the practice of speaking well of the Church and its leaders as well as that of settling differences quickly in the spirit of Matthew 5:23-24 and 6:14-15.

- Agreement to abide by the *Uniform Policy on Discipline, Restoration, and Appeal of The Christian and Missionary Alliance* (see Manual).

Section 2.4 Removal. General Members may be removed from membership by the Committee on Membership under one or more of the following circumstances:

- Submission of a written letter of resignation to the elders of the Church.
- Failure to meet the qualifications of membership as stated above as determined by the governance authority (in consultation with the Committee on Membership, if any).
- Disciplinary action taken under the *Uniform Policy on Discipline, Restoration and Appeal of The Christian and Missionary Alliance*.

An appeal of decisions made to remove a person from membership for reasons of qualification or a disciplinary action may be submitted to the District within 30 days of the action.

### **Article 3 Ordinances**

Baptism and the Lord's Supper are recognized as the two ordinances of the Church.

Believers' baptism by immersion is taught and practiced as the scriptural mode. The pastor or other elders shall oversee baptism. They shall provide the instruction about baptism and shall administer the baptisms themselves or choose other spiritually respected people to do these ministries.

The Lord's Supper is administered regularly. The pastor or other elders shall oversee Communion. They shall provide the instruction about Communion and shall administer the Communion themselves or choose other spiritually respected people to do these ministries.

### **Article 4 Other General Bylaws**

Section 4.1 Governance Authority. Subject to these Bylaws, the governance authority of the Church shall with respect to the Church have the corporate authority of the board of directors under applicable nonprofit corporation law.

Section 4.2 District Support. The Church shall from inception give to the District budget in accordance with the established formula as established in the District bylaws or else beginning with one percent and increasing 1 percent each following calendar year up to the full percentage unless as otherwise determined by the District.

Section 4.3 Records. The official records of all offices of the Church and all its departments are the property of the Church. Copies of the official records shall be given to the District upon

request. In the event of the death or resignation of an incumbent officer, or upon the appointment of a successor, the records shall be passed on to the newly-appointed officer.

Section 4.4 Property. The Church may acquire, own, dispose of, improve, encumber, and convey property, real and personal, for church purposes, in conformity with the laws of the state where the property is situated. All of the corporation's real and personal property shall be subject to the applicable property reversion provisions in the Manual.

Section 4.5 Severability. The invalidity of any provision of these Bylaws shall not affect the other provisions hereof, and in such event these Bylaws shall be construed in all respects as if such invalid provision were omitted.

## **Article 5 Amendments**

Section 5.1 Constitution. The Uniform Constitution for Accredited Churches (the "Constitution") may be amended only in accordance with the applicable provisions set forth in the Manual. The Constitution as amended from time to time shall take priority over any inconsistent provision in the Preamble and Parts I and III of these Bylaws at any time in which this Church is an Accredited Church. Upon any amendment of the Constitution, the Ecclesiastical Member shall be deemed to have made the same amendment to these Bylaws.

Section 5.2 Policy. The Policy for the Governance of a Developing Church (the "Policy") may be amended only by the C&MA. The Policy as amended from time to time shall take priority over any inconsistent provision in the Preamble and Parts I and II of these Bylaws at any time in which this Church is a Developing Church. Upon any amendment of the Policy, the Ecclesiastical Member shall be deemed to have made the same amendment to these Bylaws.

Section 5.3 Preamble and General Bylaws. The Preamble and Part I of these Bylaws may be amended only by the Ecclesiastical Member, provided that no such amendment may be inconsistent with any provision of the Manual applicable to member churches of the C&MA or with any provision of the Policy.

Section 5.4 Developing Church Bylaws. Part II of these Bylaws (Developing Church Bylaws), other than the Policy, may be amended only by the Ecclesiastical Member, provided that no such amendment may be inconsistent with any provision of the Manual applicable to developing churches of the C&MA or with any provision of the Policy.

Section 5.5 Accredited Church Bylaws. Part III of these Bylaws (Accredited Church Bylaws), other than the Constitution, may be amended by a two-thirds majority of the votes cast at any official business meeting of the General Members, provided that no such amendment may be inconsistent with any provision of the Manual (including the Constitution) applicable to accredited churches of the C&MA. A copy of any amendments to Part III shall be provided to the Ecclesiastical Member. In addition, the Ecclesiastical Member may amend Part III, but only to incorporate amendments to the Constitution pursuant to Section 5.1.

## **PART II: DEVELOPING CHURCH BYLAWS**

At any time in which this Church is a Developing Church, the Preamble, Part I and this Part II (Developing Church Bylaws) shall include and are subject to the Policy for the Governance of a Developing Church, which document as amended from time to time by the C&MA is incorporated herein by this reference.

### **Article 1 Member Voting Rights/Meetings**

Section 1.1 Members. The Ecclesiastical Member shall have the sole authority to elect and remove all members of the Advisory Committee of the Church. The General Members shall not have voting rights.

Section 1.2 Meetings. There shall be a general church informational meeting held annually, at which time reports of all departments shall be presented, including audited reports of the treasurer. Other meetings may be held as determined by the Governance Authority in consultation with the Advisory Committee.

Notice of appointed officers and members of the Advisory Committee shall be given at this meeting.

### **Article 2 Governance**

Section 2.1 Governance Authority. The Governance Authority shall have the authority as the governance authority of the Church as described in the Manual, as the board of directors as used in corporation law, and as the trustees if required by state law. As such the Governance Authority shall exercise all legal rights and authority for the Church.

The Governance Authority shall consist of those individuals chosen and appointed by the Ecclesiastical Member. They shall hold meetings when determined to be necessary or required by law.

Section 2.2 Advisory Committee. An Advisory Committee, appointed by the Governance Authority, shall consist of a secretary, treasurer, assistant treasurer, and elders as qualified along with the District appointed pastor. They shall be amenable to the Governance Authority. They shall hold monthly meetings for prayer and business, and shall report to the Governance Authority and District monthly or as either may otherwise direct.

Where there is a mother church or a cluster of sponsoring churches, the Governance Authority may choose to form the Advisory Committee in conjunction with the sponsoring church or churches.

The Advisory Committee shall determine where funds of the Church shall be kept. They shall provide for proper archiving of all Church records: legal, financial, minutes, and annual reports.

The Advisory Committee shall present an annual budget, approved by the Governance Authority, at the annual informational church meeting.

Section 2.2 Elders. Provided there are men meeting the biblical requirements for eldership, a committee of no less than two lay elders shall be appointed by the Governance Authority. The Governance Authority may in its sole discretion remove any elder at any time.

The elders shall assist the pastor in leadership and oversight of the spiritual ministries of the Church.

Section 2.3 Elder Committees. The Elders shall, with the pastor and the district superintendent, constitute the Committee on Discipline, in accordance with the *Uniform Policy on Discipline, Restoration, and Appeal of The Christian and Missionary Alliance* (see Manual), and the Committee on Membership.

Section 2.4 Property and Debt. In addition to the provisions found in the Property section of the General Bylaws, the Church shall hold all of its real and personal property in trust for the District and the C&MA. The Church shall not encumber any of its property or incur any debt without the prior written consent of the District.

### **Article 3 Officers**

Section 3.1 General. The officers of the Church shall consist of the following who, with the exception of the pastor, shall be appointed annually by the Governance Authority.

- Pastor
- Secretary
- Treasurer
- Assistant Treasurer

All officers shall meet biblical standards of leadership as determined by the Governance Authority. The Governance Authority may in its sole discretion remove any officer, with the exception of the pastor, at any time.

Section 3.2 Pastor. The pastor of the Church shall be appointed by the District in consultation with the Advisory Committee.

He shall report regularly to and consult with the District.

The pastor shall have general oversight of the work of the Church and shall be the chief executive officer of the Church.

He shall be chairman of an annual church informational meeting, the Advisory Committee, and a member ex-officio of all committees.

When the Church has no pastor, the district superintendent or another individual designated by the District shall be the chief executive officer and have the oversight of the work. The Governance Authority shall appoint an interim chairman of the Advisory Committee who shall preside at the business meetings.

The pastor may resign from the Church by giving due written notice of his intentions to the district superintendent. The district superintendent in consultation with the District Executive Committee may remove the pastor.

The Governance Authority, in consultation with the Advisory Committee, shall determine the pastor's support within the context of the Church's annual budget.

Section 3.3 Secretary. The secretary shall keep the minutes of the Governance Authority and Advisory Committee meetings and the general membership roll. Copies shall be given to the pastor and the District.

Section 3.4 Treasurer. The treasurer shall be responsible for safeguarding Church assets and analyzing Church programs that have financial ramifications.

The treasurer shall be responsible for overseeing the deposit of all counted moneys of the Church and for the payment all bills on order of the Advisory Committee.

The treasurer shall be responsible to ensure proper records of all transactions are kept and a record of receipts is maintained. He shall be responsible for the preparation of a monthly and annual report showing all income, expenditures, and account balances and distribute this report to the Advisory Committee and the District.

The treasurer shall be responsible for the disbursement of missionary and district moneys to the treasurers of the C&MA at the National Office and District Office on or before the 10<sup>th</sup> of the following month.

The treasurer shall lead in the preparation of an annual Church budget projecting both income and expenses. He shall be assisted by the pastor and assistant treasurer.

Section 3.5 Assistant Treasurer. An assistant treasurer shall be appointed who shall oversee the counting of all moneys of the Church. Two general members appointed by the Advisory Committee shall be present at all counting's.

The assistant treasurer shall keep a separate record of all income and shall prepare and present individual receipts to donors.

The assistant treasurer shall have the authority and shall carry out the responsibilities delegated by the treasurer.

#### **Article 4 Miscellaneous**

Section 4.1 Missions. A Missions Conference shall be held annually for the promotion and support of the worldwide work of The Christian and Missionary Alliance. The Church shall from inception participate in the worldwide missions of The Christian and Missionary Alliance and the support of the Great Commission Fund. Gifts shall each month be forwarded to the Treasurer of The Christian and Missionary Alliance at the National Office.

Section 4.2 Committees and Organizations. Committees and organizations, as described in the Manual, may be established by the Advisory Committee as the need arises unless otherwise specifically provided for in these bylaws. Such committees and organizations shall not have authority to act on behalf of the Church, except to the extent expressly provided for by action of the Governance Authority.

Section 4.3 Records. All records other than current shall be kept in a secure repository selected by the Advisory Committee.

Section 4.4 Audit. All financial records shall be examined annually or at more frequent intervals on order of either the Advisory Committee or Governance Authority. At least two persons, none of whom is a financial officer or a Church staff member, shall be appointed by the Advisory Committee to conduct the examination. They shall follow procedures set forth in the current edition of the *Finance Manual for Alliance Church Treasurers (and Pastors)*. The Advisory Committee shall authorize actions to conform to additional audit standards that may be required by the jurisdiction in which the Church is located.

## **Article 5**

### **Church Specific Developing Church Bylaws**

The Ecclesiastical Member may adopt and amend additional Developing Church bylaws specifically for the governance and operation of the Church, provided that all such additional Developing Church bylaws must be consistent with any provision of the Manual applicable to developing churches of the C&MA and with the Policy. The Advisory Committee may recommend changes or additions to the Ecclesiastical Member for adoption.



### **PART III: ACCREDITED CHURCH BYLAWS**

When this Church is an Accredited Church, the Preamble, Part I and this Part III (Accredited Church Bylaws) shall include and are subject to the Uniform Constitution for Accredited Churches of The Christian and Missionary Alliance (the “Constitution”), which document as amended from time to time in accordance with the Manual is incorporated herein by this reference.

The Constitution has been framed and adopted by the General Council, the denomination’s highest governing body. The accredited churches of The Christian and Missionary Alliance have participated in this process through their authorized delegates. The Church, in accordance with the Constitution and in a manner that is consistent with the Bylaws of The Christian and Missionary Alliance, has formulated these bylaws so as to carry out its ministry appropriately and efficiently.

#### **Article 1 Member Voting Rights**

Section 1.1 Ecclesiastical Member. The Ecclesiastical Member shall not have the right to vote for elected members of the governance authority.

Section 1.2 General Members. General Members shall have the authority to elect all members of the governance authority of the Church, except for the senior pastor, in accordance with the Constitution.

#### **Article 2 Member Meetings**

Section 2.1 Meetings. On general Church matters in which no legal questions are involved, it is understood that all General Members in good and regular standing who have reached the age of 16 years are entitled to vote, but in matters involving titles of property or legal procedure, the laws of the state determine the age at which members are eligible to vote.

Section 2.2 Annual Meeting.

- a) The Annual Meeting shall be held in January of each year. The actual time and location shall be determined by the governance authority. The governance authority also shall have the authority to change this in a given year when necessary.
- b) Annual Reports are to be submitted by the Pastor(s), governance authority through the secretary, treasurer, Audit Committee chairman, and others deemed necessary by the congregation. The congregation shall give the governance authority direction to determine the method of reporting.

- c) Those elected at the Annual Meeting shall be the elders, secretary, treasurer, assistant treasurer, and any other members of the governance authority, except for the Senior Pastor.
- d) Vacancies occurring between annual meetings may be appointed by a vote of the governance authority. The appointment shall serve until the next annual meeting.

Section 2.3 Special Church Meetings. All special business meetings of the congregation shall be held in accordance with state law. At a minimum such meetings shall be called at least two Sundays prior to the meeting and notice of same shall be publically announced either orally or in writing for two consecutive weeks. Special church meetings may be called by the Pastor, the Governance Authority or by the written request of one third of the general members.

Section 2.4 Authority. Roberts Rules of Order shall govern all matters of Church business unless the governance authority adopts the use of another form of rules of order for governing matters.

Section 2.5 Quorum. A quorum of any properly called church business meeting shall consist of those members who are present.”

### **Article 3 Governance Authority**

Section 3.1 General. The governance authority shall conduct the affairs of the Church between annual meetings and shall be amenable to the membership and the district superintendent as constitutionally defined. The Church governance structure, as provided for in Section 3.2, is in accordance with the governing documents of The Christian and Missionary Alliance, the responsibilities of elders as defined in the Manual, the bylaws of the district, and the laws of the state. The members of the governance authority shall satisfy the scriptural standards for church leadership and shall be members of the Church.

The senior pastor shall be chairman or, at his request, the governance authority shall elect an elder as chairman. An elder shall be elected by the governance authority as vice chairman. Meetings shall be held for prayer and business, and abbreviated minutes shall be reported to the Church as the Church may decide. Special meetings may be called by the chairman or by written request of one-half of the governance authority membership. All officers, committees, and organizations except the Nominating Committee are amenable to the collective oversight of the elders.

Section 3.2 Governance Structure.

The governance authority of the Church shall be known as the Board of Elders. The number serving as the Board of Elders shall be at least five and not more than nine including the senior pastor. The Board of Elders shall consist of the senior pastor and the following: Secretary, Treasurer, Assistant Treasurer, and one or more members at large. All positions are to be filled by elders.

The qualifications for elders are set out in 1 Timothy 3:1-13 and Titus 1:6-9. Further, each must be an active member of the Church. We recognize, affirm, and seek to act in accordance with the truth that it is God who calls a man to be an elder of the church. As a congregation, we wish our election of an elder be regarded as a corporate and public recognition of what God has already done; namely, place a man among us who satisfies His requirements as set forth in I Timothy 3 and Titus 1. In short, we elect a man because he is an elder, not in order to make him into one.

By saying that a candidate for the office of elder, deacon or deaconess must "satisfy" God's requirements, we are seeking to apply the Scriptures to the life of our church as best we can understand God's purpose in the relevant passages. To fulfill the requirements in I Timothy 3 and Titus 1 absolutely and completely, a person would have to be virtually sinless; yet we know we are sinners (I John 1:8). Therefore, we believe it is God's intention that we exclude from these offices people who seriously or conspicuously fail to meet these standards and that we elect to these offices people whose lives conspicuously if not absolutely, conform to them, and who are thus "above reproach". This is the intended meaning of the term "satisfy".

The duties of leaders are set forth in the Constitution, these bylaws, and position descriptions adopted by the Board of Elders.

A quorum for the legal conduct of business shall be a majority of the board membership.

Section 3.3 Removal. In consultation with the district superintendent and the senior pastor, any officer or auxiliary official, except licensed pastoral staff, of the Church, whether elected at the Church annual meeting or appointed by the governance authority, or any individual member of the governance authority, may be removed by a two-thirds majority vote of the governance authority and the approval of the district superintendent if, in the judgment of the governance authority, the best interests of the Church will be served thereby.

Section 3.4 Statement of Faith. Members of the Governance Authority shall conform to the Christian and Missionary Alliance Statement of Faith.

#### **Article 4 Officers**

The officers shall be members of the Church and shall satisfy the scriptural standards for church leadership. They shall consist of the following who, with the exception of the senior pastor, shall be elected at the annual meeting of the Church: senior pastor, secretary, treasurer, assistant treasurer and such other officers as may be required by state law.

#### **Article 5 Pastoral Staff**

The governance authority shall not give consideration to any candidate for the pastoral staff without the approval of the district superintendent. The senior pastor shall be called by the governance authority and appointed by the district superintendent. The district superintendent shall suggest to the governance authority the names of such workers as in his judgment have

proper qualifications for pastoral staff. Additional licensed workers will be called by the senior pastor in consultation with the district superintendent and the governance authority. Upon appointment by the district superintendent, a pastoral staff member and spouse shall be members of the Church. Pastoral staff include all those whose position calls for licensing as an “official worker,” as defined in the Manual.

Any member of the pastoral staff may resign from the Church by giving due notice of this intention to the district superintendent and the governance authority. The governance authority may, in conjunction with the district superintendent, ask for the resignation of any member of the pastoral staff. Before such action is taken, the governance authority and that member shall follow the guidelines as prescribed by the district superintendent. The district superintendent, with the approval of the District Executive Committee, shall have the authority to remove or transfer a member of the pastoral staff when the governance authority is in disagreement or whenever circumstances make such removal or transfer advisable.

All non-licensed staff are hired by the senior pastor in consultation with the governance authority and amenable to the senior pastor.

## **Article 6 Duties Of Church Officers**

Section 6.1 Senior Pastor. The senior pastor shall have oversight of the Church. He shall be chairman of the governance authority except as he may choose to proceed according to the provisions in Article 3. He shall preside at all regular or special meetings of the Church membership. He is a member ex officio of all Church committees and organizations. When the membership has no pastor, the chairman or vice chairman of the governance authority shall have oversight of the Church in conjunction with the district superintendent. The senior pastor shall be the president of the Church where such office is required by law.

Section 6.2 Secretary. The secretary shall keep the minutes of membership meetings and conduct the correspondence of the Church as directed by the governance authority. The secretary shall attend and keep minutes of other meetings including the governance authority meetings.

Section 6.3 Treasurer. The treasurer shall be responsible to oversee the receipt of all monies of the Church and shall be responsible to ensure the payment of all bills on the order of the governance authority, the keeping of proper book records of all transactions, and the filing of canceled vouchers and receipts for payments made. The governance authority shall determine where funds of the Church shall be kept. No offerings shall be solicited from the membership except upon approval of the governance authority.

Section 6.4 Assistant Treasurer. The assistant treasurer shall oversee the counting of all moneys of the Church and keep a record of all receipts. Two general members appointed by the governance authority shall be present at all counting's. The assistant treasurer shall be empowered to issue receipts to the donors.

**Article 7**  
**Appointment of Delegates**

The governance authority will appoint delegates to General Council and District Conference in accordance with the appropriate Constitution and Bylaws guidelines in the Manual.

**Article 8**  
**Committees and Organizations**

Section 8.1 Elders. The Church shall have four to eight elders the number determined by the governance authority and elected at the annual meeting of the membership. They shall constitute the Committee on Membership. They shall be the Committee on Discipline in accordance with the Manual. All officers, committees, and organizations except the Nominating Committee are amenable to the collective oversight of the elders through the governance authority.

Elders shall be elected to a three-year term and such terms shall be staggered as evenly as possible. Thus, each officer position shall be in rotation.

Section 8.2 Deacons. The Church shall have deacons appointed by the governance authority. The deacons shall be members of the Church. The deacons shall have charge of those ministries and charities of the Church as determined by the governance authority, receive offerings for such purposes and dispense the same, and make monthly reports as directed. Where there are no deacons, the governance authority shall assume responsibility for their ministries until such are appointed.

Section 8.3 Deaconesses. The Church shall have deaconesses appointed by the governance authority. Deaconesses shall be members of the Church and shall be appointed by the governance authority. The deaconesses shall have charge of those ministries as determined by the governance authority. Where there are no deaconesses, the governance authority shall assume responsibility for their ministries until such are elected or appointed.

Section 8.4 Trustees. The Church may have trustees appointed by the governance authority. The trustees shall be members of the Church. Trustees shall have charge of those ministries and duties as determined by the governance authority. Where there are no trustees, the governance authority shall assume responsibility for those ministries and duties until such are elected or appointed.

Section 8.5 Great Commission Women. A Great Commission Women ministry may be established. They shall be organized according to the Great Commission Women's policies.

Section 8.6 C&MA Men's Ministry. A C&MA Men's Ministry may be established in the local church.

Section 8.7 Committees and Organizations. Additional committees and organizations may be established by the governance authority as the need arises. Such committees and organizations

shall not have authority to act on behalf of the Church, except to the extent expressly provided for by action of the governance authority.

## **Article 9 Nominations/Elections**

Section 9.1 Nominating Committee. A Nominating Committee shall consist of the senior pastor and four church members. The governance authority shall elect two and two shall be elected by the Church membership at a duly called meeting of the respective bodies.

Section 9.2 Nominations. In consideration of elections, the Nominating Committee shall present at least one name for each office to be filled.

Any active member of the membership may nominate any person for an elected position according to the following:

- a. The member wishing to place the name in nomination will submit the name to the Nominating Committee in writing at least forty-five (45) days prior to the annual meeting.
- b. The Nominating Committee will satisfy itself that the person to be nominated meets the criteria of the Constitution and Bylaws for holding elected office.
- c. The Nominating Committee may consider the person to be nominated as their nominee if so desired. The Nominating Committee may also elect NOT to consider the person as their nominee.
- d. Once the Nominating Committee has completed its work an Official Ballot will be presented to the membership at least two weeks prior to the Annual Meeting. The Official Ballot will contain the names as presented for each position by the Nominating Committee. Further, those names presented by the membership that meet the required criteria will also be placed on the Official Ballot. However, they will be identified by an asterisk (\*) and an appropriate footnote explanation that they have been nominated by the membership.
- e. There will be no nominations received from the floor during the election process.

Section 9.3 Elections. The officers shall be elected by ballot at the annual meeting. Where only one name is presented, the ballot may be waived by unanimous vote.

## **Article 10 Property and Records**

Section 10.1 Property. Real property may be purchased, sold, conveyed, exchanged, mortgaged, or encumbered only by order of the membership through the governance authority, in consultation with the district superintendent. In states where trustees are required, the order of the membership shall proceed through them.

Section 10.2 Records. All records other than current shall be kept in a secure repository selected by the Church governance authority.

Section 10.3 Audit. All financial records shall be examined annually or at more frequent intervals on order of the Church governance authority. At least three persons, none of whom is a financial officer or a Church staff member, shall be appointed by the governance authority to conduct the examination. They shall follow procedures set forth in the current edition of the *Finance Manual for Alliance Church Treasurers (and Pastors)*. The governance authority shall authorize actions to conform with additional audit standards that may be required by the jurisdiction in which the Church is located.

### **Article 11** **Church-Specific Accredited Church Bylaws**

The Church may adopt and amend additional church-specific accredited church bylaws pursuant to the Constitution by a two-thirds majority of the votes cast at any official business meeting of the General Members, provided that such additional bylaws are consistent with any provision of the Manual (including the Constitution) applicable to accredited churches of the C&MA and with these Bylaws. A copy of any additional church-specific accredited church bylaws shall be provided to the Ecclesiastical Member.