

BYLAWS OF THE WINDSOR CHINESE ALLIANCE CHURCH

1.0 Preamble

- 1.1 The Windsor Chinese Alliance Church is a member of the Christian and Missionary Alliance of Canada and accepts the authority of its Constitution. Thus all matters specified in the Constitution will not be repeated in these bylaws.

2.0 Membership

- 2.1 The qualifications for a member shall include: approval by the Board of Elders and willing to comply with the constitution of the Christian and Missionary Alliance of Canada and the bylaws of the Windsor Chinese Alliance Church.
- 2.2 A baptized believer from other churches who has attended this church continually for three months may apply for membership.
- 2.3 The Board of Elders shall be in charge of updating the membership list.
- 2.4 Any member who fails to attend this church for more than nine consecutive months becomes an inactive member and shall not be eligible to vote. His/her voting rights shall be automatically reinstated after he/she returns and attends this church for three consecutive months.
- 2.5 If a member rebels against the faith, defies the beliefs of this church, or damages the reputation of this church and does not change after exhortation by the pastoral staff or Elders, the Board of Elders may suspend his/her membership. A suspended member may not apply for reinstatement within one year.

3.0 General Meeting of the Membership

- 3.1 The general meeting shall be announced to the congregation two weeks before the meeting, or the members shall be notified individually five days before the meeting.
- 3.2 In the event that over one-fifth of the active members request a general meeting in writing, the Board of Elders shall call one as soon as possible.
- 3.3 The annual general meeting shall be held no later than February 15 of the following year, in which reports from the pastoral staff and all departments shall be received, and the general fund budget shall be passed.
- 3.4 The quorum shall be over one-fourth of all the active members. In case a quorum is not met, a re-scheduled meeting shall be announced immediately, and be held no later than 14 days from the original meeting. No quorum is required for this re-scheduled meeting.
- 3.5 Except for the amendment of Bylaws, all resolutions shall be passed by over one-half of all attending active members.
- 3.6 All members who have reached the age of 16 years are entitled to vote.

4.0 Board of Elders

- 4.1 Apart from the pastoral staff, the number of Elders shall be from three to eight.
- 4.2 The qualifications for an Elder shall include: over twenty one years of age, more than two years after baptism and holding continual membership in this church for more than one year. Both men and women are eligible for Eldership.
- 4.3 The term of office of the Elders shall be one year from January 1 to December 31.
- 4.4 Board meetings shall be held on a regular basis. Special meetings could be called by the chairman at his discretion.
- 4.5 All pastoral staff, except the senior pastor, are non-voting members of the Board and may participate in Board meetings. In the event of voting, the Senior Pastor shall represent the pastoral staff and cast one vote. In the case of a tied vote, the Senior Pastor may cast one more vote.
- 4.6 The quorum shall be two-thirds of the voting members of the Board.
- 4.7 All resolutions shall be passed by at least one half of all the voting members of the Board.
- 4.8 In the case of resignation of an Elder, a temporary replacement may be appointed by the Board. The vacancy shall be filled by election in the next general meeting.
- 4.9 Except when no suitable candidates can be found, any Elder having served for four consecutive terms shall not be eligible in the following year.
- 4.10 In the case of an Elder who violates the Christian and Missionary Alliance constitution, or fails to fulfill his/her responsibilities as an Elder, the pastoral staff and other Elders shall counsel and admonish accordingly. If he/she fails to take corrective actions, his responsibilities as an Elder will be terminated by an unanimous agreement of all other Elders.

5.0 Election

- 5.1 The nominating committee shall consist of four members in addition to the Senior Pastor.
- 5.2 A candidate for Eldership may only be nominated with his/her consent.
- 5.3 An Elder shall be elected by ballot by over one-half of all attending active members in the general meeting held in November.
- 5.4 Members of all committees, other than fellowship executive committees, shall be appointed by the Board. These members must be active members of this church. The term of office shall expire at the end of December each year.
- 5.5 Only active members of this church can act as heads of departments and fellowships.

6.0 Ordinances

- 6.1 Baptism may be scheduled by the Senior Pastor according to need. The Lord's Supper shall be held at least once a month.

- 6.2 All baptismal candidates must pass an interview conducted by representatives from the Board of Elders. The minimum age for baptism is twelve.

7.0 Financial Matters

- 7.1 The fiscal year of the church is from January 1 to December 31. The unaudited financial statement shall be ready before the annual general meeting. Members may examine the financial accounts. The audited financial statements shall be presented to the membership before the end of April.
- 7.2 Except regular Sunday service offerings, all other offerings and all fund-raising shall only take place after approval by the Board and subsequent announcement to the Congregation.
- 7.3 Individuals who indicate their names on their offerings shall be provided with official receipts early in the following year.
- 7.4 All offerings shall be counted and recorded only by those members appointed by the Board.
- 7.5 The general-fund budget shall be passed in the annual general meeting. The Board may amend the budget according to needs, but not exceeding ten percent of the total budget. Any further increase shall be approved by a general meeting.
- 7.6 Each fellowship or subdivision of a department shall submit its financial statement to the Church Treasurer at the close of each fiscal year, or at more regular intervals.

8.0 Miscellaneous

- 8.1 The Senior Pastor may schedule dedication of newborns according to need.
- 8.2 Members may examine minutes of the Board and all departments (except confidential records).
- 8.3 If amendments to the Bylaws are needed, the proposal for amendments shall be drafted by the Board or by over one-third of the active members jointly in writing. The proposal shall be put to the general meeting and passed by over two-thirds of all attending active members.
- 8.4 These Bylaws shall be subjected to interpretation by the membership.

Amended 2009