



Windsor Chinese Alliance Church Bylaws

Relating to the Articles that make up the Constitution for Local Churches of The Christian and Missionary Alliance in Canada

Approved: December 7, 2020

Bylaw 1 – Name

The name of this church shall be Windsor Chinese Alliance Church of the Christian and Missionary Alliance Church in Canada.

Bylaw 2 – Purpose

See note below

Bylaw 3 – Statement of Faith

See note below

Bylaw 4 – Relationship

See note below

Bylaw 5 - Ordinances

Baptism may be scheduled by the Senior Pastor or Board of Elders at any dates whenever the need arises. The Lord's Supper shall be held at least once a month.

Bylaw 6 – Membership

Membership Requirement

In addition to the minimum requirement stipulated in the Local Church Constitution, WCAC membership is obtained by either being baptized in WCAC or transfer from another church. The membership transfer process is through an application to the WCAC Board of Elders and is reviewed and decided by the board.

Minimum age

The minimum age of a member shall be 12 years old.

Membership classification

The Elders shall meet at least once a year before the annual meeting to review the status of each member consistent with bylaw 6. Should a member's status change during this review they will be notified in writing."

- **Active Member**
 - Member that actively attends or participate in WCAC ministry.
- **Inactive Member**
 - Member that has not been participating in any WCAC ministry for more than 9 consecutive months without a reasonable cause such as temporary duties away from home or illness.

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- Active membership status is restored upon re-attending WCAC for 3 consecutive months.
- Inactive member is not eligible to vote until restored to active member status.
- **Loss of Membership**
 - Membership is revoked if the member no longer meets the minimum requirement stipulated in the Local Church Constitution

Bylaw 7 – Government

The Annual General Meeting of the Membership, henceforth to be referred to as the annual meeting shall be held no later than February 15 of the year. The annual meeting shall be announced to the congregation at least two weeks prior to the scheduled meeting date. Alternately, the members shall be notified individually five days prior to the meeting date.

Reports from the pastoral staff and all departments shall be made available before the annual meeting. The general fund budget shall be presented and voted for acceptance.

The quorum for the annual meeting shall be one-fourth of the total active members. In the case of failure to attain quorum, the meeting shall be rescheduled immediately for no later than 14 days from the original meeting date. The members shall be notified individually five days prior to the rescheduled meeting date. No quorum is required for the rescheduled meeting.

Except for the amendment of the Bylaws, all resolutions shall be passed by over one-half of all attending active members.

Members of the age 16 and older are eligible to vote in all church resolutions and elections. Members of age 15 and younger are not eligible to vote.

A general meeting other than the annual meeting shall be scheduled as soon as possible by the Board of Elders if one-fifth of the active members makes a request to the Board of Elders in writing with an agenda for the meeting. The members shall be notified individually five days prior to the meeting date.

Bylaw 8 – Board

The governing board shall be called the Board of Elders.

Criteria for Board Membership

In addition to the Local Church Constitution, the qualifications of an Elder shall include being of age twenty-one years or older, has been baptized for three years or more and being an active member of the Windsor Chinese Alliance Church for more than one year. Both men and women are eligible to hold the position of an elder.

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Term of Office

The Board of Elders shall be elected for a term of two years starting from January 1st of the first year to December 31st of the second year. An elder can serve no longer than 2 consecutive terms unless no suitable candidate is available.

The number of elders serving in the board shall be between three to eight. Staff, except the Senior Pastor who is an ex-officio member of the board or elders, may be invited as guests to attend board meetings or as needed by the board of elders.

Board Meetings

Board meeting shall be held on a regular basis. The chairman has discretion to call for special meetings outside of the regular board meetings.

Voting Policy

The quorum shall be two-thirds of the voting members of the Board. All resolutions shall be passed by at least one half of all the voting members of the Board.

The Senior Pastor is a non-voting member per LCC and Charity Law of Ontario.

Bylaw 9 – Pastor and Official Workers

See note below

Bylaw 10 - Organizations

See note below

Bylaw 11 - Missions

See note below

Bylaw 12 – Property and Records

Financial Records

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.

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.

Individuals who indicate their names on their offerings shall be provided with official receipts early in the following year.

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The 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.

Other Records

Members may examine minutes of the Board and all departments (except confidential records).

Bylaw 13 – Nominating Committee

The nominating committee shall consist of the Senior Pastor or the board chairperson and six members with equal representation from the board and membership:

- The Senior Pastor or Chairperson
- Three members from the elder board, one from each language ministry.
- Three church members, one from each language ministry.

They shall be elected no later than September 15th of the election year by ballot by the respective bodies. The quorum for electing the nomination committee from the membership shall be over one-fifth of the active members.

Bylaw 14 – Elections

The Board elections shall be held in a members general meeting during the month of November. Elected elders begin their service in January of the following year. The Nominating Committee shall present and post the list of Elder nominees at least three weeks before the date of the general meeting. Elections shall be by ballot. The quorum shall be over one-fifth of the active members and each candidate must receive more than one-half of vote to be elected.

Bylaw 15 – Bylaws

See note below

NOTE: Each of the aforementioned Articles wherein this “NOTE” is referenced is complete within the Manual of The Christian and Missionary Alliance in Canada under the subtitle “Local Church Constitution”. No further documentation in these bylaws is required.



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Update

2021-06-24

Spelling correction “Senior Pastor who is an ~~ex-official~~ **ex-officio** member of the board or elders”. “Ex-officio” is the correct word used in Local Church Constitution.