

Auburn Alliance Church of the Christian and Missionary Alliance
By-Laws
Adopted October 3, 1984

Article 1 – NAME

This church shall be known as the Auburn Alliance Church of the Christian and Missionary Alliance.

Article 2 – MEMBERSHIP

Section 1 - Membership Requirements

The active membership shall consist of those persons who subscribe and conform to the qualifications for membership, as stated in the Constitution and By-Laws; and who are duly received into membership, who attend the regular meetings of this body and who support the work in every way possible.

Section 2 – Application

- a. Persons desiring to unite with this church shall make application to the Committee on Membership, composed of Pastor and the Elders, on the specified membership application form.
- b. Persons applying for membership shall be at least twelve years of age.
- c. A course of membership instruction shall be required of all who make application for membership. The course shall be prepared and taught by the Pastor or someone he shall designate. For those bringing letters from other Christian and Missionary Alliance Churches, this course may be waived at the discretion of the Committee on Membership.

Section 3 – Reception

- a. The applicant shall appear before the Committee on Membership for examination as to doctrine and qualifications according to the Constitution of the Christian and Missionary Alliance, Article III, and local By-Laws. The applicant shall be approved for membership upon a two-thirds vote of the committee.
- b. Applicants who are voted into the membership of this church shall be welcomed at the next Sunday morning worship service at which they are present.

Section 4 - Transfer or Dismissal

- a. Any member desiring to transfer or to withdraw from membership shall be accommodated by application to the Committee on Membership. Members in good and regular standing may be granted letters of transfer to other evangelical bodies of believers by a majority vote of the Committee on Membership. Withdrawal of said membership shall be recorded in the membership records.
- b. Any member ceasing to be active for a period of one year shall be contacted by a letter from the Pastor and Committee on Membership, and visited by the Pastor and Elders, if possible. If the same member continues to be inactive without worthy cause, the Committee on Membership shall remove the name from church membership by a two-thirds vote. The person shall be informed of this action.
- c. The Committee on Membership may, at their discretion, place the inactive member on an inactive membership status. A two-thirds vote is required. The member shall be informed of this action.

Section 5 – Discipline

- a. A member known to err, in doctrine or conduct, shall be admonished according to the procedure outlined in Matthew 18:15-17 and Galatians 6:1. A fellow member, having knowledge of such an error, shall in the spirit of Christian love, seek to restore him. If he does not heed this counsel, the matter shall be brought to the attention of the Elders, who shall in meekness and gentleness, seek to restore him. If he fails to heed the counsel of the Elders, his erring shall be made known to the congregation in a meeting called by the Elders. Discipline, as directed by the Elders, shall then be administered in the spirit of Christ, with due regard for the welfare of the individual, as well as the church. Additional scriptures on discipline are as follows: *I Corinthians 5:12,13; II Corinthians 13:1; II Thessalonians 3:6-15; I Timothy 5:20.
- b. If such discipline is not heeded, members may be asked to withdraw, be dropped from the membership list, or be suspended after the above discipline has been carried out, upon a two-thirds vote of the Committee on Membership.

Section 6 - Membership Reinstatement

A former member, or an inactive member, may be reinstated by a two-thirds vote of the Committee on Membership.

Article 3 – LEGISLATIVE POWER

The Legislative Power shall be vested only in the active, qualified members present at the regular or Special Business Meeting, duly called.

Article 4 – CHURCH GOVERNANCE AUTHORITY

Section 1 – Name. The Governance authority of the Auburn Alliance Church shall be known as the Board of Elders. Their work shall be supplemented by a Board of Ministry. The board of Elders shall determine the responsibilities to be delegated, necessary levels of authority and matters of accountabilities.

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Article 5 – ELDERS

Section 1 – Responsibilities

Besides the responsibilities of church governance, as outlined in Article III Section 1,

- a. The Elders shall coordinate the activities of the church, stressing the commitment to world missions, the Lordship of Christ in personal experiences, preaching the gospel and the authority of scripture.
- b. The Elders shall constitute the Pulpit Committee of the church, arranging with the Pastor for special meetings. They shall approve all guest speakers and shall be responsible for arranging pulpit supplies when necessary. It is understood that the Pastor Seeking Committee shall be empowered to act in the event of the receiving of pastoral candidates.
- c. The Elders shall communicate monthly to the Board of Ministry and receive recommendation for all Elder expenditures other than the benevolent (elder's) fund.
- d. The Elders shall supervise pastoral staff relations including a yearly performance review.
- e. The Elders shall hold a joint meeting with the Board of Ministry a minimum of 2 times per year. The agenda shall include vision casting, staffing needs, financial status, etc.
- f. The Elders shall have the right to fill any vacancy in the areas of its responsibility (Elder, Deaconess, CE), between Annual Meetings.
- g. For the purposes of New York State Law, the Elder Board is also the Board of Trustees.

- h. The Trustees shall be custodians of all real and personal property for the organization in trust.
- i. They shall receive and hold, sell or otherwise dispose of or encumber, any and all such holdings as directed by the two-thirds vote of the active members present at a meeting of the congregation, duly called to consider such matters. An accurate record shall be kept of all transactions.
- j. In case of major improvements, sale, or purchase of property, the District Executive Committee shall be consulted in accordance with the District regulation, then in effect.

Section 2 – Membership

The Elder board shall consist of the Senior Pastor and a senior pastoral staff member (at the senior pastor's discretion) plus nine members elected for a term of three years. One-third of their number shall be elected each year.

Section 3 – Officers

The senior Pastor may choose to defer the chairmanship of the elder board to a board elected member of the Elders. The Elders shall elect from within their board a Vice-Chairman, Secretary and elder's fund treasurer. The highest elected officer shall conduct all public meetings when the pastor is absent. This would apply when the church is functioning with an Interim Pastor.

Section 4 – Meetings

The Elders shall meet monthly for prayer and business. A majority of the Elder board shall be considered a quorum.

Section 5 – Eligibility

Their character shall be in harmony with the requirements stated in I Timothy 3:1-7 and Titus 1:5-9. An Elder shall be knowledgeable in the word of God and have an ability to exhort the Word. They should, also, be men of prayer. A divorced person who is remarried may be elected or appointed to the position of Elder only if the divorce(s) in question meet the criteria for biblically permissible divorce as outlined in the Christian & Missionary Alliance *Statement on Marriage – Divorce – Remarriage*.

Section 6 - Election to Office

At the Annual Congregational meeting, the election of elders will be by secret ballot. The field of nominees will be not more than the number of open positions plus one. Nominees will be provided by the nominating committee. The nominees who receive the highest number of votes and the majority vote for this office will constitute the election of these persons to office.

Section 7 - Nomination of Elders

The Elder Board will provide a list of approved men to the Nominating Committee 90 days before the annual congregational meeting.

Nominations for the office of Elder by a member must come 90 days prior to the annual meeting, through the Nominating Committee. No nominations for Elder from the floor of the annual congregational meeting shall be entertained.

A nomination for the office of Elder by a member must come in written form to the nominating committee 90 days prior to the annual meeting with the expressed consent of the individual being suggested.

The Nominating committee bears the responsibility of either accepting that nomination as their own, or as a nomination from the congregation separate from the names the nominating committee will put forth.

Those names presented to the Nominating Committee by a member, approved by the Elder Board, may be placed upon the official ballot. They will be identified by an asterisk (*) and an appropriate footnote explaining that they were nominated by a member.

Article 6 - BOARD OF MINISTRY

Section 1 – Membership

The Board of Ministry shall consist of the Senior Pastor, a pastoral staff member (at the Sr. pastor's discretion), Secretary, Treasurer, Assistant Treasurer (Financial Recording Secretary), Chairman of the Elders, Chairman of the Facilities Team, and Chairman of the Committee on Christian Education, Business Administrator. One additional member to the Governing Board shall be elected at the Annual Meeting (if the Business Administrator position is vacant a second member at large shall be elected at the Annual Meeting). In the event the Chairman of the Elders is already a member of the Board of Ministry, the vice chairman of the Elders shall serve on the Board of Ministry. In the event the Chairman of the Facilities Team or

the Chairman of the Committee on Christian Education is already a member of the Board of Ministry, that particular group will elect another representative from their number to serve on the Board of Ministry.

Section 2 - Vice-Chairman

The Chairman of the Elders shall be the Vice-Chairman of the Board of ministry. The Vice-Chairman shall preside over the Board of Ministry when the Pastor is absent and shall be its Chairman when the church is without a Pastor, and shall conduct all public meetings in the above situation. This would apply when the church is functioning with an Interim Pastor.

Section 3 – Responsibilities

- a. The Board of Ministry shall conduct the necessary business of the church in keeping with the Constitution and By-Laws. It shall have the right to fill any vacancy in the areas of its responsibility (financial, trustee, business), between Annual Meetings.
- b. Make recommendations to the Elder board as well as carry out mandates of the Elder board.
- c. The Board of Ministry shall report to the church monthly by posting minutes, or a summary of their meetings and by making other announcements as deemed desirable.
- d. Oversee non-pastoral staff.
- e. A subcommittee derived of 2 Elders and 2 members from the Board of Ministry shall constitute a pastoral staff remuneration committee. This committee shall use performance evaluations and usual and customary salaries to formulate pastoral salary recommendations to the budget committee.
- f. Shall take care of buildings and grounds and budget management.
- g. A new budget proposal will be developed annually by a joint sub-committee consisting of: The Pastor (or his designee), (2) representatives from the Board of Ministry and (2) representatives from the Elder board.

Section 4 – Quorum

A majority of the members of the Board of Ministry shall be considered a quorum.

Article 7- CALLING THE PASTOR

Section 1 - Pastor Seeking Committee

The Board of Ministry and the Elder Board shall comprise the committee to select a suitable candidate. This committee shall not give consideration to any pastoral candidate without the approval of the District Superintendent. (Reference: Constitution for Churches, Article VIII.)

Section 2 - Interviewing Prospective Candidates

- a. Prospective candidates will be invited to meet the Pastor Seeking Committee on a week night. Where possible, the prospective candidate's wife shall be invited to accompany him.
- b. The Pastor Seeking Committee shall inform the District Superintendent of those candidates it wishes to have come for a Sunday ministry.
- c. Paragraphs a. and b., above, may be waived under special circumstances. For example: hardships involved in a separate interview and Sunday ministry, due to long travel requirements.

Section 3 - Calling the Pastor

- a. After deliberation and prayer, the Pastor Seeking Committee shall recommend to the congregation, by a two-thirds vote, the candidate whom they believe to be the Lord's choice.
- b. The congregation shall consider the recommended candidate at a Special Business Meeting called for this purpose. At this time, the Pastor Seeking Committee will present all pertinent information which they have acquired during the candidate's interview to aid the congregation in their decision.
- c. A candidate receiving a two-thirds vote in a secret ballot of active members present at the Special Business Meeting, shall be called by the Elder Board to be Pastor.

Section 4 - Additional Staff

The above procedure would, also, apply to the selection of additional staff members.

Article 8 – DEACONESS

Section 1 – Responsibilities

- a. Altar - Assist Elders by providing prayer and counsel for female seekers at the altar and during other times of spiritual working.
- b. Baptism - Provide assistance for female baptismal candidates prior to, during, and after baptismal services.
- c. Communion - Insure the preparation of communion elements and the maintenance of all supplies and utensils.
- d. Meals - Oversee the providing of meals to members and regular adherents during times of sickness, hospital stays, funerals and other times of special need.
- e. Other - Deaconesses are encouraged to enlist the help of others in the church in carrying out their responsibilities (except for the ministry of prayer and counsel). Deaconesses will be amendable to the Board of Elders and the Chairperson will submit a report to the Annual Business Meeting.

Section 2 – Membership

The Board of Deaconesses shall consist of at least six members elected for a two-year term. One half of their membership shall be elected each year. Additional members may be added at their discretion to complete the current year.

Section 3 – Officers

The Deaconesses shall elect after the Annual Business Meeting from their own number a Chairperson.

Section 4 – Eligibility

Those serving as Deaconesses should be members of the Auburn Alliance Church.

Section 5 – Qualifications

1 Tim. 3:11 - "In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. Wives can refer to women helpers or deaconesses. It could, also, mean the wives of deacons, or female leaders of the church (such as Phoebe, the deaconess mentioned in Romans 16:1). In either case, Paul expected the behavior of prominent women in the church to be just as blameless as that of prominent men." (Life Application Study Bible)

Article 9 – FACILITIES TEAM

Section 1 – Responsibilities

- a. The Facilities Team is responsible for care of the physical facilities of the church. This shall include the proper maintenance of buildings and their repair. They shall have direct supervision over the church custodian and the purchasing of janitorial supplies. They shall be responsible for yard maintenance, including snow removal.
- b. The Facilities Team shall maintain an inventory of all church properties. *A release form shall be completed for all items donated to the church.
- c. The Facilities Team shall report their recommendations monthly to the Board of Ministry, and receive approval for all expenditures. They shall, however, have the power to make emergency repairs, not to exceed one thousand dollars (\$1000.)

Section 2 – Membership

The Facilities Team shall consist of a number of members as determined by the Board of Ministries. Members elected for a term of three years. Additional members may be appointed at the discretion of the Board of Ministries between annual meetings and at the next annual meeting be confirmed for a three year term. One third of their number shall be elected each year.

Section 3 – Officers

The Facilities Team shall, after the Annual Meeting of the church, elect from their own number, a Chairman and Secretary.

Section 4 – Meetings

The Facilities Team shall meet monthly to consider maintenance and improvements of church properties.

Article 10 - COMMITTEE ON CHRISTIAN EDUCATION

Section 1 – Responsibilities

The Committee on Christian Education shall coordinate the educational work of the church for all children, youth, college and career, and adult ministries that have been assigned to the committee by the Elder Board. Specifically, their responsibilities shall encompass the following:

- a. Coordinate the activities of the four major ministries; children, youth, college and career, and adult, including the allocation and distribution of resources.
- b. Initiate activities that involve the combined efforts of two, three, or all four of the major ministries.
- c. The Committee on Christian Education shall nominate for approval by the Elders educational personnel not elected by the Annual Meeting of the church.
- d. Maintain organization charts and vision write-ups for each of the ministries, and job descriptions for each position in the ministries.
- e. The four coordinators, children, youth, college and career, and adult, are to be accountable to the Committee on Christian Education.
- f. The committee shall submit a report monthly to the Board of Elders and receive approval for any expenditure of funds that are the responsibility of the Board of Ministry.
- g. Expenditures outside the CE budgeted amount are subject to Board of Ministry approval.

Section 2 – Membership

The Committee on Christian Education shall consist of at least eight members. These shall be the Pastor, or another member of the Pastoral staff, the Children's Coordinator, the Youth Coordinator, the College and Career Coordinator, the Adult Coordinator, the Christian Service Director, a Chairman and a Secretary. Additional members may be added at their discretion to complete the current year.

Section 3 - Term of Office

The term of office shall be one year. Members of the Christian Education Committee listed in section 2 - Membership shall be elected by the congregation at the Annual Meeting of the church.

Section 4 – Meetings

The Committee on Christian Education shall meet monthly for business.

Article 11 – OFFICERS

Section 1 - Qualification of Officers

- a. Only those persons having been official members of this church for a period of at least six months, or who are members and have completed the assimilation and mobilization process (Connection Ministry) of the church shall be qualified to be elected to and to hold any office listed in Paragraph b.
- b. Offices requiring church membership, shall include the following in addition to those listed in the Constitution - (Reference: Manual of the Christian and Missionary Alliance) additional members to the Board of Ministry, Elders, Facilities Team, and Committee on Christian Education.

Section 2 - Attendance at Meetings

Any officer, whether elected by the congregation or appointed by the respective Board, not attending the regular meetings of his board/committee for a period of three months, unless excused by their respective Board because of conflict in work schedule or sickness, or unless he submits in writing to the Recording Secretary, a reason for his absence which is approved by a majority vote of that Board to which it is submitted, shall be dropped from the office to which he was elected and the office declared vacant.

Section 3 - Term of Officers

The term of officers will be for one year, unless specified otherwise in the By-Laws. Officers shall serve from February 1 through January 31.

Section 4 - Succession in Office

- a. Officers elected to one year terms shall be limited to three consecutive terms in any one office; and those elected for three year terms shall be limited to two consecutive terms.
- b. Officers elected to fill an unexpired term shall be considered to have served a full term for purposes of eligibility for election to an immediately subsequent term in the same office, only if the unexpired term amounts to two-thirds, or more, of an actual full term.

Section 5 - Effective Date and Definition

Due to the small size of the current congregation and the need to have qualified officers, Section 4 - Succession in Office will not become fully effective until the By-Laws are duly amended to remove this paragraph. Until that time, Section 4 will serve as a guide only for the Nominating Committee.

Article 12 - NOMINATING COMMITTEE

- a. The Nominating Committee shall post on the bulletin board, two weeks before the Annual Meeting of the church, a list of nominees made by them. The consent of each nominee shall be obtained before posting.
- b. The Nominating Committee will make nominations for church committees and officers, based on the ballot from the previous year, unless directed otherwise by the Elder Board, or a duly called Special Business Meeting of the church or the Annual Meeting.
- c. The Nominating Committee shall have authority to change the length of office, in the case of those serving three year terms, by indicating on the ballot whether the term for office to be filled is for one or two years, when and if such change is necessary in order to bring about a balanced distribution in expiration of terms.
- d. The Nominating Committee shall consist of the senior pastor, two members from the church Membership elected at the Annual Meeting, and two elected by, but not necessarily from the governance authority, at least three months prior to the annual meeting for a term of service for one year.

Article 13 – MEETINGS

Section 1 - Annual Meeting

- a. To duly call the Annual Meeting of the church, a notice shall be posted in plain sight near the entrance of the regular place of worship two weeks prior to the date of the meeting. The notice shall state the date, hour, and purpose of the meeting. The same notice shall be read at the regular services of the church during the two weeks which must include two Sundays.
- b. The Annual Congregational Meeting of the Auburn Alliance Church shall be held on the fourth, (4th), Wednesday of January. When any emergency requires the changing of this date, the Board of Ministry shall be responsible to so inform each active member of the church.
- c. The Committee on Membership shall present to the Annual Meeting a list of active members. This list shall have been compiled by the Committee on Membership not more than one month prior to the Annual Meeting. The active membership list, so presented, shall be the basis on which a quorum is established.

- d. Nominations from the floor of any congregational meeting, for offices are only allowable by active members of the Auburn Alliance Church.
- e. Names submitted to the nominating committee for the office of elder are only allowable by active members of the Auburn Alliance Church.

Section 3 - Special Business Meetings

- a. Special Business Meetings may be called at any time by the Pastor, in consultation with the Elder Board or the Board of Ministry. When the Pastor's office is vacant, or he is not available, or is incapacitated, or refuses to call such a meeting, the Elder Board or Board of Ministry is empowered to call such a meeting.
- b. The Elder Board will call a Special Business Meeting when requested in writing by a quorum of the active members. The written application shall fully set forth the object of the meeting. No other business, but that set forth in the application, shall be transacted.
- c. Notification of a Special Business Meeting will follow the same procedure as for the Annual Meeting.

Section 4 – Quorum

One-third of the active, qualified (16 years old or over) membership shall be considered a quorum for the Annual Meeting and other business meetings of the church. (In matters involving titles to property or legal procedure, the laws of the State of New York will prevail).

Section 5 - Rules of Order

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Auburn Alliance Church in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Auburn Alliance Church may adopt.

Section 6 - Fiscal Year

The fiscal year shall be from January 1 through December 31.

Article 14 - ACCESS TO THE PAPERS OF THE ORGANIZATION

By written, signed request, access shall be had at any time, by an active member of the church to all official papers held by the treasurers, secretaries, or trustees, but only in the presence of the respective officer of the Board of Ministry. Financial records of individual contributions or donations are excluded from access by anyone other than the contributor and the Financial Recording Secretary and/or the Financial Dispersing Secretary.

Article 15 – AMENDMENTS

The By-Laws of this church may be amended at any Annual or other business meeting of the church by a two-thirds vote of the active members present. To call such a meeting, a notice shall be posted in plain sight near the entrance of the regular place of worship including a copy of the proposed amendments two weeks prior to the date of the meeting and be announced on the two Sundays prior. After amendments are adopted, the Revision History section of this document shall be updated and a copy of the amended bylaws shall be archived by the church secretary in the official church records.

Revision history Rev #	Date Adopted	Change Summary
1	Oct. 3, 1984	Original
X	Nov. 20, 1984	Added scripture references to membership discipline section. Added Trustee release form for donated items that are donated to the church.
X	Dec. 13, 1989	Nominating committee appointees must be church members
X	June 12, 1991	Revised Elder board membership
X	Oct. 14, 1992	Added CE committee
X	Dec. 11, 1996	Changed trustee membership, increased to 5
X	Dec. 17, 1997	Added Deaconess Section
X	Dec. 9, 1998	Define fiscal year as 1/1 to 12/31
X	June 25, 1999	Changed annual meeting date and changed default term of officers to coincide with new date.
X	Jan. 26, 2000	Clarified pastoral position on Governing board as “Senior pastor”. Granted Financial Recording Secretary and Financial Dispersing Secretary access to donation records.
X	Jan. 17, 2007	Church Governance (Board of Elders) and

		Board of Ministries
7	Jan. 16,2008	Clarified pastoral position on the Elder board as “Senior pastor” and changed first assistant pastor membership to “senior pastoral staff member (at the discretion of the Senior Pastor” Change BOM membership from Assistant Pastor to “pastoral staff member”
8	Jan. 18, 2012	Added College and Career Coordinator to CE Committee
9	Jan. 16, 2013	Added NYS Trustee and change of name from Trustee to Facilities Team
10	Jan. 28, 2014	Changed posting of notices and amendments to two weeks. Changed number of Elders in accordance with compliance with NYS
11	Jan. 21, 2015	Changed Annual Meeting to the fourth Wednesday of January. Created Article 13, d: nominations from floor only allowed by active members. Created Article 13, e: names submitted to nominating committee for elder only allowed by active members
12	Jan. 27, 2016	Article 5: Section 2, b: accepting nominations from the floor was removed. Added Sections 6 and 7. Article 6: Section 1, replaced ‘Trustees’ with Facilities Team. Article 8: Section 2, Board of Deaconesses shall consist of at least six members elected for a two-year term. Additional members may be added at their discretion to complete the current year. Article 10: Section 2, The Comm. on CE shall consist of at least eight members. Additional members may be added at their discretion to complete the current year. Section 3, Members of the CE Comm. listed in Section 2 – Membership shall be elected by the congregation at the Annual Meeting of the church. Removed election at Semi-Annual Meeting of the church. Article 11: Section 1, Official members of the church for the period of at least six months, or who are members and have completed the assimilation and mobilization process (Conn. Min.) of the church shall be qualified to be elected to hold any office listed in Paragraph b. b: replaced ‘Trustees’ with Facilities Team. Section 5, Paragraph a replaced with Paragraph b. Article 12: d,

		<p>The Nom. Comm. shall consist of the senior pastor, two members from the church Membership elected at the Annual Meeting, and two elected by, but not necessarily from the governance authority, at least three months prior to the annual meeting for a term of service for one year. Article 13: Section 2, Semi-Annual Business Meeting removed. Section 5, Paragraphs a and b replaced with The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the AAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the AAC may adopt. 13 Jan. 25, 2017 Article 5:</p>
13	Jan. 25, 2017	<p>Section 5 Eligibility changed to align with <i>Christian & Missionary Alliance Statement on Marriage – Divorce – Remarriage</i>.</p>
14	Jan. 23, 2019	<p>Article 6 Board of Ministry, Sec. 1 Membership changed to delete “The Senior Pastor, a pastoral staff member (at the Sr. Pastor’s discretion to say “<i>all permanent and interim pastoral staff members</i>”. Add “Chairperson of the board of deaconesses” to the list of members of the Board of Ministry.</p> <p>Article 6 Board of Ministry Section 2 Vice-Chairman to read The Vice-Chairman shall preside over the BOM when the “<i>Senior/Executive</i>” Pastor is absent</p>