



**THE ALLIANCE**

**CENTRAL PACIFIC DISTRICT**

**BYLAWS**

*Revised February 2019*

# THE CENTRAL PACIFIC DISTRICT

District Bylaws – Revised February 2019

***Table of Contents:***

|               |  |    |
|---------------|--|----|
| ARTICLE I.    | DISTRICT NAME  | 1  |
| ARTICLE II.   | ORGANIZATION AND GOVERNMENT  | 1  |
| ARTICLE III.  | DISTRICT EXECUTIVE COMMITTEE   | 5  |
| ARTICLE IV.   | DISTRICT LICENSE, ORDINATION AND CONSECRATION COUNCIL                                | 7  |
| ARTICLE V.    | MINISTRY TEAMS   | 7  |
| ARTICLE VI.   | OFFICIAL DISTRICT WORKERS  | 8  |
| ARTICLE VII.  | DISTRICT CHURCHES  | 8  |
| ARTICLE VIII. | SIMPSON COLLEGE BOARD OF TRUSTEES  | 9  |
| ARTICLE IX.   | AUXILIARY COMMITTEES   | 9  |
| ARTICLE X.    | EMPLOYMENT OF PASTORS OR CHURCH STAFF MEMBERS<br>TO WORK AT CENTRAL PACIFIC DISTRICT | 10 |
| ARTICLE XI.   | AMENDMENTS TO THE DISTRICT BYLAWS  | 10 |

# **THE CENTRAL PACIFIC DISTRICT**

## **DISTRICT BYLAWS**

Revised February, 2019

### **ARTICLE I. DISTRICT NAME**

The Central Pacific District of The Christian and Missionary Alliance

### **ARTICLE II. ORGANIZATION AND GOVERNMENT**

1. District Conference shall be known as Encounter District Conference.
2. A report of District Ministries shall be sent to all Official Workers and Conference Delegates one month prior to Conference.
3. The time and place of Encounter District Conference will be determined one year in advance by the District Executive Committee (referred to from this point on as DEXCOM) at a meeting before Conference and reported to the Conference delegates in writing. The exact location will be confirmed by DEXCOM at least six months in advance of Conference.
4. The District Superintendent in consultation with DEXCOM shall prepare the program for the sessions of Conference and have it ready to be acted upon at the opening session.
5. Conference Minutes shall be referred to the District Secretary and to the Bylaw and Rules Committee to assure consistency and to review for impact on existing legislation and policy.
6. At the close of Conference, the Conference Secretaries shall prepare and present to the District Secretary a final draft of the minutes. DEXCOM shall approve a final copy.
7. Conference Business
  - a. Call to order
  - b. District Superintendent's annual report
  - c. Treasurer's report
  - d. Other reports
  - e. Unfinished business
  - f. New Business
  - g. Elections
  - h. Adjournment
8. Nominations
  - a. Prior to Encounter District Conference, the Committee on Nominations will publish the nominees for committees on the District website. They will also provide the same information in writing to all voting delegates at the start of the Conference. After publication of nominees by the Committee on Nominations, conference delegates can propose additional nominees to the Committee two (2) weeks before Encounter District Conference.

b. Voting will be conducted by paper ballot on the first and second day of Encounter District Conference. Results of the election will be announced on the last day of Encounter District Conference.

c. Members-at-large of the District Executive Committee shall be elected by a plurality. d. The Committee on Nominations shall serve as the Search Committee during the year in which a nominee is needed for the office of District Superintendent.

The Search Committee shall interview and evaluate all prospective persons for the office of District Superintendent in preparation for their responsibility of presenting a nominee for the office of District Superintendent to the District Conference. e. The Committee on Nominations shall make every effort to present nominees that reflect a commitment to the broadest possible representation from the geographic spectrum of the district.

9. Delegates should prepare in writing any matters they desire to bring to a committee or approach the chairman for an appointment to speak to the committee. After presenting the matter the delegate shall leave the committee for its action on the matter.

10. In the absence of the District Superintendent the District Executive Committee shall appoint a Chairman who shall call Conference to order.

11. Closed sessions of the District Conference shall be held at the call of the District Executive Committee or the District Superintendent. All other sessions shall be open to the public.

12. There shall be at least one message on missions presented at every Encounter District Conference.

NOTE: Conference Secretaries shall prepare the business agenda.

#### A. ENCOUNTER DISTRICT CONFERENCE COMMITTEES

1. The Encounter District Conference Planning Committee shall be appointed by DEXCOM, in advance of the Conference.

2. Conference Committee officers shall be elected by the Encounter District Conference for the following Conference. A minimum of three members shall be elected to the Committee on Nominations at each District Conference.

#### B. ENCOUNTER DISTRICT CONFERENCE CREDENTIALS

1. Official Workers. Registration shall serve as intention to attend, and the official credential shall be distributed upon arrival at Encounter District Conference.

2. Lay Delegates shall be selected by the Church Governing Board. The Certification form for Lay Delegates shall be completed by the Church Secretary, signed and returned to the District Office. Official credentials shall be issued to Lay Delegates by the District Superintendent.

3. Corresponding Delegates. Spouses of Official Workers and Lay Delegates who are not regular delegates shall be recognized as Corresponding Delegates without conference action.

4. Registration of delegates shall close at 6:00 p.m. on the day before elections.

#### C. ENCOUNTER DISTRICT CONFERENCE ATTENDANCE

So important does the District regard the Encounter District Conference that it urges every pastor not to plan meetings that will conflict with District Conference dates and prevent his attendance in Conference.

#### D. DISTRICT BYLAWS

Bylaws of the District shall be made available to all workers in the District.

#### E. DISTRICT FISCAL YEAR

The fiscal year of the District shall be July 1 to June 30.

#### F. CONFERENCE STANDING COMMITTEES (Between Conferences)

1. The Committee on District Nominations shall submit nominees for DEXCOM and the Committee on District Nominations to Encounter District Conference to be voted on by the delegates.

2. During the year, DEXCOM will create and appoint any committees deemed necessary to accomplish District business.

##### 3. Committee on District Nominations

a. This committee shall be elected biannually by Conference to serve the next Conference. It shall meet as necessary.

b. It shall be composed of persons who represent a broad range of district geographical areas, ethnic and gender diversity.

c. It shall present one name in nomination for each position on the slates to be filled for the Conference, the District, and the National Council.

d. DEXCOM shall fill all vacancies on current year Conference committees and report in the opening session.

##### 4. Committee on Rules and Bylaws

a. This committee shall be appointed by DEXCOM. One of the senior members shall be appointed by the Superintendent to serve as the chairperson.

b. It shall serve during the Conference as the Committee on Rules and Bylaws, and following each Conference shall study all legislation, making proposals for revisions to harmonize conflicting actions to DEXCOM.

c. It shall serve during the term and meet as requested to rule on specific District Bylaw applications.

d. This Committee shall review the District Bylaws each year. It shall report to the District Executive Committee out-of-date items which should be rescinded and items which should be altered because of changing circumstance.

#### 5. Qualifications for all Committee members

a. Potential Members must have approval from their Church Governing/Leadership Board to serve. This should be reflected in the minutes of the Potential Member's Church Board Minutes.

b. The District will provide information to Potential Members' Home Churches. This will include the number of expected meetings per year as well as District policies on covering any expenses for members regarding travel, housing, meals etc. while serving at District Leadership Team meetings or events.

c. On certain committees, members may be asked to express concerns, direct or vote on how District Funds and resources may be used.

d. Some Committees may have other qualifications that members will need to meet.

#### 6. Tenure of Committee members

a. All Committee Members can serve three two-year terms. After that time, the Committee Members must take a step down for a minimum of one year. After the one year time period the Committee Member is eligible to serve again.

#### 7. Removal from Committee

a. When the Committee is being disbanded.

b. If a Committee Member does not attend three consecutive meetings.

c. If a Committee Member does not attend four meetings over a 24-month period.

d. Discipline issues or Moral Failure.

e. At the request of the Member.

f. At the request of the Member's church.

g. Member leaves the District.

#### 8. Committee Expectations

a. To have the heart and mind of Christ when making decisions.

b. All Members will attend all scheduled meetings.

c. All Members will not share confidential information.

## G. CONFERENCE RULES

### 1. Conference Attendance

a. It is required that all Official Workers currently licensed by the district or holding a district position which accredits them as a delegate will attend the annual Encounter District Conference.

b. Currently licensed Official Workers who find themselves unable to attend Encounter District Conference shall inform the District Superintendent in writing no later than the second day of Conference.

H. Registration Fees for Encounter District Conference will be determined annually by DEXCOM.

## ARTICLE III. DISTRICT EXECUTIVE COMMITTEE

### A. COMMITTEE PERSONNEL

1. The District Executive Committee shall consist of nine members including the District Superintendent. The District Executive Committee, the Secretary and Treasurer, shall be elected for two-year terms, with a maximum of two terms. After a one-year's absence a new tenure may be started.

2. When a vacancy occurs, the District Executive Committee may appoint someone to fill the unexpired term.

3. In the event of the incapacity of the District Superintendent, the Vice Chair, the District Secretary, or the District Treasurer, in that order, shall assume the temporary Chairmanship of the District Executive Committee until the Division of National Church Ministries can assume leadership.

### B. LEGAL RESPONSIBILITIES

1. The District Executive Committee shall constitute the Board of Directors of this Corporation.

The District Executive Committee shall elect annually from its membership a Vice Chair of the Board of Directors to comply with the legal requirements of the State of California.

2. The Officers; President, Vice Chair, Secretary and Treasurer of the Board of Directors, shall have the authority to sign legal documents along with others appointed by DEXCOM.

### C. COMMITTEE MEETINGS

There shall be at least two regular meetings per year of the District Executive Committee.

#### D. SUBCOMMITTEE

1. An Executive Committee of the Board of four (4), composed of the Superintendent, Secretary, Treasurer and Vice Chair, shall be authorized to conduct special items of urgent business between meetings of the full board.
2. All meetings of the Executive Committee shall have recorded minutes and be reported for ratification at the next regular board meeting.

#### E. VOTE BY MAIL

Emergency actions of DEXCOM may be carried out by an electronic vote, the results of which shall be attested to by at least two (2) members of the Executive Committee. The results of the vote shall be written by the Secretary as minutes, which shall include the vote tally, and be ratified at the next regular meeting of the board.

#### F. RESPONSIBILITIES

1. To appoint all advisory committees of the district program offices such as Growth, Christian Formation, Missions, etc. To fill all vacancies in District Conference elected positions until the next Conference.
2. To approve all leadership team personnel hired by the Superintendent.
3. To appoint a CPA for performing an annual financial audit.
4. To present a District Partnership Fund budget for consideration at each District Conference.
5. To make all necessary, related decisions to acquire, dispose of, improve, encumber, and convey property, real and personal, on behalf of the District Conference and to report all such transactions to the next Conference.
6. To authorize the District Superintendent and District Secretary or District Treasurer to sign all documents necessary in the transfer of property.
7. To release a reversionary or other contingent interest in the real property of an accredited church in the event of the sale of church property, or to subordinate such interest to a mortgage, when it is in the best interest of both the church and the District.
8. To conduct an annual review of the Superintendent, and confirm the long and short range strategic goals for the District, as well as annual priorities and performance objectives.

#### G. AUDIT OF DISTRICT FINANCIAL RECORDS

The financial records of the District Treasurer shall have an annual financial review.



## H. THE COMMITTEE ON DISCIPLINE

The District Superintendent shall appoint a committee on discipline as needed for specific instances of discipline.

## **ARTICLE IV. DISTRICT LICENSE, ORDINATION AND CONSECRATION COUNCIL**

### A. APPOINTMENT

The District Executive Committee will appoint annually a District License, Ordination and Consecration Council.

### B. FUNCTIONS

1. In conjunction with the District Executive Committee, the Licensing, Ordination and Consecration Council will formulate and publish procedures for licensing, ordination and consecration.
2. The Licensing, Ordination and Consecration Council or its sub-committees will interview applicants and make recommendation to the District Superintendent on licensing, ordination and consecration.
3. The Licensing, Ordination and Consecration Council or its sub-committees will make recommendation to the District Superintendent on the approval of leaves of absences.

## **ARTICLE V. MINISTRY TEAMS**

### A. TEAMS

1. The District Executive Committee, in consultation with the Superintendent may appoint ministry teams (health team, multiplication team, etc.).
  - a. The Director/Team Leader and members shall be nominated by the Superintendent with appointment by the District Executive Committee.
  - b. The Superintendent in consultation with the District Executive Committee shall determine the qualifications and formulate the specific job description and terms of service for all Directors/Team Leaders.
  - c. The number, size, make-up and functional systems of each team shall be determined by the Superintendent in consultation with the Director/Team Leader and the District Executive Committee.
  - d. Each Director/Team Leader shall regularly report to the District Executive Committee and District Conference as determined by the District Executive Committee.

## **ARTICLE VI. OFFICIAL DISTRICT WORKERS**

### **A. CHANGE OF MINISTRY LOCATION**

1. When an official worker is considering a change of ministry location he/she shall confer with the District Superintendent before presenting his/her resignation.
2. When an official worker resigns from a church he/she shall present his/her resignation in writing to the District Superintendent and the Church Governing Board.

### **B. WORKERS SERVING A NON-ALLIANCE CHURCH**

Official District Workers who are not assigned to Alliance churches but who carry Christian and Missionary Alliance credentials shall present an annual report to the District Superintendent and shall have their credentials renewed annually upon recommendation of the District Executive Committee.

### **C. CREDENTIALS**

When District workers cease to believe the doctrines of the Bible as accepted and taught by The Christian and Missionary Alliance, they shall, upon their honor, withdraw themselves from its fellowship and surrender the credentials given them without the necessity of argument and trial. If they fail to do so, the matter shall be referred to DEXCOM.

## **ARTICLE VII. DISTRICT CHURCHES**

### **A. DISTRICT PARTNERSHIP FUND SUPPORT OF DISTRICT OPERATION**

District Partnership Fund support of District operations shall be provided by each church contributing 5% of its general fund receipts, excluding building fund offerings, missions offerings, and designated specials.

### **B. AN UNACCREDITED CHURCH**

A church which has not been formally organized shall operate according to the directives of the Constitution for Developing Churches.

### **C. A CHURCH NEEDING REVITALIZATION**

When a local church has declined in active membership to 25 or fewer, or in financial stability or in internal function to the point it cannot operate effectively as a corporate body, by vote of the District Executive Committee, that corporation's membership and assets will become subject to the administrative leadership of the District Superintendent and the District Executive Committee.

1. The District Executive Committee shall determine the degree of self-government to be delegated to the local corporation during this period of District administration. The Constitution for Developing Churches shall be used during this period unless other action is taken by the District Executive Committee. The internal functioning of the church is to be described by the regulations for developing churches of The Christian and Missionary Alliance.

2. The District Executive Committee shall be authorized to administer the assets of the local corporation during this period of District supervision.
3. The District Executive Committee shall continue this period of District administration until such time as it considers the local corporate body capable of assuming self-government.
4. During this period of District supervision the following procedures shall be observed.
  - a. The District Superintendent shall visit the church frequently to provide counsel and direction to Pastor and officers.
  - b. Minutes of all business meetings shall be sent to the District Office.
  - c. A monthly treasurer's report with all income and disbursements itemized shall be sent to the District Office.
  - d. A monthly report shall be made to the District Office by the Pastor.

#### D. CHURCH SITE PROCUREMENT

When the Church Governing Board is planning the purchase of property as a church site, it shall seek the guidance of the District Superintendent and the approval of the District Executive Committee before making the purchase. Official Workers and Churches are not authorized to sign any documents or agreements in the name of the Central Pacific District of The Christian and Missionary Alliance without specific prior written approval by the District Superintendent.

#### E. CHURCH CONSTRUCTION AND REMODELING

All building programs and plans in excess of 50% of the church's prior year's General Fund shall be presented to the District Executive Committee for approval.

### **ARTICLE VIII. SIMPSON COLLEGE BOARD OF TRUSTEES**

The District Conference shall recommend members to the Simpson College Board of Trustees in conformity with the Constitution of the College.

### **ARTICLE IX. AUXILIARY COMMITTEES**

All other auxiliary committees (women's ministry, men's ministry, etc.) shall make their own bylaws to be reviewed and endorsed by DEXCOM and kept on file at the District Office.

## **ARTICLE X. EMPLOYMENT OF PASTORS OR CHURCH STAFF MEMBERS TO WORK AT CENTRAL PACIFIC DISTRICT**

There are times when the District Office may employ Pastors and/or Staff Member's from the Central Pacific District Churches; this is on a limited or part-time basis.

- a. Potential Staff Members must have approval from their Church Governing/Leadership Board to serve. This should be reflected in the minutes of the Potential Staff Member's Church Board Minutes.
- b. The District will provide information to Potential Staff Member's Home Churches. This will include the number of expected meetings per year as well as District policies on covering any expenses for members regarding travel, housing, meals etc. while serving at District Leadership Team meetings or events.

## **ARTICLE XI. AMENDMENTS TO THE DISTRICT BYLAWS**

Amendments to these Bylaws may be made at any Encounter District Conference by a two-thirds vote of the delegates present.