

# VICTORIA CHINESE ALLIANCE CHURCH

## BYLAWS

### Preamble

These bylaws, the Local Church Constitution, and the Manual of The Christian and Missionary Alliance in Canada constitute the governing documents of the church.

### Definitions and Interpretation

In these bylaws, unless the context otherwise requires:

“Annual Meeting”	means the Annual Meeting of the Membership
“Board”	means the Board of Elders of the church
“Bylaws”	means the bylaws of the church
“Constitution”	means the <i>Local Church Constitution</i> contained in the <i>Manual of The Christian and Missionary Alliance in Canada</i>
“Church”	means Victoria Chinese Alliance Church of The Christian and Missionary Alliance in Canada
“Ordinary resolution”	means a resolution that requires a simple majority of the votes cast at a general meeting by the members eligible to vote or at a meeting of the Board.
“Special resolution”	means a resolution that requires a majority of no fewer than two-thirds (2/3) of the votes cast at a general meeting by the members eligible to vote or at a meeting of the Board. It is required to make fundamental changes to the organization and governance of the church and decisions about major issues.

### I. Name.

This Church shall bear the name of The Victoria Chinese Alliance Church of The Christian and Missionary Alliance in Canada.

### II. Membership

1. Qualifications for membership are as stipulated in the Constitution and these bylaws.
2. There are three categories of membership:
  - a. Active Member  
An Active Member is a member in good standing who has been officially confirmed as having met the requirements for membership outlined in the Constitution and these bylaws, and who regularly attends and actively supports the church<sup>1</sup> in ways outlined in the membership covenant.  
  
Active Members are eligible:
    - i. to vote,

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<sup>1</sup> Regularity is defined as not fewer than once a month. The meeting referred to means the Sunday Service.

- ii. to give primary leadership to church ministries, and
- iii. unless otherwise restricted<sup>2</sup>, to be elected to the Board.

b. Associate Member

An Associate Member is a former Active Member who is non-resident and/or for reasons acceptable to the Board, desires to retain membership in the church.

Associate Members may not vote at meetings of members, nor hold office in the church.

An Associate Member may be returned to Active Member status at the discretion of the Board.

c. Member not in Good Standing

ALL MEMBERS ARE IN GOOD STANDING EXCEPT:

- i. a member who, in the opinion of the Board, has failed to remain active in the church, meaning that the member has been absent from the normal activities of the church<sup>3</sup> for a period of twelve (12) months or more and has not communicated an interest in remaining a member of the church
- ii. a member who is under discipline

3. To become an Active Member of the church, an individual must participate in the church's application and orientation process. In addition:
  - a. applicants for membership are expected to sign a membership covenant that identifies the commitments being made, and
  - b. an applicant for membership becomes a member when officially confirmed by the Board.
4. A person ceases to be a member of the church:
  - a. by delivering their resignation in writing to the secretary of the Board by mail, email, or personal delivery to the address of the Board.
  - b. upon death.
  - c. by transfer to another church.
  - d. upon having not been a member in good standing for 12 consecutive months.
  - e. upon being expelled as a result of any disciplinary process.
  - f. by the Board passing a special resolution which terminates membership upon the person failing to maintain the qualifications for membership or having accepted membership in another church. The person who is the subject of the special resolution for expulsion must be given an opportunity to be heard by the Board before the special resolution is put to a vote.

**III. Membership Meeting.**

1. Annual Meeting: The Annual Meeting shall be held on the first Sunday of March.
2. Public Announcement: Notice in writing and public announcement shall be given 4 Sundays prior to the date of the meeting. Proposed agenda for the meeting shall also be posted in a suitable location in the church at the same time.
3. Other Membership Meeting: Any other meetings of the members can be called either by the Elder Board or by two members with the approval of the Elder Board. Depending on its

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<sup>2</sup> Since it is still the will of the membership that only brothers are to serve as Elders, sisters are not included in this clause.

<sup>3</sup> Please see foot note 1.

degree of emergency, these meetings may be held at the earliest time possible or by fulfilling the public announcement requirement as stipulated in clause III 2.

4. Quorum: The quorum for all meetings of members is the members present.
5. Vote: Each Active Member is entitled to one vote and voting by proxy is not allowed.

#### **IV. Board of Elders (Elder Board).**

1. Number of Elders: The Board must consist of the lead pastor, and at least three (3) and up to a maximum of seven (7) elected members. The number of elders must be set annually by the Board. If the number of elders falls below three (3) plus the senior pastor, the board shall appoint an eligible active member to serve until the next meeting of members for electing elders.
2. Term and Tenure: The length of term shall be two (2) years; however, an occasional term of one (1) year is acceptable. A Board member may serve a maximum of two (2) consecutive terms and will be eligible for election after a break of one year.

An elder's term of office begins on January 1 of the year following the Meeting of Members at which the member is elected.

3. The Quorum: The quorum for a meeting of the Board shall be a simple majority.
4. Authority: The Board must set and be the final interpreter of church policies

The Board may delegate any, but not all, of their powers to committees consisting of one or more Board members as they see fit. A committee so formed in the exercise of powers so delegated must conform to any rules imposed on it by the Board, and must report every act done in exercise of those powers to the earliest meeting of the Board after the act has been done.

The Board shall annually review the Lead Pastor's ministry and remuneration, and as part of the annual budget process, review staff salaries and benefits.

5. Positions: The Board of Elders shall elect its officers to fill the various posts of the Board. The only exception will be the chairman, which is normally assumed by the Senior Pastor.

#### **V. Nominating Committee & Elder Election.**

The Elder Nominating Committee, which is not amendable by the Elder Board, shall consist of the Senior Pastor (serving as the Chair) and four (4) members, with equal representatives from the Board of Elders and the membership elected at the Annual Meeting or another duly called meeting of the membership.

The Nominating Committee shall post the list of nominees via print once nomination is closed. Such report shall include biographical information of each candidate.

Election of the Elders must be elected at a duly called Meeting of Members during the month of November<sup>4</sup>.

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<sup>4</sup> As a church tradition, the vote conducted in the regular services in November is deemed as a membership meeting.

**VI. Mission.**

Half of the current year General Fund surplus shall be set aside for Global Advance Mission Fund.

**VII. Finance.**

1. The fiscal year of the church shall be from January 1 to December 31.
2. The Senior Pastor, Treasurer, and one of the elders shall be appointed as trustee and shall be the signing officers of the church in legal and business matters.
3. There shall be an annual financial review or audit conducted by an independent (non-church related) reviewer or auditor. The report shall be presented at the Annual Meeting of the members.

**VIII. General**

Members may inspect the records of the church with the exception of the proceedings (minutes) of the Board and individual donor records other than the member's own.

**IX. Amendments.**

Bylaw amendments may be proposed by the Board and submitted to the District Superintendent for approval by the District Executive Committee.

Amendments will be valid only after being approved by the District Executive Committee and adopted by special resolution of the Active Members present at a duly called meeting for such purpose.

**Record of Amendments**

Adopted  
April 3, 1988

Amended  
February 5, 1989  
February 4, 1990  
February 21, 1993  
February 27, 1994  
February 25, 1996  
February 18, 2018

Revised and adopted under Society Acts  
March 01, 2020