

# Bylaws



Central District  
of the  
Christian and Missionary Alliance

# INDEX

<b><u>I. BYLAWS RELATING TO DISTRICT CONFERENCE</u></b>	
A. <u>Officers</u>	
1. Chairman of Conference	2
2. Conference Secretaries	2
B. <u>Conference Committees</u>	
3. Committee on Nominations	2
4. Committee on District Work	2
5. Committee on Disciplemaking Ministries and Beulah Beach	3
6. Committee on Rules	3
7. Committee on Finance and Treasurer's Report	3
8. Committee on Matters Referred	3
9. Chairman of Committees and Their Duties	3
C. <u>Other Matters Having to do with Conference</u>	
10. Conference Business	3
11. Quorum	3
12. Special Sessions of Conference	4
13. Rules of Order	4
14. Composition of Conference Committees	4
15. Size of Conference Committees	4
16. Preparation and Presentation of Reports	4
<b><u>II. BYLAWS RELATING TO THE DISTRICT EXECUTIVE COMMITTEE</u></b>	
17. Membership	5
18. Meetings	5
19. Term of Office	5
20. Vacancies	5
21. Quorum	5
22. Committees	5
23. Subcommittee	5
<b><u>III. BYLAWS RELATING TO DISTRICT COMMITTEES</u></b>	
24. Status of Special Committees	6
25. Committee on Disciplemaking Ministries	6
26. Committee on Discipline	6
27. Council on License, Ordination, and Consecration	7
28. Missions Committee	7
<b><u>IV. BYLAWS OF A GENERAL NATURE</u></b>	
29. Audit	8
30. Property Received by Reversion or in Trust	8
31. Local Church Authorization to Build, Encumber, or Dispose of Property	8
32. Elections	8
33. Director of Disciplemaking Ministries	8
34. Director of Church Planting	9
35. Director of Church Development	9
36. Establishment of New Churches	10
37. Procedure for Amending Bylaws	10

## **I. BYLAWS RELATING TO DISTRICT CONFERENCE**

### **A. Officers**

1. **Chairman of Conference**

The District Superintendent shall be Chairman of Conference. He shall be responsible to establish a daily order of business and report this to the Conference at appropriate times. At his request, he may appoint a moderator of the business sessions.

2. **Conference Secretaries**

It shall be the duty of the District Secretary and his assistants to keep proper record of Conference, to preserve such records in the archives of the district and to forward a copy of the proceedings to the Division of National Church Ministries. The District Secretary shall, in conjunction with the district office administrative/secretarial staff, prepare and present to Conference a complete list of accredited and corresponding delegates to be determined in keeping with the provisions of the Constitution. He shall perform such other duties as may be designated by Conference.

### **B. Conference Committees**

3. **Committee on Nominations**

This committee shall be composed of a minimum of seven (7) members, and shall be representative of the entire district.

It shall present to Conference nominations for the officers of the district with the exception of those officers whose nominations and election is designated by the Constitution to be by other means.

It shall present nominations for the District Executive Committee, the District License, Ordination, and Consecration Council, the District Trustees, the Committee on Disciplemaking Ministries, and nominations for all special committees authorized by Conference.

It shall be the duty of the Nominating Committee to secure the consent of persons whose names they place in nomination for any office for committee.

Its report shall be presented at a given session for first reading. At the second reading, nominations will be received from the floor. Elections will be in a subsequent session.

4. **Committee on District Work**

This committee shall be composed of a minimum of seven (7) members. It shall consider the report of the District Superintendent and special committees whose work embraces matters that concern the district as a whole.

It shall consider the work of the district and shall present its findings to Conference with such recommendations as it may deem advisable.

5. Committee on Disciplmaking Ministries and Beulah Beach  
This committee shall be composed of a minimum of seven (7) members. It shall consider the report of the Director of Disciplmaking Ministries, the aspects of the Vice President's report of the National Church Ministries that pertains to Disciplmaking, and the Executive Director's report of Beulah Beach.  
  
It shall report to Conference with such recommendations as it may deem advisable.
6. Committee on Rules  
This committee shall consist of three (3) members. It shall consider all matters referred to it and shall report to Conference with such recommendations as it may deem advisable.
7. Committee on Finance and Treasurer's Report  
This committee shall be composed of a minimum of seven (7) members. It shall consider the report of the Treasurer and shall consider the entire financial standing of the district. It shall prepare and present to Conference such recommendations as it may deem advisable.
8. Committee on Matters Referred  
This committee shall be comprised of a minimum of seven (7) members. It shall consider all reports other than district matters, such as reports from the National Office, schools, retiral homes, etc.
9. Chairman of Committees and Their Duties  
In the event of absence from Conference of the chairman of any committee, the District Superintendent shall appoint another member of the committee to serve as chairman.

The chairman shall call his committee to order and shall outline the matters to be considered.

Where a matter has been referred to the committee, some positive course of action must be recommended. The proposal must be reported back favorably or unfavorably, or an amendment or substitute must be proposed.

### **C. Other Matters Having to do with Conference**

10. Conference Business  
The Conference Order of Business shall conform in general to the following pattern:  
Reports of officers Board of Directors representative, District Executive Committee, Special Committees, and Conference Committees. Elections shall be conducted in accord with Bylaw requirements.
11. Quorum  
One-third of the accredited delegates registered at Conference shall constitute a quorum.

12. Special Sessions of Conference  
A special session of the District Conference may be convened at the call of the District Superintendent upon approval of the District Executive Committee by a two-thirds majority vote. The call shall include a statement of those items to be considered at the special Conference. Such call shall be mailed to all official workers at least two weeks in advance of the date of convening.
13. Rules of Order  
Where procedures are not outlined or defined in the District Constitution and Bylaws, the business of Conference shall be conducted in accord with Robert's Rules of Order.
14. Composition of Conference Committees  
The District Executive Committee shall nominate the assistant secretary of Conference, and the chairman, secretary and members of all conference committees at a District Executive Committee meeting at least five months prior to District Conference. A listing of all conference committees, including the officers of those committees, shall be included in the conference mailing to all official workers.
15. Size of Conference Committees  
The following Conference Committees shall be composed as follows:
  - Committee on Nominations – membership – minimum of seven (7).
  - Committee on District Work – membership – minimum of seven (7).
  - Committee on Finance and Treasurer's Report – membership – minimum of seven (7).
  - Committee on Disciplemaking Ministries and Beulah Beach – membership – minimum of seven (7).
  - Committee on Matters Referred – membership – minimum of seven (7).
  - Committee on Rules – three (3) members.
16. Preparation and Presentation of Reports  
Six copies of all reports of officers and committees must be prepared and distributed prior to the reading of the report. One copy is to be presented to the Chairman of Conference, one to the District Secretary, one to the Board of Directors Deputation, one to the Chairman of the committee, one for reference of committees, and one to be held for reference in conference the ensuing year.

## II. BYLAWS RELATING TO THE DISTRICT EXECUTIVE COMMITTEE

17. Membership  
The District Executive Committee shall be composed of thirteen (13) members: the District Officers (District Superintendent, Director of Church Development [non-voting], Director of Church Planting [non-voting], District Secretary, and District Treasurer) and the remaining number to be elected by conference. If no official worker is available and qualified to serve as District Treasurer, then a qualified layman shall be appointed by the District Executive Committee to fill this office.
18. Meetings  
They shall meet quarterly and such other meetings as the District Superintendent or a majority of the members of DEXCOM might call, providing due notice and an agenda has been given to all members.
19. Term of Office  
The District Secretary, District Treasurer and the members elected by Conference shall serve for a one-year term.
20. Vacancies  
The District Executive Committee may fill vacancies that occur during the Conference year, with the exception of the District Superintendent.
21. Quorum  
At meetings of this committee, duly called, seven (7) members shall constitute a quorum.
22. Committees  
The District Executive Committee shall appoint the committees and personnel listed in sections III and IV and such other committees as are deemed necessary.
23. Subcommittee  
The Subcommittee shall be composed of the District Superintendent, the District Treasurer, the District Secretary and one member-at-large elected by the District Executive Committee annually. This committee will be empowered to handle items of business between District Executive Committee meetings. The subcommittee will serve as the Budget Committee and be responsible for drafting a proposed budget for presentation to the District Executive Committee in preparation for District Conference.

### III. BYLAWS RELATING TO DISTRICT COMMITTEES

24. Status of Special Committees

The status of special committees is somewhat different from that of Conference Committees in the following particulars:

- (1) Not all of the special committees are required to report to Conference annually. Much of their work is reported to the District Executive Committee.
- (2) When they report to Conference, such reports are referred to the proper Conference Committee.
- (3) Nominations of personnel to special committees shall be made by the District Conference, the District Superintendent, or the District Executive Committee.

25. Committee on Disciplemaking Ministries

The Disciplemaking Ministries Committee shall be composed of eight (8) members: three (3) members-at-large to be elected annually for a one (1) year term by District Conference, and three (3) coordinators (children, youth, adult) to be appointed biannually for a two-year term by the District Executive Committee, plus the Director of Disciplemaking Ministries and the District Executive Committee representative. The District Superintendent serves as an ex-officio member. The Director of Disciplemaking Ministries serves as chairman.

The Disciplemaking Ministries Committee is responsible to encourage and provides help for growth and quality in church disciplemaking ministries, and to conduct events and provide support services for the purposes of evangelism, discipleship, training, and fellowship.

The Disciplemaking Ministries Committee shall work under the supervision of the District Superintendent and is amenable to the District Executive Committee. (1991)

26. Committee on Discipline

The membership and procedure of the Committee on Discipline shall be in accord with the directions given in the Manual of The Christian and Missionary Alliance under "Uniform Policy on Discipline and Appeal" as it relates to "Official Workers of Districts."

The District Superintendent may bring cases to the attention of the Committee on Discipline, and the committee shall give attention to the facts as presented. It may interview the worker, if deemed advisable, and take whatever action is Scriptural.

No worker shall be deprived permanently of his license without being given an opportunity to appear before this committee.

In cases of misconduct, the District Superintendent shall take the initiative in investigating the circumstances.

27. Council on License, Ordination, and Consecration

This committee shall consist of seven (7) members, comprised of the District Superintendent, who shall serve as a member ex-officio, and six (6) members to be elected by the District and Prayer Conference.

Elected membership in the committee shall be restricted to ordained ministers with at least fifteen (15) years of ministry in the Christian and Missionary Alliance. Each member shall serve a three (3) year term, two (2) being elected each year. (1991)

If a member of the License, Ordination and Consecration Council moves from the district, or for any other reason resigns from the committee, the District Executive Committee may appoint a pastor to fulfill that unexpired term. Such appointment shall be subject to the fifteen (15) years-in-ministry restriction as stated previously.

The District Superintendent shall be Chairman of this committee and moderator when the committee sits as a Council of Ordination.

The duties of this committee shall be:

- (1) To present for Conference approval, without reference to any conference committee, a list of licensed workers of the district. Licenses shall be issued annually for the ensuing calendar year.
- (2) To interview all applicants for district license excepting those already licensed by the denomination.
- (3) To interview all candidates for ordination whose application has been presented by a church or who has been approved by the District Superintendent. Such candidate shall be questioned with regard to Christian experience, call to preach, doctrinal beliefs, and such other matters as the committee may determine. Only in exceptional circumstances shall a candidate be approved for ordination who is regularly employed in secular work.

28. Missions Committee

A District Missions Committee shall consist of at least five (5) members with a maximum of seven (7) members. This committee shall consist of the district presidents of Alliance Women and Alliance Men, with the remainder of the committee being appointed by the District Executive Committee at their first meeting following District Conference. The term of service for this committee shall be for one (1) year.

#### IV. BYLAWS OF A GENERAL NATURE

29. Audit

It shall be the responsibility of the District Executive Committee to annually appoint an independent Certified Public Accountant who shall perform an examination of the district's financial statements. Further, the District Executive Committee shall annually appoint an Audit Review Committee who shall meet with the auditor to review the audit and management letter and to submit a report of their review to the District Executive Committee. These reports and the audit should be submitted to the Board of Managers through the Division of National Church Ministries.

30. Property Received by Reversion or in Trust

The District Executive Committee is hereby authorized by District Conference to have full power and authority to encumber or to dispose of such property of the district as:

(1) Is held or shall be acquired through operations of Reversion Clauses or

(2) Is held in trust on behalf of any church of The Christian and Missionary Alliance within the Central District.

31. Local Church Authorization to Build, Encumber, or Dispose of Property

Real property may be purchased, sold, conveyed, exchanged, mortgaged, or encumbered only by order of the church membership through the Governing Board in consultation with the District Superintendent.

32. Elections

Election for District Superintendent shall be by ballot and shall be determined by two-thirds of the votes cast. Election of the District Executive Committee, License, Ordination, and Consecration Council, and Disciplemaking Ministries Committee shall be by plurality vote. All other elections shall be by majority vote.

33. Director of Disciplemaking Ministries

The District Executive Committee shall appoint for a term of three (3) years a Director of Disciplemaking Ministries. The term shall coincide with the term of the District Superintendent.

The Director shall give leadership to the Disciplemaking Ministries Committee in accordance with its purposes and plans established by the District Executive Committee. (1991)

34. Director of Church Planting

(1) Method of Appointment

The District Superintendent shall nominate a Director of Church Planting to be appointed by the District Executive Committee. The Director of Church Planting shall be appointed for a three (3) year term, which shall coincide with the term of the District Superintendent.

(2) Method of Termination

Any time during the three (3) year term, either the Director of Church Planting or the District Executive Committee, upon 90-day notification, may terminate the relationship.

(3) Supervision and Accountability

a. His work shall be under the supervision of the District Superintendent, to whom he is responsible.

b. He shall be a non-voting member ex-officio of the District Executive Committee.

c. He shall be guided basically by the Central District Superintendent and shall act as liaison between the National Director of Church Planting and the Central District.

(4) Qualifications

He must be a licensed worker, with pastoral experience, and with special interest in church planting.

35. Director of Church Development

(1) Method of Appointment

The District Superintendent shall nominate a Director of Church Development to be appointed by the District Executive Committee. The Director of Church Development shall be appointed for a three (3) year term, which shall coincide with the term of the District Superintendent.

(2) Method of Termination

Any time during the three (3) year term, either the Director of Church Development or the District Executive Committee, upon 90-day notification, may terminate the relationship.

(3) Supervision and Accountability

a. His work shall be under the supervision of the District Superintendent, to whom he is responsible.

b. He shall be a non-voting member ex-officio of the District Executive Committee.

c. He shall be guided basically by the Central District Superintendent and shall act as liaison between the Healthy Church Ministries Director and the Central District.

(4) Qualifications

He must be a licensed worker, with pastoral experience, and with special interest in development.

36. Establishment of New Churches

One of the primary purposes of the Central District of the Christian and Missionary Alliance is to establish new churches within the district. These churches shall be under the care and direction of the Central District until each becomes an officially organized church and/or is no longer receiving district subsidy.

37. Procedure for Amending Bylaws

Bylaws may be amended at any District Conference as provided herein. Proposed amendments may be presented by any Conference committee, or, by special privilege, from the floor. Such presentation shall constitute a first reading.

All amendments shall be referred to the Committee on Rules. Return of the proposed amendment to Conference floor shall constitute a second reading. All amendment proposals shall be considered according to the procedures specified in Robert's Rules of Order. (1991)

Unless otherwise stated in the amendment or accompanying resolution, new bylaws or amendments to existing bylaws become effective immediately upon enactment.

Adopted by the 1966 Conference at Ravenna Alliance Church, Ravenna, OH  
Amended by the 1968 Conference at Mansfield, OH  
Amended by the 1970 Conference at Stow Alliance Fellowship, Stow, OH  
Amended by the 1971 Conference at Morgantown Alliance Church, Morgantown, WV  
Amended by the 1974 Conference at Rolling Acres Alliance Church, Akron, OH  
Amended by the 1976 Conference at Mansfield, OH  
Amended by the 1978 Conference at Northview Alliance Church, Wooster, OH  
Amended by the 1979 Conference at Morgantown Alliance Church, Morgantown, WV  
Amended by the 1980 Conference at Chapel Hill Church, Cuyahoga Falls, OH  
Amended by the 1983 Conference at Norwalk Alliance Church, Norwalk, OH  
Amended by the 1984 Conference at First Alliance Church, Mansfield, OH  
Amended by the 1988 Conference at Chapel Hill Church, Cuyahoga Falls, OH  
Amended by the 1991 Conference at Dover Alliance Church, Dover, OH  
Amended by the 1992 Conference at Zanesville Alliance Church, Zanesville, OH  
Amended by the 1994 Conference at North-Mar Church, Warren, OH  
Amended by the 1995 Conference at Beulah Beach, Vermilion, OH  
Amended by the 1997 Conference at Grace Church, Middleburg Heights, OH  
Amended by the 1998 Conference at Northview Alliance Church, Wooster, OH  
Amended by the 2000 Conference at First Alliance Church, Mansfield, OH  
Amended by the 2001 Conference at North-Mar Church, Warren, OH  
Amended by the 2002 Conference at Stow Alliance Fellowship, Stow, OH  
Amended by the 2003 Conference at Zanesville Alliance Church, Zanesville, OH  
Amended by the 2006 Conference at Fairlawn Alliance Church, Akron, OH