



2005 Bylaws: Casper Alliance Church

Casper Alliance Church Bylaws

(adopted 3/5/06 - effective 4/1/06)

[This version contains the approved changes made by the membership at the March 25, 2007 Annual Meeting as well as the meeting in March of 2008]

ARTICLE I - NAME

No Bylaw

ARTICLE II - RELATIONSHIP

Bylaw Article II – Relationship

I. LAY DELEGATE(S) TO GENERAL COUNCIL:

1. Pursuant to Article VI, Section 6.2, paragraph a, Bylaws of The Christian and Missionary Alliance, lay delegates sent to General Council shall be appointed by the Board of Elders. The delegate(s) shall be certified by the senior pastor and reported to the proper authority.

II. LAY DELEGATE(S) TO DISTRICT CONFERENCE:

1. Pursuant to Article II, Section 1, paragraph a, Uniform Constitution for Districts of The Christian and Missionary Alliance, lay delegates sent to District Conference shall be appointed by the Board of Elders. The delegate(s) shall be certified by the senior pastor and reported to the proper authority.

ARTICLE III - MEMBERSHIP

Bylaw Article III - Membership

I. APPLICATION FOR MEMBERSHIP:

1. Applicants shall complete the Casper Alliance Church membership application prior to meeting with the Elders to give their personal testimony of conversion to Jesus Christ and their commitment to Casper Alliance Church. The Senior Pastor and the Elders shall then act upon the applications.
2. The Elders shall also act upon requests for membership transfers from other C&MA Churches.
3. Children under the age of sixteen may be accepted into membership of the church with the written consent of their parents or guardians and upon approval by the Elders. Members under the age of sixteen years old may not be elected or appointed as chairman of any ministry.
4. All applicants shall be provided with a copy of, and be required to read and consent to this Constitution, and these Bylaws. Further, they must affirm their willingness to subscribe to the uniform policy on discipline, restoration, and appeal, as found in the current edition of The Manual of The Christian and Missionary Alliance. Such consent and affirmation exists when applicants sign the application for membership.
5. This church membership shall consist of baptized believers in Christ.

II. TYPES OF MEMBERSHIP:



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1. MEMBERS IN GOOD AND REGULAR STANDING:

- i. Members in good and regular standing shall consist of those members who adhere to this Constitution and these Bylaws.
- ii. They shall consist of members that regularly attend Casper Alliance Church.
- iii. Members who are away, attending school, serving in the military, or serving the Lord in ministry shall be considered members in good and regular standing.

III. MEMBERSHIP LIST:

1. The Elders shall provide an updated membership list to the membership at least thirty days prior to Part Two of the annual meeting.

IV. TRANSFER OF MEMBERSHIP:

1. Upon request, members may be granted a letter of transfer by the Elders.

ARTICLE IV - ORDINANCES

No Bylaw

ARTICLE V - GOVERNMENT

Bylaw Article V - Government

I. ANNUAL MEMBERSHIP MEETING:

1. The Annual Membership Meeting shall be held in two parts. Part One shall be held in February and shall consist of ministry reports and the audit report of the church books. Part Two shall be held in October for elections. Dates and times for Parts One and Two of the Annual Meeting shall be determined by the Board of Elders and shall be posted at the church at least fifteen consecutive days prior to the date of the meeting. The annual church budget shall be reviewed by the membership during Part Two and shall be approved prior to December 31st by the Board of Elders. Additional business from the membership shall be submitted in writing to the Board of Elders for consideration at least seven days prior to either Part One or Two of the Annual Meeting. The Board of Elders shall have the authority to change the month of either Part One or Part Two of the annual meeting in any given year.
2. The members shall receive at Part One of the Annual Meeting reports of Ministries from the Board of Elders. The Board of Elders shall determine the method of reporting.
3. All ministry positions other than Article X, section I, II and III, and Article XIII shall be appointed by the Board of Elders. This bylaw does not apply to other positions that may become necessary and require election by constitutional authority.

II. SPECIAL MEMBERSHIP MEETINGS:

1. When determined appropriate by the Board of Elders, special membership meetings may be called. Notice of the special membership meeting shall be posted at the church for at least fifteen consecutive days prior to the date of the meeting.

III. AUTHORITY:



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1. The Board of Elders shall govern all matters of church business and unless otherwise stated, the current edition of Robert's Rules of Order shall govern the conduct of all church membership meetings.

IV. QUORUM

1. A Quorum shall consist of a minimum of fifty percent of the membership in good and regular standing except those under Article III Section II 1iii. A quorum shall be required to conduct an official membership meeting, to pass a resolution, or elect a position.

V. VOTING:

1. A member must be present to vote at any membership meeting.

ARTICLE VI - THE CHURCH BOARD OF ELDERS

Bylaw Article VI - Church Board of Elders

I. NAME OF THE GOVERNANCE AUTHORITY:

1. The Governance Authority of the Casper Alliance Church shall be known as the Board of Elders.

II. COMPOSITION:

1. The Board of Elders shall be elected by the membership from the Elders.

III. NUMBER:

1. The number serving as the Board of Elders shall be at least three, excluding the Senior Pastor. Should the number of elders serving as the board of elders be less than three, the governance authority shall revert to the church membership.

IV. QUALIFICATIONS:

1. The qualifications for Elders are set out in I Timothy 3:1-7 and Titus 1:6-9.

V. TERM OF OFFICE:

1. Elected members of the Board of Elders shall serve for a period of two years and shall commence office January 1st following the election. They shall not serve more than three - two year terms in succession. The election shall be so arranged so that approximately one half of the Board of Elders is elected annually.
2. The Board of Elders shall not require re-election as an Elder until they have completed their term on the Board of Elders.
3. The Board of Elders shall have the authority to appoint qualified persons to fulfill unexpired terms of those elected positions.

VI. FREQUENCY OF MEETINGS:

1. Meetings of the Board of Elders shall be held at least quarterly.

VII. VOTING:

1. A vote of at least two-thirds of the Board of Elders is required to approve church business at all Board of Elders meetings.

VIII. ANNUAL CHURCH BUDGET:



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1. The Board of Elders shall oversee the Annual Church Budget and shall make it available to the members at Part Two of the annual meeting.

IX. QUORUM:

1. A quorum shall be two-thirds of the respective board members.

X. CHURCH POLICIES:

1. The Board of Elders shall review and approve annually all church policies.

ARTICLE VII - OFFICERS

Bylaw Article VII – Officers

I. MISSIONARY TREASURER:

1. The Missionary Treasurer shall be elected at the Annual Meeting.
2. The Treasurer and Missionary Treasurer may be the same person.

ARTICLE VIII - PASTORAL STAFF

No Bylaw

ARTICLE IX - DUTIES OF CHURCH OFFICERS

Bylaw Article IX - Duties of Church Officers

I. SECRETARY:

1. The Secretary shall attend and keep the minutes of all the Board of Elders meetings.
2. The Secretary shall serve a term of two years and shall not serve more than three consecutive terms.

II. TREASURER:

1. The Treasurer shall receive a record of all deposited monies including a record of designated monies from the Assistant Treasurer. The Treasurer shall be excluded from assisting in counting the monies of the church as received by the Assistant Treasurer. An audit of the church books will be conducted by a third party on a yearly basis. The Treasurer's annual financial report shall be accompanied by the audit report.
2. The Treasurer shall serve a term of two years and shall not serve more than three consecutive terms.

III. ASSISTANT TREASURER:

1. The Assistant Treasurer shall deposit all monies received from the donors and shall provide the Treasurer with the receipts of deposit and a record of the designated monies received. The Assistant Treasurer shall issue receipts to the donors.
2. The Assistant Treasurer shall serve a term of two years and shall not serve more than three consecutive terms.
3. The Assistant Treasurer may be called the Financial Secretary.

ARTICLE X COMMITTEES AND ORGANIZATIONS

Bylaw Article X - Committees and Organizations



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I. ELDERS:

1. The Elders shall be elected by the membership annually.
2. The Qualifications for Elders are set out in I Timothy 3:1-7 and Titus 1:6-9 and he must have been a member of Casper Alliance Church for at least one year prior to being elected.
3. Elders shall be elected by two-thirds of ballots cast.
4. The Board of Elders shall determine the number of Elders with the minimum number being three.
5. Elders shall serve a term of three years and he shall have no limit to the number of terms he may serve.
6. An Elder shall not be eligible to hold an elected office or appointed chair (other than the Board of Elders) during his tenure as Elder unless the elected office or appointed chair position cannot otherwise be filled.
7. An Elder currently performing the duties of an elected office or appointed chair is not eligible to serve on the Board of Elders while he holds the office or appointed chair.
8. Elders shall only have Governance Authority rights when serving on the Board of Elders.

II. DEACONS:

1. The Board of Elders shall determine the number of Deacons and Deacons shall be elected at the Annual Meeting by the membership.
2. Qualifications of Deacons are set forth in I Timothy 3:8-13.
3. The Deacons, in association with the Deaconesses, shall have charge of the physical ministries of fellowship, visitation, and administering the Benevolent Fund.
4. The Deacons shall meet with the Deaconesses at least quarterly and shall submit a quarterly report to the Board of Elders.
5. A chair shall be elected by the Deacons and he shall also chair any joint meetings of the Deacons and Deaconesses.
6. The Deacons shall submit an annual budget request to the Board of Elders as stated in church policy.

III. DEACONESSSES:

1. The Board of Elders shall determine the number of Deaconesses and Deaconesses shall be elected at the Annual Meeting by the membership. Deaconesses shall meet scriptural requirements as set forth in I Timothy 3:11, Ephesians 5:22 and I Peter 3:1-5.
2. The Deaconesses in association with the Deacons shall have charge of the physical ministries of fellowship, visitation, and administering the Benevolent Fund.
3. The Deaconesses shall meet with the Deacons at least quarterly and shall submit a quarterly report to the Board of Elders.
4. A chair shall be elected by the Deaconesses.
5. The Deaconesses shall submit an annual budget request to the Board of Elders as stated in church policy.

IV. TRUSTEES:

1. The Board of Elders shall determine the number of and appoint the Trustees.
2. Qualifications: Must be a Member in good and regular standing.
3. The Trustees shall oversee church property and grounds and the operations thereof.
4. The Trustees shall submit a quarterly report to the Board of Elders.
5. The Trustees shall submit an annual budget request to the Board of Elders as stated in church policy.

V. MISSIONS COMMITTEE:

1. The Board of Elders shall determine the number of and appoint the Missions Committee.



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2. Qualifications: Must be a faithful attendee of Casper Alliance Church and have a desire to see missions furthered at Casper Alliance Church.
3. The chair of the Missions Committee shall be a member in good and regular standing.
4. The Missions Committee shall submit a quarterly report to the Board of Elders.
5. The Missions Committee shall submit an annual budget request to the Board of Elders as stated in church policy.

VI. DISCIPLE MAKING MINISTRIES COUNCIL:

1. The Board of Elders shall determine the number of and appoint the Disciple Making Ministries Council as well as the Chair.
2. Qualifications: Shall be a member in good and regular standing.
3. The Disciple Making Ministries Council shall submit a quarterly report to the Board of Elders.
4. The Disciple Making Ministries Council shall submit an annual budget request to the Board of Elders as stated in church policy.

VII. POSITION DESCRIPTIONS:

1. The Board of Elders may appoint additional committees and organizations as needed.
2. The Board of Elders shall issue individual position descriptions for these and any other appointed or elected position in the church. Such position descriptions shall define responsibilities, delegate authority and specify accountability and are considered directive in nature.

ARTICLE XI - MISSIONS CONFERENCE

No Bylaw

ARTICLE XII - PROPERTY AND RECORDS

1. "by order of the membership" shall be a vote by secret ballot, which may also include an absentee ballot, at any official membership meeting.
 - A) Absentee ballots may be obtained from the elected church Secretary or Chairman of the Board of Elders before the commencement of the membership meeting.
 - B) Absentee ballots must be turned in to the elected church Secretary or Chairman of the Board of Elders before the commencement of the membership meeting.
2. A Quorum shall consist of a minimum of 2/3 of the membership.
3. The vote shall be approved with 80% (rounded up) of the votes cast.
4. Any Article XII issue shall be posted to the membership at least 30 days in advance of the membership meeting in which the vote will take place.

ARTICLE XIII - NOMINATING COMMITTEE

Bylaw Article XIII - Nominating Committee



I. NOMINATING COMMITTEE

1. The Nominating Committee shall be elected at least one month prior to Part Two of the Annual Meeting.
2. The Nominating Committee shall prepare a written report of its work, and publish it at least seven days prior to Part Two of the Annual Meeting.

ARTICLE XIV - ELECTIONS

Bylaw Article XIV – Elections

I. NOMINATIONS FROM THE MEMBERSHIP:

1. Any member in good and regular standing may submit a nomination for an elected position.
2. The member wishing to place someone in nomination must contact and obtain permission from the person to be nominated and receive assurance that the person will allow their name to be considered.
3. The member wishing to place the name in nomination shall submit the name to the Nominating Committee, in writing, fourteen days prior to Part Two of the Annual Meeting of the Nominating Committee.
4. The Nominating Committee shall satisfy itself that the person to be nominated meets the criteria of the Constitution and Bylaws for holding elected office and shall place that nominee on the ballot.
5. Once the nominating committee has completed its work and rendered its report, an official ballot shall be prepared for use at Part Two of the Annual Meeting. The official ballot shall contain the names as presented for each position by the Nominating Committee.
6. Names of those nominated by the membership and meeting the criteria shall also be placed on the official ballot and identified with an asterisk (*). A footnote will identify that the nomination was placed on the official ballot by the membership.
7. There shall be no nominations received from the floor during Part Two of the Annual Meeting.

II. PLURALITY:

1. Where required, the election shall be based on the rule of plurality.

ARTICLE XV - REVERSION OF PROPERTY

No Bylaw

ARTICLE XVI - BYLAWS

No Bylaw

ARTICLE XVII - AMENDMENTS

Bylaw Article XVII – AMENDMENTS



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I. AMENDMENTS

1. These Bylaws may be amended by a two-thirds majority of the votes cast at any official Membership meeting.
2. Bylaws shall be revisited every five years by the Board of Elders.

ARTICLE XVIII - CONFORMANCE WITH APPLICABLE LAW

No Bylaw