

Bylaws of JCAC **As of 2016**

Bylaw II-1. Lay Delegates to General Council

Pursuant to the Bylaws of the Christian and Missionary Alliance, lay delegates to General Council shall be appointed by the Governance Authority. The delegates shall be certified by the senior pastor and reported to the proper authority upon request.

Bylaw II-2. Lay Delegates to District Conference

Pursuant to the Uniform Constitution for Districts of the Christian and Missionary Alliance, lay delegates to District Conference shall be appointed by the Governance Authority. The delegates shall be certified by the senior pastor and reported to the proper authority upon request.

Bylaw III-1. Types of Membership

Bylaw III-1.a. Active Membership

Active members shall consist of those members who adhere to the conditions stated in the Constitution and Bylaws.

Bylaw III-1.b. Inactive Membership

Bylaw III.1.b.1. Those who have moved

Those who have permanently moved from the community, but have not transferred their membership to another church shall be placed on the inactive membership list. A letter shall be sent informing them of this action.

Bylaw III.1.b.2. Those regularly absent

Those, who for any cause, except physical disability or by exception approved by the governance authority, have absented themselves from the regular services of this church for six months or more, shall be placed on the inactive membership list. A letter shall be sent informing them of this action.

Bylaw III.1.b.3. Those who have moved because of ministry assignments

Those who have permanently moved from the community because of ministry assignments and who desire this church to be known as their “church home” may be granted permanent inactive membership upon approval of the senior pastor and the other elders, as long as membership is not held in another church.

Bylaw III.1.b.4. Inactive members voting rights

Inactive members shall not be eligible to vote on any Question.

Bylaw III.1.b.5. Reinstatement of Inactive Members

An inactive or removed member may be placed on the active membership list again by request to and approval of the senior pastor and the Board of Elders.

Bylaw III.1.c. Membership List

The membership list shall be examined each year by the senior pastor and the Board of Elders one month prior to the annual congregational meeting so that the church will have an updated membership list. After efforts have been made to contact inactive members as to their relationship to the church, the senior pastor and the Board of Elders shall have the power to remove inactive members from the rolls who have exceeded the six-month mark or to extend

the inactive status for another six months. If possible, a letter shall be sent to the member concerned, informing him/her of this action.

Bylaw III.1.d. Transfer of membership

Upon request, members in good standing may be granted a letter of transfer to other evangelical bodies upon approval of the senior pastor and the other elders.

Bylaw III.1.e. Children

Children will be accepted into membership of the church upon approval by the Board of Elders with the consent of their parents or guardians, provided they meet all qualifications stated herein.

Bylaw III.1.f. Requirements

Bylaw III.1.f.1. All applicants will 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 place their signature on the application for membership.

III.1.f.2. Meeting with the Elders

Each applicant will meet with the elders for the purpose of sharing his/her personal testimony of salvation and spiritual walk in the Lord and commitment to this church. The elders shall then act upon the applications. They shall also act upon requests for membership transfers from other Alliance churches.

Bylaw III-2. Discipline

Members whose conduct has become a reproach to the church and to the cause of Christ shall be subject to discipline by the pastor and elders in accordance with Matthew 18:15-17, which may include suspension or dismissal.

An appeal of decisions made to remove a person from membership for reasons of qualification or a disciplinary action may be submitted to the district superintendent within 30 days of the action.

Bylaw VI-1. Governance Authority

Bylaw VI-1. Name

The Governance Authority of the Johnson City Alliance Church shall be known as the Board of Elders. Their work shall be supplemented by a Board of Ministries. The Board of Elders shall determine the responsibilities to be delegated, necessary levels of authority, and matters of accountability.

Bylaw VI-2. Composition

Bylaw VI-2.a. Board of Elders

The Board of Elders shall consist of the senior pastor and one to four elders. The senior pastor shall be the chairman.

Bylaw VI-2.b. Board of Ministries

The Board of Ministries shall consist of two elders (one of whom is the Head Elder and the other of whom is the Vice-Chairman of the Board of Ministries), the Head Deacon, the Head Trustee, the Treasurer, the Financial Secretary, the Recording Secretary, the youth director (when there is one), and the Senior Pastor. The Senior Pastor shall be the Chairman. Members of the Board of Ministries are expected to maintain a lifestyle in keeping with the spirit and intent of the Scriptures laid out in 1 Timothy and Titus. Further each must be an active member of this church.

Bylaw VI-2.c. Quorum

A quorum for the legal conduct of business by both boards shall be a simple majority of the respective board members.

Bylaw VI-2.d. Duties

The Board of Elders shall issue individual position descriptions regarding the various offices of the church. Such position descriptions shall define responsibilities, delegate authority, and specify accountability and are considered directive in nature.

Bylaw VI-3. Vacancies

Vacancies occurring in any office of the church shall be filled by a two-thirds vote of the Board of Elders until the next regularly scheduled annual meeting for elections at which time the nominating committee shall nominate an individual to fulfill the unexpired term of the office vacated. Such election by the membership shall not be considered as a term served.

Bylaw VI-4. Standing Committees

All Standing Committees are appointed by the Board of Elders for the church calendar year.

Bylaw VI-5. Salary Reviews

There shall be an annual salary review of all paid employees of the church.

Bylaw VII.1. Officers To Be Elected

Those to be elected at the Annual Elections shall be Elders, Deacons, Trustees, Treasurer, Financial Secretary, Recording Secretary, Deaconesses, Sunday School Superintendent, Great Commission Women Director (when there is one), and Men's Ministry Coordinator (when there is one).

Bylaw IX.1. Church Officers

The Treasurer and Missionary Treasurer shall be the same person.

Bylaw X.1. Elders

Bylaw X.1.a. Qualifications

The qualifications for elders are set out in 1 Timothy 3:1-13 and Titus 1:6-9.

Bylaw X.1.b. Number

The congregation may elect up to four elders, according to the number qualified.

Bylaw X.1.c. Head Elder

A Head Elder shall be appointed annually by the elders from among themselves.

Bylaw X.2. Deacons

Bylaw X.2.a. Number

The congregation may elect up to four deacons according to the number qualified (See 1 Timothy 3:8-13).

Bylaw X.2.b. Head Deacon

A Head Deacon shall be appointed annually by the deacons from among themselves.

Bylaw X.3. Deaconesses

Bylaw X.3.a. Number

The congregation shall elect three deaconesses.

Bylaw X.3.b. Duties

The deaconesses shall assist in the spiritual, social, and benevolent work of the church as directed by the Senior Pastor, or in his absence, the Vice Chairman of the Board of Ministries.

Bylaw X.3.c. Head Deaconess

A Head Deaconess shall be appointed annually by the deaconesses from among themselves. The Head Deaconess shall submit a written report quarterly to the Head Deacon for submission to the Board of Ministries. The report shall specify actions taken by the deaconesses and anything else needing to be report to the Board of Ministries.

Bylaw X.4. Trustees

Bylaw X.4.a. Number

The congregation may elect up to four trustees.

Bylaw X.4.b. Head Trustee

A Head Trustee shall be appointed annually by the trustees from among themselves.

Bylaw XIII.1. Fiscal Year

The fiscal year of the church shall run concurrent with the calendar year.

Bylaw XIV.1. Nominations

Any active member of the congregation may nominate any person for an elected position according to the following:

XIV.1.a. Willingness to Serve

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 his/her name to be considered.

XIV.1.b. Submit Name to Nominating Committee

The member wishing to place the name in nomination will then submit the name to the Nominating Committee in writing no later than two weeks prior to the Annual Elections.

Bylaw XIV.2. Nominating Committee

Bylaw XIV.2.a. Criteria for Nominees

The Nominating Committee will satisfy itself that the person to be nominated meets the criteria of the Constitution and Bylaws for holding the elected office. The criteria for the elected offices will be posted by the Nominating Committee.

Bylaw XIV.2.b. Consideration of Nominees

The Nominating Committee may consider the person to be nominated as their nominee if so desired. The Nominating Committee may also elect not to consider the person as their nominee.

Bylaw XIV.2.c. Official Ballot

Once the Nominating Committee has completed its work and rendered its report, an Official Ballot will be prepared for use at the Annual Elections. The Official Ballot will contain the names as presented for each position by the Nominating Committee. Further, those names presented by the membership that meets the required criteria will also be placed on the Official Ballot. However, they will be identified by an asterisk (*) and an appropriate footnote explanation that they were nominated by the membership.

Bylaw XIV.3. Nominations from the Floor

There will be no nominations received from the floor during the election process.

Bylaw XIV.4. Nominating Committee Report

The Nominating Committee shall distribute its report to the membership one week prior to the Annual Elections.

Bylaw XIV.5. Nominees and Church Attendance

No individual shall be placed into any elected office who has not attended the church for at least six months prior to the election.

Bylaw XV.1. Time of Election

The Annual Elections shall be held the second Sunday in November. The Official Ballot shall be distributed to the membership and the vote taken. The results of the election, as to those elected, shall be disclosed by posting the results on the foyer bulletin board the following week.

Bylaw XV.2. Determination of Election

All officers shall be elected by a simple majority vote at the officially called Annual Elections.

Bylaw XV.3. Term of Office

All elected Church Officers, with the exception of the pastoral staff, Sunday School Superintendent, Assistant Sunday School Superintendent, and Great Commission Women Director, shall serve no more than two consecutive terms. The term of service, with the exception of the Great Commission Women Director, shall be three years.

Bylaw XV.4. Authority

Roberts' Rules of Order shall govern all matters of church business.

Bylaw XV.5. Dates

The Annual Business Meeting shall be the first Sunday in February. The purpose of this

meeting shall be to distribute annual reports of the various departments and ministries of this church. The budget proposal for the current year shall be presented for adoption by the members of the church.

Bylaw XV.6. Notice of any Congregational Meeting

Notice shall be placed in the bulletin for two consecutive weeks prior to the date of the meeting.

Bylaw XV.7. Quorum

A quorum of any properly called Congregational Business Meeting shall consist of those members who are present.

Bylaw XVIII.1. Manner of Amendment

Bylaw XVIII.1.a. Presentation to the Board of Elders

Any active member may present proposed amendments to the Board of Elders in written form, at least 30 days before the Congregational Meeting.

Bylaw XVIII.1.b. Presentation to the Congregation

The proposed amendment shall be presented in written form to the congregation at least one week prior to the Congregational Meeting.

Bylaw XVIII.1.c. Recommendation by the Board of Elders

The Board of Elders shall present the proposed amendments at the next Congregational Meeting, accompanied by a recommendation to adopt, amend, or reject the proposal to amend.

Bylaw XVIII.1.d. Reception by the Congregation

Any proposed amendment shall require a 2/3 vote by secret ballot of members present for adoption.

Bylaw XVIII.1.e. Bylaw Suspension

Any bylaw may be suspended at any officially called Congregational Meeting by a 2/3 vote by secret ballot of the members present.

Bylaw XIX.1. Solicitation

No one shall solicit nor sell anything in the name of the church or any part thereof, including Sunday School and Alliance Youth Fellowship, without the approval of the Board of Elders.