

CHINESE ALLIANCE CHRISTIAN CHURCH BYLAWS

Preamble

The Bylaws of the Chinese Alliance Christian Church shall be in accordance with the Constitution For Churches incorporated in the most current edition of the General Constitution of The Christian and Missionary Alliance of New Zealand. (Hereafter referred to as The Alliance)

ARTICLE I THE NAME

The Church shall be known as the Chinese Alliance Christian Church (hereafter referred to as **The Church**) of The Alliance.

ARTICLE II PURPOSE

The ultimate purpose of **The Church** is to glorify God, and to be diligent in preaching the Gospel of Jesus Christ, leading people to become disciples, and nurturing them to be faithful believers and members of **The Church**.

ARTICLE III DOCTRINAL STATEMENT

The Church accepts "Article III the Doctrinal Statement of the Alliance" as outlined in the General Constitution of The Alliance of New Zealand".

ARTICLE IV RELATIONSHIP

The Church accepts "Article VIII Relationship "as outlined in the "Constitution for Churches."

The Church shall financially support the pastor(s), the fulltime church workers and **The Church** representatives to attend the Annual Council of the Christian & Missionary Alliance of New Zealand.

ARTICLE V CHURCH MEMBERSHIP

SECTION I QUALIFICATIONS

1. A credible testimony of faith in the Lord Jesus Christ before the Board of Elders and a Confession of Faith by baptism.
2. A commitment to "Article II Membership and Doctrine" as set forth in the "Constitution for Churches."

SECTION II TYPES OF MEMBERSHIP

1. Active Membership
Members who are actively attending and supporting The Church.
2. Honorary Membership
Members who are serving in fulltime Christian ministry elsewhere but express a desire in writing to maintain their membership.
Honorary members have no voting privileges at membership meetings of **The Church**.
3. Associate Membership
Members who are not actively attending and supporting **The Church** for one year and have not withdrawn their membership. Associate Membership confers the right to debate but not to vote in membership meetings of The Church. **After one year, Associate Members shall automatically lose their membership unless they apply annually, in writing to extend their Associate Membership and it is accepted by the Membership Committee. ****Note 8******

SECTION III MEMBERSHIP COMMITTEE

1. The Membership Committee shall be appointed by the Board of Elders with representation from the Pastoral Staff, Board of Elders and Executive Committee.
2. The membership list shall be reviewed by the Membership Committee annually at least four weeks before the Annual Membership Meeting.

SECTION IV WITHDRAWAL OF MEMBERSHIP

Members wishing to withdraw their membership shall indicate their intentions in writing to the Secretary of the Board

of Elders.

SECTION V PREPARATORY STEPS FOR MEMBERSHIP

1. Transference of membership from other churches may be made by letter of transfer, stating that the applicant is a member in good standing or by personal testimony giving satisfactory evidence of regeneration.
2. All membership applicants shall be interviewed and approved by the Board of Elders.

SECTION VI DISCIPLINE OF MEMBERS

1. If, in the majority opinion of the Board of Elders, a member who by their behavior or teaching is no longer acting in accordance with the Biblical standards of The Church, the member shall be subject to the discipline of The Church. The purpose of discipline is restoration. Such discipline may take the form of: instruction and warning, correction and reprimand, a limitation of the members' right to hold office by means of removal from office or the restriction from standing for office, a limitation of participation in the ordinances of **The Church** and, in extreme cases, termination of membership.
2. Any member being considered for such a disciplinary action shall be notified in writing of the charge and shall have the right to appear before the Board or Elders prior to the Board of Elders taking disciplinary action.
3. The Board of Elders shall maintain detailed written record of disciplinary action and wherever possible, have the people involved sign a statement outlining the events, the disciplinary action taken, and reasons for such action. Such records shall be maintained for five years,
4. Disciplinary action shall be reported to the Director's office if necessary.

ARTICLE VI GOVERNMENT

SECTION I

The Senior Pastor or, in his absence the Assistant Pastor

or the Senior Pastor's appointee shall act as the Chairman of the Annual Membership Meeting or Special Membership Meetings.

SECTION II ANNUAL MEMBERSHIP MEETING

1. Fiscal year

The statistical and fiscal year for **The Church** shall be from 1 August through 31 July

2. Business

The Annual Membership Meeting shall receive reports from the Pastoral Staff, and from heads of the various departments of **The Church**, accept an audited report from the Treasurer, hold elections, and conduct such other business as may be presented in keeping with the bylaws.

3. Date

To be held no later than the second Sunday of October in the new fiscal year.

4. Notification

The notice for the meeting shall be announced and posted at least fourteen days prior to the time of the meeting.

5. Agenda

The proposed agenda for the meeting shall be posted in a suitable location in **The Church** and the Manse at least seven days prior to the meeting.

6. Written reports

Written reports for consideration at The Annual Membership Meeting shall be made available to members at least seven days prior to the meeting.

7. Employment: Employment of Senior Pastor and Ordained Pastors must be approved by majority of the members present at the Annual General Meeting or a Special Membership Meeting. Employment of co-workers, including Pastors, Administrators and other staff shall be approved by the Senior Pastor and the Executive Committee.****Note 11****

SECTION III SPECIAL MEMBERSHIP MEETING

1. The date and purpose(s) of a Special Membership Meeting shall be announced and posted at least fourteen days prior to the meeting.
2. Either onehalf of the Board of Elders or onehalf of the Executive Committee may call a Special Members Meeting.
3. A minimum of ten percent of the active membership is required to request the Board of Elders to hold a Special Membership Meeting.

SECTION IV PROCEDURAL RULES FOR MEMBERSHIP MEETINGS

1. Quorum

The quorum for any Membership Meeting shall consist of fifty percent of the active members.

2. Rules of procedure

Any motions presented by the Board of Elders or the Executive Committee may be accepted by a simple majority vote. All motions from the floor require two thirds of the votes in order to be accepted. The Constitution of Local Church and Bylaws of The Church shall govern the proceedings at any Membership Meeting where applicable. In other cases, the current edition of Robert's Rules of Order shall apply. All types of members are entitled to participate in the deliberation in Membership Meetings but only active members eighteen years of age and older are entitled to vote.

3. Minutes

Minutes of any Membership Meeting shall be submitted to the Board of Elders for action at their next meeting.

ARTICLE VII BOARD OF ELDERS

SECTION I STRUCTURE

1. The Board of Elders shall have a minimum number of four elected members and the Senior Pastor. The existing Board of Elders shall determine the maximum number. All fulltime Pastoral Staff shall be "exofficio" members.
2. The Senior Pastor shall be the Chairman or, at his request, the elders or the membership of **The Church** may elect a chairman annually from among the elected eldership.
3. The Chairman of the Board of Elders shall at their first meeting following the Annual Membership Meeting appoint his Vice-Chairman. The Board of Elders shall elect the Secretary.
4. The quorum for the Board of Elders shall be a majority.
5. The Board of Elders shall meet at least once a month for prayer and business.

SECTION II TERM OF OFFICE

1. The term of office for an elder is two years commencing October 1 of the year of election,
2. An elder may be elected up to three consecutive two year terms, following which he shall not hold office for at least one year.
3. If an elder is unable to complete his term, the Board of Elders may fill the vacancy by appointment until the next Membership Meeting.
4. The terms of office are to be staggered (i.e. only half of the Board is to be elected annually) to ensure continuity of leadership within the Board of Elders.

SECTION III QUALIFICATIONS OF ELDER

1. An Elder shall be a born-again Christian and baptised for at least seven years. *****Note 5*****
2. Biblical standards shall be taken into consideration, (I Timothy 3:17, Titus 1:59, Acts 20:23)
3. An Elder must have been an active member of **The Church** for at least three years.
4. An Elder must possess experiences in various facets of Christian ministry.

SECTION IV FUNCTIONS

1. The Elders shall serve with the Senior Pastor in the oversight of the spiritual and administrative functions of **The Church** according to Article VI E, "Constitution for Churches". They may appoint such officers or committees as are necessary to properly fulfill the ministry of **The Church**.

SECTION V INDIVIDUAL DUTIES

1. Chairman
The Chairman shall provide leadership to the Board of Elders and shall preside at regular and special meetings of the Board.
2. Vice Chairman
The Vice Chairman shall assist the Chairman and perform the duties of the Chairman in the Chairman's absence. The Vice Chairman shall also be the Chairman of the Executive Committee.
3. Secretary
The Secretary shall keep the minutes of meetings of the Board of Elders and the Membership. He shall have the care of the corporate seal, if any, and ensure the safe keeping of the official records. He shall conduct the official correspondence of **The Church** as directed by the Board of Elders.
4. Others
Other portfolios may be added or defined by the Board of Elders.

ARTICLE VIII EXECUTIVE COMMITTEE

SECTION I STRUCTURE

1. The Executive Committee shall be elected at the Annual Membership Meeting with the exception of the Chairman. The Chairman of the Board of Elders shall appoint the Chairman of the Executive Committee.
2. The Executive Committee shall consist of the Chairman, Vice Chairman, Secretary, Treasurer, Assistant Treasurer and other member(s). The Board of Elders shall determine the number of these other members and their duties.
3. In the absence of a Board of Elders, the Senior Pastor shall be the Chairman of the Executive Committee and he shall appoint the Vice Chairman.
4. The formation and operation of committees of various departments shall be initiated through the Executive Committee who shall appoint the committee members approved by the Board of Elders.
5. Leaders of standing committees and fellowships shall be reviewed by the department head and submitted for approval by the Executive Committee annually.
6. The quorum of the Executive Committee shall be a majority.

7. The Executive Committee shall meet at least once a month for prayer and business.

SECTION II TERM OF OFFICE

1. *The term of office for an Executive Committee member shall be two years. Executive Committee members may be elected or appointed up to three consecutive terms, following which they shall not hold office for at least one year. ****Note 2****Note 10*****
2. If a member of the Executive Committee is absent from three consecutive meetings of the Executive Committee without due cause, the Board of Elders shall declare the position vacant and take steps to fill the position.
3. A member of the Executive Committee may resign via a letter of resignation to the Chairman of the Committee at least one month before the effective date.

SECTION III QUALIFICATIONS OF EXECUTIVE COMMITTEE MEMBERS

1. An Executive Committee member shall be a born-again Christian and baptised for at least five years.****Note 6****
2. Biblical standards shall be taken into consideration. (I Timothy 3:813, Acts 6:16)
3. Executive Committee members must have been active members of **The Church** and must have been attended **the Church** for at least two years ****Note 4****

SECTION IV RESPONSIBILITIES

1. The Executive Committee is amenable to the Board of Elders and shall manage the internal business and operations of **The Church**. They are to carry out the decisions and policies as established by the Board of Elders.
2. In the absence of a Board of Elders, the Executive Committee shall be responsible for the general business and operations of **The Church**. Any elected elders and all Fulltime Pastoral Staff shall be exofficio members of the Executive Committee and shall be represented at

all Executive Committee meetings.

SECTION V INDIVIDUAL DUTIES

1. Chairman

The Chairman who is the Vice Chairman of the Board of Elders shall provide leadership to the Executive Committee and shall preside at regular and special meetings of the Executive Committee.

2. Vice Chairman

The Vice Chairman shall assist the Chairman and chair meetings of the Executive Committee in the Chairman's absence.

3. Secretary

The Secretary shall keep the minutes of meetings of the Executive Committee, conduct the official correspondence and take safe care of the ownership documents of **The Church**.

4. Treasurer

The Treasurer shall ensure that all Funds of **The Church** are received and disbursed as directed by the Executive Committee. He shall ensure that proper records are maintained and reported as required.

5. Assistant Treasurer

The Assistant Treasurer shall be responsible for counting and depositing offering monies, issuing receipts to donors and co-signing cheques.

ARTICLE IX DEPARTMENTS

Departments established under the authority of the Board of Elders shall be amenable to the Board of Elders.
The Nomination Committee is amenable to the congregation.

ARTICLE X NOMINATING COMMITTEE

The Nominating Committee shall consist of the Senior Pastor and four additional members: two from the general membership and two from the Board of Elders (in the absence of a Board of Elders, two from the Executive Committee). These four members shall be elected by ballot by the respective bodies at least three months prior to the Annual Membership meeting. The Senior Pastor or in his absence the Assistant Pastor, or the Senior Pastor's appointee shall be the Chairman of this committee.

ARTICLE XI ELECTIONS

SECTION I NOMINATIONS

1. The Nominating Committee shall have the consent of any nominee.
2. The Nominating Committee shall announce to the Membership, and post, at least four Sundays prior to the Annual Membership Meeting, at least two names for each office to be filled.
3. It is recommended that nominations from the Membership, if any, shall be made in writing, signed by two active members in good standing and filed with the Chairman of the Nominating Committee six weeks before the Annual Membership Meeting for discussion and evaluation by the Nominating Committee.
4. As per Annual General Meeting on 7/10/2007, this clause had been cancelled ****NOTE 1****&****Note 7****
5. Nominations for Elders shall be made in writing, signed by two active members in good standing and filed with the Chairman of the Nominating Committee six weeks before the Annual Membership Meeting for discussion and evaluation by the Nominating Committee.
6. Those nominees who are not elected for a particular office will automatically become nominees for the Members At Large of the Executive Committee.

SECTION II ELECTIONS

1. The members of the Board of Elders and the Executive Committee, with the exception of the Pastoral Staff and the Chairman of the Executive Committee, shall be elected at the Annual Membership Meeting.
2. Elections shall be by ballot and the nominees shall get 50% of the cast vote for him to be successfully elected. (The 50% rule is applicable to the elections of the Executive Committee Member and **representatives from the general membership.******Note 9****)
3. The Executive Committee shall appoint two active members to count the ballots, and shall invite two members of the pastoral staff or of Board of Elders to supervise the proceedings.

ARTICLE XII PROPERTY AND RECORDS

SECTION I PROPERTY

The Church accepts **Article XII "Property"** as outlined in the General Constitution of The Alliance.

SECTION 11 RECORDS

1. The official records of all officers of **The Church** and all its departments are the property of **The Church** and shall be turned over to **The Church** upon relinquishing the office, for safe keeping in a secure repository designated by the Executive Committee.
2. An active member wishing to inspect the official records must make a request in writing to the Secretary of the Executive Committee and shall be subject to the approval of the Executive Committee.

SECTION III TRUSTEES

The Chairman, Secretary and Treasurer of the Executive Committee shall be designated as trustees for a period of one year and shall be the signing officers of **The Church**.

ARTICLE XIII FINANCE

SECTION I ANNUAL BUDGET

1. The annual budget shall include the operating and capital budgets of all departments and projects of **The Church**.
2. The annual budget shall cover the fiscal year of August 1 to July 31.
3. The annual budget shall be prepared by the Executive Committee by the third Sunday of July, reviewed by the Executive Committee by the second Sunday of August and presented to members for approval at the Annual Membership Meeting.
4. Approval shall be considered granted by a simple majority of members present at the Annual Membership Meeting or at a Special Membership Meeting.
5. After budget approval the Executive Committee shall exercise due diligence in the use of cash by setting priorities for spending with the objective of

maintaining balanced cash position.

SECTION II UN-BUDGETED EXPENDITURES

1. Under certain circumstances, the Executive Committee may be required to incur un-budgeted expenditures of operating or capital nature. In these circumstances, the Executive Committee shall approve un-budgeted expenditures provided that the cumulative expenditures For all such items in a year does not exceed ten percent of the approved budget of **The Church**.
2. If the Executive Committee anticipates that un-budgeted expenditures for the year shall exceed the ten percent limit, as described above, the Executive Committee shall call a Special Membership Meeting for a revised budget approval.
3. The Executive Committee shall keep members informed of the amount of un-budgeted expenditures at appropriate times.

SECTION III ACCOUNTING

1. Authorized signatory
The authorized signatory of **The Church** shall be the Senior Pastor, the Treasurer and the Assistant Treasurer and one designated Elder and/or one designated member of the Executive Committee. All cheques shall be signed by any two of the above. All checks in other departments (including fellowships) shall be signed by two persons who are appointed by the leadership of that department or fellowship.
2. Offerings
Offerings in all departments (including fellowships) of **The Church** must be counted by two persons appointed by the leadership of that department. No offerings shall be solicited from the congregation except by permission of the Executive Committee. Receipts will be issued to offerings with proper identification up to the exact amount.
3. Records
The Treasurer shall keep and maintain records of all incomes and expenses of the church.

SECTION IV AUDITING

1. The Consolidated Financial Statement of **The Church** shall be audited annually. The Executive Committee shall decide upon the auditor. ****Note 3****
2. The Executive Committee shall ensure that the financial records of all departments (including fellowships) are reviewed at least annually or be order of the Executive Committee at more frequent intervals.

ARTICLE XIV BYLAWS AND AMENDMENTS

SECTION I BYLAWS

While there may be other translations of these by-laws, the English version shall be the original.

SECTION II AMENDMENTS

1. These bylaws may be amended by a two third majority of the votes cast by the members in a Membership Meeting and approved by the Board of Managers of New Zealand.
2. These by-laws have been drafted and approved by the Advisory Committee on 14 of June 1993 and approved at the first Membership Meeting on 26 of June 1993 and approved by the Board of Managers on 26 of June 1993.
3. The Board of Managers of New Zealand shall approve the Bylaws before becoming effective.
4. The masculine pronouns in these Bylaws shall also represent the feminine persons.

**The Update of Bylaw
of Chinese Alliance Christian Church**

Note 1: Article XI ELECTION SECTION I NOMINATION

"4. Other nominations may be made from the floor, except for the position of Elder." As per Annual General Meeting on 11/10/1998, this clause has been changed to:

"4. Other nominations may be made from the floor, except for the position of Elder. However such nominee needs to be reviewed and approved by the Nomination Committee before putting forward to the Members for election."

Note 2: ARTICLE VIII EXECUTIVE COMMITTEE SECTION II TERM OF OFFICE

"1. The term of office for an Executive Committee member shall be one year. Executive Committee members may be elected or appointed up to six consecutive years, following which they shall not hold office for at least one year." As per Annual General Meeting on 7/10/2001, this clause has been changed to:

"1. The term of office for an Executive Committee member shall be two years. Executive Committee members may be elected or appointed up to three consecutive terms, following which they shall not hold office for at least one term."

Note 3: ARTICLE XIII FINANCE SECTION IV AUDITING

"1. The Consolidated Financial Statement of **The Church** shall be audited annually. The Executive Committee shall decide upon the auditor." AS per Annual General Meeting on 7/10/2001, this clause has been removed.

Note 4: Article III QUALIFICATIONS OF EXECUTIVE COMMITTEE MEMBERS

"3. Executive Committee members must have been active members of **The Church** for at least two years." As per Annual General Meeting on 6/10/2002, this clause has been changed to:

"3. Executive Committee members must have been active members of **The Church** and must have been attended **the Church** for at least two years

**Note 5: ARTICLE VII BOARD OF ELDERS SECTION III
QUALIFICATIONS OF ELDER**

"1. An Elder shall be a born-again Christian for at least seven years." As per Annual General Meeting on 5/10/2003, this clause has been changed to :

"1. An Elder shall be a born-again Christian and baptised for at least seven years."

**Note 6: ARTICLE VIII EXECUTIVE COMMITTEE SECTION III
QUALIFICATIONS OF EXECUTIVE COMMITTEE MEMBERS**

"1. An Executive Committee member shall be a born-again Christian for at least five years." As per Annual General Meeting on 5/10/2003, this clause has been changed to:

"1. An Executive Committee member shall be a born-again Christian and baptised for at least five years."

Note 7: ARTICLE XI ELECTIONS SECTION I NOMINATIONS

"4. Other nominations may be made from the floor, except for the position of Elder." , which as per Note 1 has became:

"4. Other nominations may be made from the floor, except for the position of Elder. However such nominee needs to be reviewed and approved by the Nomination Committee before putting forward to the Members for election."

As per Annual General Meeting on 7/10/2007, this clause has been cancelled.

Note 8: ARTICLE V CHURCH MEMBERSHIP SECTION II TYPES OF MEMBERSHIP

"3. Associate Membership

Members who are not actively attending and supporting The Church for one year and have not withdrawn their membership. Associate Membership confers the right to debate but not to vote in membership meetings of The Church." As per Annual General Meeting on 2/10/2011, this clause has been changed to:

"3. Associate Membership

Members who are not actively attending and supporting The Church for one year and have not withdrawn their membership. Associate Membership confers the right to debate but not to vote in membership meetings of the Church. After one year, Associate Members will automatically lose their membership unless they apply in

writing annually to extend their Associate Membership and the application is accepted by the Membership Committee."

Note 9: ARTICLE XI ELECTIONS SECTION II ELECTIONS

"2. Elections shall be by ballot except in cases where only one nomination is presented and the ballot is waived by unanimous vote. As per Annual General Meeting on 2/10/2011, this clause has been changed to:

"2. Elections shall be by ballot and the nominee shall get 50% of the cast vote for him to be successfully elected. (The 50% rule is applicable to the elections of the Executive Committee Member and [representatives from the general membership.](#))"

Note 10: ARTICLE VIII EXECUTIVE COMMITTEE SECTION II TERM OF OFFICE

"1. The term of office for an Executive Committee member shall be one year. Executive Committee members may be elected or appointed up to six consecutive years, following which they shall not hold office for at least one year.", which as per Note 2 has become:

"1. The term of office for an Executive Committee member shall be two years. Executive Committee members may be elected or appointed up to three consecutive terms, following which they shall not hold office for at least one term." As per Annual General Meeting on 2/10/2011, this clause has been changed to:

"1. The term of office for an Executive Committee member shall be two years. Executive Committee members may be elected or appointed up to three consecutive terms, following which they shall not hold office for at least one year."

Note 11: ARTICLE VI GOVERNMENT SECTION II ANNUAL MEMBERSHIP MEETING

As per Annual General Meeting on 3/10/2010, this clause has been inserted in Article VI Section II "No. 7 Employment: Employment of Senior Pastor and Ordained Pastors must be approved by majority of the members present at the Annual General Meeting or a Special Membership Meeting. Employment of co-workers, including Pastors, Administrators and other staff shall be approved by the Senior Pastor and the Executive Committee. "

