

**BYLAWS OF
SPRUCE GROVE ALLIANCE CHURCH**

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NOTE: Sections of the Bylaws reference the Local Church Constitution as outlined in the manual of The Christian and Missionary Alliance in Canada.

CURRENT

(September 18, 2022)

1. Article 1 – Name

- 1.1. This church shall bear the corporate name of “Spruce Grove Alliance Church of the Christian and Missionary Alliance” or commonly Spruce Grove Alliance Church; hereafter referred to as the “church”. This church is a “Branch Society of the Western Canadian District of the Christian and Missionary Alliance”. (Local Church Constitution of The Christian and Missionary Alliance in Canada – Article 1)

2. Article 2 – Relationship

- 2.1. This church is a constituent member of the district and national organizations of The Christian and Missionary Alliance in Canada, and operates in accordance with its Local Church Constitution of The Christian and Missionary Alliance in Canada as adopted by the General Assembly in June of 1982, and as amended from time to time, and hereafter referred to as the ‘Constitution’. (Constitution – Articles II-IV)
- 2.2. Sponsored delegates shall be chosen and sent according to policies.

3. Article 3 – Mission Statement

“To Know Jesus, To Know One Another, To Make Jesus Known.”

4. Article 4 – Ordinances

- 4.1. The church recognizes two ordinances, The Lord’s Supper and Believer’s Baptism. The pastoral staff, with the approval of the Board of Elders, will develop procedures to provide for the celebration of the ordinances. (Constitution – Article V)

5. Article 5 – Membership

- 5.1. An up-to-date Membership list shall be maintained on an ongoing basis.
- 5.2. Membership candidates must attend Membership classes and shall be interviewed by a pastor and a member of the Board of Elders.
- 5.3. Prospective members shall be at least sixteen years of age.
- 5.4. Each candidate for membership must evidence a credible testimony of faith in the Lord Jesus Christ, a public confession of faith by baptism, and a commitment to the principles outlined in Article VI of the constitution.
- 5.5. The Board of Elders shall review and update the membership roll annually and present it to the Annual Meeting.
- 5.6. The pastoral staff, with the advice and approval of the Board of Elders, will define a process by which prospective members can join the church.
- 5.7. Members must comply with the Discipline and Restoration Policy for Members of Local Churches. (Constitution – Article VI)
- 5.8. There shall be three (3) classifications of membership.
 - 5.8.1. Active Members: Those members who are active in the church, attend regularly, are supportive, those who are unable to attend due to illness or infirmity of age, and those who are away from the city and vicinity for a period of time due to attendance at school, work assignments, or reasons acceptable to the Board of Elders. An active member has the right to vote at any duly called meeting of the members.

- 5.8.2. Honorary Members: The Honorary members are limited to those in full-time service and sent out from this church and have been active in this church, or have 'grown up' in Spruce Grove Alliance Church. An honorary member is not conferred the right to vote, unless they have been in attendance for at least three (3) months prior to the Annual Meeting and have met with the Board of Elders or their designate in an effort to re-establish their status as active members.
- 5.8.3. Non-active Members: Those members who have not attended or supported the church for a period of six (6) months or more without prior notification to the Board of Elders; and those members who are no longer in good standing but under discipline of the Board of Elders. Non-active members are not conferred the right to vote. Non-active members who have not supported the church or expressed a desire to remain on the membership role in the previous 12 months shall be removed. Non-active members must be in attendance at the services of the church for at least six (6) months prior to the Annual Meeting and meet with the Board of Elders or their designate in an effort to re-establish their status as Active Members. (Constitution – Article VI)

6. Article 6 – Government

- 6.1. The Annual Meeting shall be held before the last day of September each year with the exact day to be established by the Board of Elders. The date one (1) week following will be established as the alternate date in the event that the meeting cannot be held on the set date.
- 6.2. The Christian and Missionary Alliance Constitution and Spruce Grove Alliance Church Bylaws shall govern the business proceedings at the Annual Meeting where applicable. In other cases, the current issue of 'Robert's Rules of Order Newly Revised' shall apply.
- 6.3. The fiscal year end of the church shall be the thirtieth (30) day of June.
- 6.4. The date of the Annual Meeting shall be established by the Board of Elders and announced to the congregation at least four (4) Sundays prior to the meeting date.
- 6.5. The Board of Elders may call special meetings of the membership. Notification of such a meeting can be given through a pulpit announcement for two (2) consecutive Sundays prior to the meeting or given in writing to the membership eight (8) days in advance. (Constitution Article VII)
- 6.6. The quorum for any meeting of the membership shall consist of one third (1/3) of the active members.
- 6.7. The minutes of the annual or special meetings of the membership shall be submitted to the board of elders at its next meeting. They will be received and subsequently submitted for approval at the next annual meeting.

7. Article 7 – Board of Elders

- 7.1. The Board of Elders shall consist of no less than eight (8) and no more than twelve (12) elected members from the membership of the church. The exact number is to be determined by the Board of Elders and approved by the membership at a duly called meeting of the membership.
- 7.2. The Board of Elders shall be elected at the Annual Meeting of the church.

- 7.3. The term of office of an elder shall be two years. An elder shall serve no more than three consecutive terms. The Board of Elders shall be elected on a rotational basis with at least one half (1/2) of the board to be elected annually.
- 7.4. Should a vacancy occur on the Board of Elders during the term of office of an elected member, the Board of Elders may appoint a church member to fill that vacancy until the next Annual Meeting. A member shall be elected to the Board of Elders to complete any unfulfilled term of office at the next Annual Meeting.
- 7.5. The quorum for a meeting of the Board of Elders shall be a simple majority.
- 7.6. The officers of the board shall include the chair, vice chair, secretary, and treasurer. They shall be appointed from among the board members, except in the case of the chair, when that post is filled by the lead pastor.
- 7.7. When a member of the Board of Elders is absent for three (3) consecutive meetings of the Board of Elders without due cause, the remaining members may declare the position vacant. The board may then take steps to fill the position for the remainder of the term to the next Annual Meeting. (Constitution – Article VIII)

8. Article 8 – Pastor and Licensed Workers

- 8.1. The employment and resignation process of the pastors and licensed works is governed according to Article IX of the Constitution.

9. Article 9 – Organization

- 9.1. The Lead Pastor shall oversee all operations and ministries and be accountable to the Board of Elders to accomplish the goals and objectives of the church.
- 9.2. All staff members are accountable to the Lead Pastor.
- 9.3. Staff is responsible to develop the appropriate Ministry Teams to assist in accomplishing the goals and objectives of the church
 - 9.3.1. The pastoral staff is responsible to exercise due diligence in the selection of lay workers and leaders and ensure they are trained for ministry positions.

10. Article 10 – Missions Emphasis

- 10.1. The biblical basis of missions and the current efforts to transform the world for Christ shall be emphasized and promoted throughout the year in conjunction with the district and national programs of the CMA in Canada. The church shall enlist prayer support, recruit workers, and raise financial support for the global work of the CMA. (Constitution – Article XI)

11. Article 11 – Property and Records

- 11.1. Upon written request to the Board of Elders, any active member may inspect the official records of the church, with the exception of individual donations and payroll records. The written request shall specify the item(s) the individual wishes to review. Confidential correspondence will not be available for viewing. The review must take place on the church premises in the presence of at least one (1) elder. (Constitution – Article XIII)

- 11.2. The Board of Elders shall make provisions for the financial records to be audited, reviewed, or evaluated annually, and shall submit a report to the congregation at the annual meeting.

12. Article 12 – Nominating Committee

- 12.1. The Nominating Committee shall consist of five (5) members: the Lead Pastor, two (2) members from the Board of Elders who are not eligible for re-election, and two (2) members from the congregation at large.
- 12.2. The representatives from the membership shall be elected at a duly called meeting of the congregation at least three (3) months prior to the Annual Meeting. (Constitution – Article XIV)

13. Article 13 – Elections

- 13.1. At the Annual Meeting, the Board of Elders and any other officials required by the bylaws shall be elected. The Nominating Committee shall present and post, at least 21 days prior to the Annual Meeting, one name for each office to be filled. Other nominations, if any, shall be made in writing, signed by two (2) members in good standing and filed with the chairman of the Nominating Committee for posting seven days prior to Annual Meeting. (Constitution – Article XV)

14. Article 13 – Amendments

- 14.1. These bylaws may be amended at a duly called meeting of the membership.
- 14.2. A two thirds (2/3) majority vote of the membership present at the meeting shall be necessary to amend these bylaws.
- 14.3. All amendments must be submitted to the Board of Elders for study and recommendation and copies made available to the church membership for consideration prior to the duly called meeting.
- 14.4. All bylaws and amendments shall be approved by the 'District Executive Committee' of 'The Western Canadian District of The Christian and Missionary Alliance' before becoming effective. (Constitution – Article XVI)

Previous Bylaws approved February 2001

Bylaws amended June 25, 2003

Bylaws amended September 30, 2008

Bylaws amended September 22, 2013

Bylaws amended September 23, 2014