

**BYLAWS OF
CASPER ALLIANCE CHURCH**

Casper, WY

Adopted at the Membership Meeting March 1, 2015

**ARTICLE I
NAME**

The Church of the Christian and Missionary Alliance in Casper

**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 Governing Board.

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 Governing Board.

**ARTICLE III
MEMBERSHIP**

I. APPLICATION FOR MEMBERSHIP:

1. Applicants shall complete the Casper Alliance Church Membership Application, as well as read the Uniform Policy on Discipline, Restoration, and Appeal, and the Alliance Perspective on Baptism, 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.

II. TYPES OF MEMBERSHIP:

1. Active Membership.

a) Active members shall consist of those members who adhere to the conditions stated in the Constitution and Bylaws, and are regularly attending this church.

2. Inactive Membership.

- a) 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.
- b) Those, who for any cause, except physical disability or who are temporarily absent from the community, 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.
- c) An inactive member may be placed on the active membership list again by request to the senior pastor and the other Elders.
- d) Inactive members shall not be eligible to vote on any question.

3. Honorary Membership.

- a) Those who have moved away from the community to serve the Lord full-time or in the armed forces who desire to have a relationship with the church may be placed on the honorary membership list.
- b) An honorary member who returns to the community may be placed on the active membership list again by request to and approval of the senior pastor and the other elders.
- c) Honorary members shall not be eligible to vote on any question

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**

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 Governing Board 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 Governing Board. Additional business from the membership shall be submitted in writing to the Governing Board for consideration at least seven days prior to either Part One or Two of the Annual Meeting. The Governing Board 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 Governing Board. The Governing Board shall determine the method of reporting.

II. SPECIAL MEMBERSHIP MEETINGS:

1. Special Membership Meetings may be called by the Governing Board. 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:

1. The Governing Board 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 active members. 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 GOVERNING BOARD**

I. NAME OF THE GOVERNANCE AUTHORITY:

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

II. COMPOSITION:

1. The Governing Board shall be elected by the membership. The Governing Board shall consist of the senior pastor, governing board secretary, treasurer, and four other members. Except during a senior pastor vacancy, there shall not be less than a majority of Elders serving on the Governing Board. All elected Elders shall serve on the Governing Board.

III. QUALIFICATIONS:

1. Governing Board members shall be active members of Casper Alliance Church for at least 1 year prior to election.

2. The qualifications for elders are set out in 1 Timothy 3:13 and Titus 1:6-9. Members of the Governing Board are expected to maintain a lifestyle in keeping with the spirit and intent of these same references. Further, each must be an active member of this church.

IV. TERM OF OFFICE:

1. Elected members of the Governing Board 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 Governing Board is elected annually.

2. The Governing Board shall have the authority to appoint qualified persons to fulfill unexpired terms of those elected positions.

V. FREQUENCY OF MEETINGS:

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

VI. QUORUM:

1. A quorum shall be a majority of board members presently serving.

VII. VOTING:

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

VIII. ANNUAL CHURCH BUDGET:

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

IX. CHURCH POLICIES:

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

**ARTICLE VII
OFFICERS**

No bylaw

**ARTICLE VIII
PASTORAL STAFF**

No Bylaw

**ARTICLE IX
DUTIES OF CHURCH OFFICERS**

I. SECRETARY:

1. The Secretary shall attend and keep the minutes of all Governing Board and Membership 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. 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.

**ARTICLE X
COMMITTEES AND ORGANIZATIONS**

I. ELDERS:

1. The Elders shall be elected by the membership. There shall be four elected Elders.
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. Elders shall serve a term of two years and shall not serve more than three consecutive terms.

II. DEACONS:

1. The Governing Board 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 1 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 submit a quarterly report to the Governing Board.
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 Governing Board as stated in church policy.

III. DEACONESSES:

1. The Governing Board 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 1 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 submit a quarterly report to the Governing Board.
4. A chair shall be elected by the Deaconesses.
5. The Deaconesses shall submit an annual budget request to the Governing Board as stated in church policy.

IV. TRUSTEES

No Bylaw

V. ALLIANCE WOMEN

No Bylaw

VI. ALLIANCE MEN

No Bylaw

VII. BUILDINGS AND GROUNDS COMMITTEE

1. The Governing Board shall determine the number of and appoint the Building and Grounds Committee.
2. Qualifications: Must be a regular attendee of Casper Alliance Church
3. The Building and Grounds Committee shall oversee church property and grounds and the operations thereof.
4. A chair shall be elected by the Building and Grounds Committee.
5. The Building and Grounds Committee shall submit a quarterly report to the Governing Board.
6. The Building and Grounds Committee shall submit an annual budget request to the Governing Board as stated in church policy.

VIII. ADDITIONAL COMMITTEES:

1. The Governing Board may appoint additional committees and organizations as needed.
2. The Governing Board shall define individual position descriptions for these and any other appointed or elected position in the church.

**ARTICLE XI
MISSIONS MOBILIZATION**

1. There shall be no less than three persons appointed annually by the Governing Board to the missions committee.
2. This committee will develop, encourage and assist in promoting, throughout the year, the worldwide missions and church planting ministries of The Christian and Missionary Alliance.
3. In addition, this committee shall raise awareness and support of the Great Commission Fund both financially and in recruitment of workers.
4. This committee is also responsible to assist the Senior Pastor in hosting an annual missions conference to mobilize the church to Great Commission completion.

**ARTICLE XII
DISCIPLEMAKING MINISTRIES**

I. DISCIPLEMAKING MINISTRIES COUNCIL:

1. There shall be no less than three members appointed annually by the Governing Board.
2. They shall be responsible to encourage the growth of all children, students and adults in the ways of the Lord. This shall include but not be limited to instruction on evangelism, building up believers, equipping workers and multiplying leaders. This shall be done in the context of Christ as Savior, Sanctifier, Healer and Coming King.
3. The Disciplemaking Ministries Committee shall initiate a Governing Board approved plan that is reviewed no less than every other year.

**ARTICLE XIII
PROPERTY AND RECORDS**

I. PROPERTY

1. Decisions to purchase or sell property shall only be by order of the membership at an official membership meeting. The vote shall be by secret ballot. Absentee ballots may also be included.
 - a. Absentee ballots may be obtained from the elected Board Secretary or Chairman of the Governing Board before the commencement of the membership meeting.
 - b. Absentee ballots must be turned in to the elected Board Secretary or Chairman of the Governing Board 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% of the votes cast.
4. Any Article XIII issue shall be posted by the Governing Board at least 30 days in advance of the membership meeting in which the vote will take place.

**ARTICLE XIV
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 XV
ELECTIONS**

I. NOMINATIONS FROM THE MEMBERSHIP:

1. Any active member may nominate another active member by submitting the name(s) to the church office by no later than 21 days prior to the Annual Meeting. The nomination must be dated and signed by the person making the nomination in order to be valid.
2. The active member nominating another active member for an office shall not secure their permission first, but shall allow the Nominating Committee this task after their names and qualifications have been reviewed.
3. If the nominated individual is not confirmed by the Nominating Committee, the nominator shall be made aware of this decision in writing. This communication shall not state the specific reason—only that their name was declined.
4. There will be no nominations from the floor.

II. PLURALITY:

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

**ARTICLE XVI
REVERSION OF PROPERTY**

No Bylaw

**ARTICLE XVII
BYLAWS**

No Bylaw

**ARTICLE XVIII
AMENDMENTS**

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 Governing Board.

**ARTICLE XIX
CONFORMANCE WITH APPLICABLE LAW**

No Bylaw

**ARTICLE XX
BIBLICAL CHARACTER AND STANDARDS**

I. Exercise and Expression of the Church’s Biblical Beliefs.

As described in the Preamble, the Church is a Christian community of faith that exists to exercise and express its biblical beliefs within the broader community of the C&MA. These beliefs are grounded in a

shared understanding of Holy Scripture including those beliefs and standards specifically addressed in the Manual. The Church exercises and expresses its biblical beliefs and standards in the following ways:

1. As a Community. The Church understands that the local church is the visible organized expression of the Body of Christ and that the local church finds broader meaning and outreach in fulfilling its biblical responsibilities within the life and witness of the denomination. In addition, those who participate in the life of the Church, including the Church's members and employees, are following the biblical command to live out their faith in community and association with other believers. Accordingly, the Church community is itself an exercise and expression of the Church's biblical beliefs and standards.

2. Through its Activities. The Church believes that all Church activities, including the responsibilities of every Church member and employee, should be rendered in service to God as a form of worship. Therefore, the Church as a community of faith exercises and expresses its biblical beliefs and standards in every activity, action, and responsibility.

II. Standards for Church Activities and Facilities.

1. The Church shall engage in activities and use its facilities solely to exercise and express the biblical beliefs of the Church and the C&MA and to further the mission of both. In furtherance of this mission, the Church may provide services or goods to, and may allow use of its facilities by, other groups and persons who are not members of the Church. But no Church activity, nor any use of Church facilities by another group or person, may be conducted or permitted if the Church determines that such activity or use expresses a message of support by the Church for any view contrary to the biblical beliefs of the Church and the C&MA. The determination as to whether any particular activity or use of Church facilities is not permitted requires spiritual discernment applied to each particular circumstance and shall be made in the sole discretion of the spiritual leaders of the Church designated by either the governance authority of the Church or the senior pastor and elders. With respect to uses by other groups or persons, the Church may consider without limitation both the content of the proposed activities and whether the group or person is generally perceived as advocating views contrary to the biblical beliefs of the Church and the C&MA.