

**CONSTITUTION AND BYLAWS  
OF THE  
APOSTOLIC CHURCH OF GOD 7TH DAY**

**CONSTITUTION**

1. The name of this society is the **APOSTOLIC CHURCH OF GOD 7TH DAY**.
2. The object of this society is  
The co-ordination of all church work for the salvation of souls.

**BYLAWS OF THE APOSTOLIC CHURCH OF GOD 7TH DAY**

**BYLAWS FOR LOCAL CHURCHES**

**1. MEMBERSHIP**

A. All born again Christians who have accepted Jesus Christ as their personal Savior, having renounced sinful habits and covenanted with God to live a holy consecrated life walking in the light as God reveals it (1 John 1:7), shall be eligible for membership in this society. The right hand of fellowship shall be extended to all new members in public service (John 3:3; Acts 2:46; Galatians 2:9).

B. Each person wishing to become a member shall have been baptized in water by immersion, either in the name of the Father, the Son, and the Holy Ghost, (Matt. 28:19), or in the name of Jesus Christ, (Acts 2:38). Any person wishing to become a member who has not been baptized in this way, must do so. All persons wishing to become a member must acknowledge the Ten Commandments to be the basic moral principles to live by before being received into membership in this society. (Rev.12:17; 14:12).

**2. RIGHTS AND PRIVILEGES OF MEMBERS**

All members of this society shall have the privileges of church communion and active participation in all programs, activities, ordinances, discussions and all other rights as are generally granted in such a society.

**3. DUTIES OF MEMBERS**

All members of this society shall be expected to enhance and further the objects of this society by faithful attendance, whenever possible, at all regular meetings, by financial support in tithes and offerings as they feel they are led by God, and by active participation in the activities of this society.

**4. CESSATION OF MEMBERSHIP**

A. Members who wish to relinquish their membership are requested to submit a written request for such action.

B. Members who fail to attend regular Sabbath services for 13 consecutive weeks (about 3 months) without cause (illness, travel, or other reasons acceptable to the elders) shall be considered to have relinquished their membership. The secretary is not required to notify such individuals when their name is removed from the membership records.

C. The elders may meet with any member who willfully ignores and refuses to comply with the conditions for admission as stated in bylaw 1 above and the duties of members as stated in bylaw 3 above. If a resolution,

satisfactory to both parties cannot be reached, the offending member shall cease to be regarded as a member in this society. (1 Cor. 5:13).

D. All offending members shall be treated according to the instructions given in Matt.18:15-17 and Galatians 6:1. A notice in writing shall be delivered by hand or registered mail by the secretary of this society informing offending members of cessation of membership.

E. Offending members shall have the right to appeal the decision of the elders to the general membership at a special meeting (see bylaw 10).

#### **5. BOARD OF DIRECTORS**

A. The board of directors shall consist of the pastor and all the elders and deacons of this society.

B. This board shall oversee and supervise all business, both legal and spiritual, pertaining to this society.

C. The board shall select a chairman, a vice-chairman and a secretary from within the board.

D. This board shall have annual meetings convening in March and such other meetings as deemed necessary.

E. The term of office for the pastor(s), elder(s) and deacon(s) on the board of directors shall be until they either die, retire, resign, or are dismissed for cause.

#### **6. CHURCH BOARD**

A. The church board shall consist of all officers in various departments of the church or those members approved by the board of directors.

B. The term of office shall be the duration of time that each officer serves in each respective department.

C. The chairman of the church board shall be a member of this society and shall have chairmanship qualities. The term of office shall be one year and he shall be elected at the annual general meeting.

D. In the event that the chairman is not able to attend, an elder shall take his place.

E. The church board shall meet as needed when called by the chairman.

#### **7. ANNUAL GENERAL MEETINGS**

This society shall have annual general meetings between the 1<sup>st</sup> of January and the 15<sup>th</sup> of March. The date and place of the general meeting shall be announced in a regular Sabbath service one month prior to its convening.

#### **8. ELECTION OF OFFICERS**

A. All church officers except the pastor, elders, deacons, and deaconesses shall be nominated from the floor at the annual general meeting or at a special meeting.

B. Any nominee shall require a majority vote before they become an officer.

#### **9. REMOVAL OF ELECTED OFFICERS**

A. Any elected officer of this society may be impeached for malfeasance, misfeasance or nonfeasance in office, or moral turpitude.

B. Impeachment charges may be brought against an officer by two or more witnesses who are church members (1 Tim.5:19).

C. Every officer so charged shall have a hearing before the board of directors.

D. Upon close examination, if found guilty, such officer shall be reprimanded openly (1 Tim.5:30) and dismissed from office.

#### **10. SPECIAL MEETINGS**

A. A special meeting may be called by the board of directors to consider special resolutions or other church business.

B. In the event that 10% or more of the voting members of this society shall request a special meeting, the directors of this society shall convene such a meeting without delay. The requisition for a special meeting shall be:

1. State the purpose of the special meeting.
2. Be signed by the requisitionists.
3. Be delivered or sent by registered mail to the address of the society.
4. If, after 30 days from the date of the delivery of the requisition, the directors do not convene a special meeting, the requisitionists, or a majority of them, may themselves convene such a meeting to be held within two months after the date of the delivery of the requisition.
5. A special meeting convened by the requisitionists shall convene in the same manner, as nearly as possible, as meetings are convened by the directors.

#### **11. QUORUM**

For the annual general meeting, special general meetings, and special church board meetings, the presence of 3 members or 10% of the membership or their proxy authority shall be required to constitute a quorum.

#### **12. VOTING RIGHTS**

- A. All members, 18 years of age and over, are allowed to vote.
- B. A two-thirds majority vote of those members present or represented by a proxy vote shall be necessary for any action.

#### **13. BORROWING POWERS**

The board of directors shall be the appointed body to borrow or secure payment of money for the purpose of carrying on the objects of this society. No debenture shall be issued without the sanction of a special resolution at the annual general meeting or at a special meeting.

#### **14. AUDIT OF ACCOUNTS**

A. All accounts of this society shall be audited at the end of the fiscal year and a statement of the accounts shall be available for inspection to all members at each annual meeting.

B. The end of the fiscal year shall be the 31st of December.

#### **15. CUSTODY AND USE OF THE SEAL**

The custody and use of the seal shall be the responsibility of the chairman or the secretary of the board of directors.

#### **16. INDEBTEDNESS**

No members of this society shall in their own individual capacity, be liable for any debt of this society.

#### **17. CHURCH REGISTER**

This society shall keep a register of its members. Each member shall have entered therein their name, address, the date at which each member is

admitted, and the date at which each person ceases to be a member. If provided, their telephone number and their email addresses shall also be entered.

#### **18. RECORD AND CUSTODY OF MINUTES OF MEETINGS**

A. A record of minutes of all meetings of each respective department shall be kept by the secretary of that department and shall be in the custody of each secretary only during his or her term of office, thereafter becoming the custody of each succeeding officer.

B. All books and records of this society except for the minutes of the board of directors, the church board, and the amounts of tithes and offerings by individual members shall be open for inspection to any member at the place and time of the annual meeting or at another time and place approved by the board of directors.

#### **19. CHANGE OF CONSTITUTION**

This society may, by special resolution, change its name or its objects so as to include some objects that may be conveniently or advantageously combined with the existing objects of this society or so as to restrict or abandon any object specified in its constitution in which its operations are chiefly carried on.

#### **20. CHANGE OF BYLAWS**

This society may, by special resolution, change, add to, or rescind its bylaws, a two-thirds majority vote of those members present or represented by their proxy being required.

#### **21. CHURCH PROPERTY.**

All real estate and property of this society shall be the possession of this society.

#### **22. ORDINATION AND AUTHORIZATION OF MINISTERS**

A. This society shall ordain and authorize ministers to conduct and to perform all the rites and ceremonies and official functions pertaining to the proper discharge of the duties and responsibilities of a clergyman.

B. No person shall execute the powers granted by this society to its ministers without being duly ordained and set aside for the ministry.

#### **23. QUALIFICATIONS FOR ORDINATION**

A. Each person presenting himself for ordination to the ministry must have positive evidence of being chosen by God for this calling as per Scriptures: Heb.5:4; 1 Tim.1:12.

B. Inasmuch as the call and office of the gospel minister is a high and holy calling freighted with divine responsibility, and involving the proper discharge and performance of rites and ceremonies of this society, it shall be required that each candidate have sufficient knowledge and experience that shall qualify him to carry out all such matters in a proper and worthy manner.

C. Each candidate for ordination shall have had experience in assisting an ordained pastor, minister, elder, or deacon.

D. The qualifications set forth in 1 Tim.3:1-7; 1 Tim. 4:14; Titus 1:6-9; and Acts 20:28-35 shall be those required of all candidates for ordination.

#### **24. ORDINATION**

A. All candidates for the ministry shall be ordained by prayer and the laying on of hands in public service (Mark 3:14; Acts 13:2,3).

B. Careful and prayerful consideration and examination shall be made of each candidate as to his fitness for the ministry.

C. Ordination services shall be conducted only by duly ordained pastors, ministers, or elders of this society.

D. Ordained ministers of other organizations requesting affiliation with this society may be accepted into fellowship with this society and may be granted ordination certificates from this society upon approval by the board of directors.

#### **25. PASTORS**

A. The pastors of local churches shall be ordained ministers of this society.

B. They and the church elders shall be considered the spiritual leaders of the church and shepherds of the flock.

C. They shall be members of the board of directors and the church board of the local churches.

D. The qualifications of the pastors shall be those required of ordained ministers as well as a distinctive call to the work of a pastor (Eph.4:11; 1 Cor.12:11).

#### **26. SUCCESSION OF PASTORAL CHARGE**

A. Upon resignation, death, removal from office or transfer from office of the pastor, the church shall set aside a season of prayer and careful consideration for the appointment of a successor (Acts 13:1-3).

B. Only ordained ministers of this society shall be eligible for pastoral charge.

C. The board of directors shall ascertain the number of ordained ministers available to fill the office, and after much prayer and fasting, shall choose a pastor.

#### **27. ELDERS**

A. The elders shall be assistants to the pastor and one of them shall occupy his office in the case of sickness or absence or at the request of the pastor.

B. The qualifications of the elders shall be those recorded in 1 Peter 5:1-3 and Acts 20:28.

C. After much prayer and fasting on the part of the pastor(s) and elders, the pastor or elders shall ordain new elders.

D. Upon appointment to the office of an elder, each such officer shall be ordained to such office in public service (Titus 1:5).

E. An elder may or may not be a pastor or a licensed minister but shall serve as an elder (overseer) as long as he fulfils the qualifications of subsection (B).

#### **28. DEACONS AND DEACONESSES**

A. The deacons and deaconesses, as the word implies, shall be the servants of the church, and shall tactfully admonish the members to be faithful in stewardship, faithful in attendance at meetings and in enhancing the general welfare of the church. They shall endeavour to relieve the pastor (s) and elders of the menial tasks of the church including the relieving of the poor and needy.

B. The qualifications of this office are those recorded in 1 Tim.3:8-13 and Acts 6:3.

C. There shall be close co-operation with the pastors and elders, and the deacons shall be the leading officers in the absence of the pastors and elders.

D. The deacons and deaconesses shall receive their office by appointment of the board of directors and the laying on of hands (Acts 6:1-6).

#### **29. TERM OF OFFICE OF PASTORS, ELDERS, DEACONS AND DEACONESSES**

A. The pastors, elders, deacons and deaconesses shall remain in office as long as they fulfil the qualifications of their office and discharge their duties faithfully or until such time that it shall be convenient or advantageous to transfer their charge to some other church, or until such time that it shall be necessary for them to resign.

B. Charges may be brought against a pastor, elder, deacon or deaconess by two or more witnesses who are members in good standing in this society (1 Tim.5:19).

C. Every pastor, elder, deacon or deaconess so charged may have a hearing before the board of directors.

D. Upon close examination, if found guilty, such officer shall be reprimanded openly (1 Tim.5:20) and dismissed from office.

#### **30. SECRETARY-TREASURER**

A. The secretary-treasurer shall be a bona fide member of this society.

B. The secretary-treasurer shall keep a faithful record of the minutes of all business meetings of the congregation and the church board and of all the money received and disbursed. He or she shall handle all funds in accordance with the regulations of the board of directors and shall fulfil all duties generally associated with this office.

C. The term of office shall be two years and appointment shall be made by the board of directors.

#### **31. NON-PROFIT**

This organization is a non-profit organization also known as "no-gain".

#### **32. DISSOLUTION**

Upon dissolution of this organization, all assets shall be distributed to a recognized charitable organization in Canada and that the beneficiary shall be named at the time of dissolution.

#### **33. PLACE OF OPERATION**

The operation of this society shall chiefly be carried on from the General Offices at 24497 Fraser Highway, Langley B.C. Canada V2Z 2L2, telephone 604-607-6599; and through the directorship of the Worldwide Missions Outreach, in all the world for a witness to all peoples.

### **APPENDIX WORLDWIDE MISSIONS OUTREACH**

#### **1. FOREIGN MISSIONS OUTREACH**

This society shall have a foreign missions outreach which shall be called WORLDWIDE MISSIONS OUTREACH.

## **2. BOARD OF DIRECTORS**

- A. The board of directors shall be the governing body of this outreach.
- B. The board of directors of this society shall be the board of directors of the worldwide missions outreach.
- C. The international overseer, the assistant overseer and the secretary shall be appointed by the board of directors at their annual meeting. The term of office shall be one year.

## **3. ADVISORY BOARD**

- A. The advisory board shall consist of all pastors, elders and evangelists who are in fellowship with this society. Local churches in fellowship with this society may recommend delegates to this board but such delegates must be approved by the board of directors.
- B. The advisory board shall contribute to the general welfare of the local churches by submitting reports of local church activities, petitions, requests, complaints, and such other matters relevant to the general welfare of the church. It shall provide articles for spiritual edification in the published periodicals of this society, endeavour to attend the annual camp meetings of this society and encourage others to do likewise.

## **4. GENERAL OFFICES**

The general offices of the Worldwide Missions Outreach shall be 24497 Fraser Highway, Langley, B.C. Canada V2Z 2L2, telephone 604-607-6599.

## **5. PURPOSES OF THE GENERAL OFFICES OF THE WORLDWIDE MISSIONS OUTREACH**

- A. To give spiritual guidance to all local churches.
- B. To organize local churches and to assist in incorporating local churches in various areas of the world.
- C. To assist local churches in making important decisions.
- D. To co-ordinate the work of all the local churches for the purpose of more effective propagation of the gospel of Jesus Christ.
- E. To provide a means of fellowship and communication for all the local churches by conducting annual conventions when appropriate, that will provide accommodations for delegates and visitors from all over the world.
- F. To publish such literature as shall be approved by the board of directors and the local churches for evangelism and Sabbath School classes as well as written articles on the varied needs of the church universal.
- G. To assist local churches who do not have a pastor to obtain one, by informing all the local churches of this need and providing the necessary communication, counsel and any other means at the disposal of the worldwide missions outreach for the fulfilment of this need.

## **6. LOCAL AUTONOMY**

The aims, objectives and functions of this society and of the worldwide missions outreach shall in no way infringe upon or nullify the concept of local autonomy; that is, each local church shall be considered as a sovereign state and that the relationship of each local church to the worldwide missions outreach shall not be mandatory, but voluntary. Real property and other chattel of local churches shall be the possession of the local churches under local trusteeship, except where the major costs of building a church is financed by the worldwide missions outreach. In such cases, the property shall still belong to the local church but the majority of trustees of the local church property shall be members of the board of directors of the worldwide missions outreach.