

SASKATOON CHINESE CHRISTIAN CHURCH BYLAWS

ARTICLE 1 NAME

This church shall be known as the SASKATOON CHINESE CHRISTIAN CHURCH (the Church).

ARTICLE 2 PURPOSE

A. The purposes of the corporation are:

- 1) To conduct worship meetings in public or private places, as set forth in the Holy Bible.
- 2) To reach and teach the Gospel of Jesus Christ, according to the Holy Scriptures.
- 3) To function as a church in Saskatoon, to be a local assembly, administered locally, and to seek fellowship with all Christians everywhere according to the Bible, as a body of Christ and to keep the unity of the spirit in the bond of peace.
- 4) To minister the spiritual and temporal needs of the poor, sick, orphans, and widows according to the Bible and inspired by the love of God.
- 5) To promote and carry out Christian mission in Saskatoon and surrounding area, and in countries outside Canada.

B. To achieve these objectives the Church may organize the following ministries or activities:

- 1) To publish and disseminate Christian literature and to operate a non-profit Christian Book Room.
- 2) To operate a Bible School and to engage in spiritual training for the growth of Christian faith.
- 3) To conduct work skills training.
- 4) To provide for senior housing, care homes, and non-profit housing.
- 5) To render assistance to foreign students and new immigrants.
- 6) To operate language schools for the general public.
- 7) To operate daycare centers and nurseries for the general public.

ARTICLE 3 FISCAL YEAR

The fiscal year of the corporation shall start on the 1st day of January and end on the 31st day of December each year.

ARTICLE 4 ORDINANCES

A. BAPTISM

- 1) All candidates for baptism shall be interviewed and approved by the Board of Elders, or a Committee appointed by the Board for this purpose.
- 2) Baptismal services shall be held at the discretion of the Pastor and the Board of Elders.
- 3) All candidates for baptism shall attend the Baptismal class. Any exception will be at the discretion of the Board of Elders.
- 4) The applicant must be of the age of 12 and above.

B. HOLY COMMUNION

The Church holds the Holy Communion on the first Sunday of each month. Holy Communion held on any other days and places needs to be approved by the Pastor and the Board of Elders.

ARTICLE 5 MEMBERSHIP

A. TYPES OF MEMBERSHIP

- 1) Regular membership — who members attend church services regularly and support the ministries of the church. Regular members shall have the right to motion, to vote, to elect church officers, and hold office(s).
- 2) Associate membership — members who have not attended and supported the church for one year but have not withdrawn their membership; or who have been received baptism at the Church but have not reached the age of majority as determined by the authorities. Associate members shall not have the right to

motion, to vote, to elect church officers, and hold office(s).

3) Honorary membership — former regular members who are now not living in Saskatoon and have expressed, in writing, a desire to maintain their memberships. These members have no motion, no voting, and no electing privileges in membership meetings of the church, and hold no-office in the church.

B. MEMBERSHIP APPLICATION

All baptized Christian desiring to join Church membership shall apply to the Board of Elders in writing.

C. MEMBERSHIP COMMITTEE

This committee shall be formed by the Pastor and the Elders appointed by the Board.

D. MEMBERSHIP REVIEW

The membership list shall be reviewed annually by the Membership Committee and approved by the Board of Elders and posted at least three weeks prior to the annual meeting. The Board may review and publish the list on other occasions at its discretion.

E. WITHDRAWAL OF MEMBERSHIP

Members wishing to withdraw should indicate such intentions in writing to the Secretary of the Board of Elders.

F. REQUIREMENTS FOR MEMBERSHIP TRANSFERRAL

Baptized Christian desiring to join membership shall be required to apply to the Membership Committee and to attend membership classes, and be approved by the Board of Elders.

ARTICLE 6 MEMBERSHIP MEETINGS

A. TYPES OF MEMBERSHIP MEETING

Membership Meetings consist of Annual Meeting, Ordinary Membership Meeting, and Special Membership Meeting.

B. CALLING OF THE MEETINGS

Notice of any membership meeting shall be provided by the Board of Elders in writing and by way of public announcement and shall be given at least fourteen days prior to the meeting.

C. ANNUAL MEETING

- 1) The annual meeting of the Church shall be held within the first three months of the calendar year.
- 2) The agenda for the annual meeting shall be posted in a suitable public location in the church on the Sunday prior to the annual meeting. The annual meeting shall receive reports from the Pastor and various departments, accept the financial reports of the Treasurer that have been reviewed or audited by a qualified person, approve the Church's annual budget, hold elections necessary elections, and conduct such other business as may be necessary.
- 3) Written reports for consideration at an annual meeting shall be made available to members on the Sunday prior to the annual meeting.

D. QUORUM FOR MEMBERSHIP MEETING

The quorum for any membership meeting shall consist of at least half of the regular members. If the members present are less than the quorum, the Chairman can choose another date and a new quorum will be one-third of the regular members. If the members present are less than one-third the Chairman will choose another time, the new quorum for this time will be any number present.

E. CHAIRMAN AND SECRETARY

The Chairman of the Board of Elders shall be the Chairman. The Secretary of the Board of Elders shall be the Secretary of the membership meeting.

F. VOTING

1) All items proposed for consideration of the members at meetings shall be determined by a simple majority of the votes cast. In the event of an equal number of votes, another vote shall be called for. If the second vote is also tied, subsequent votes should be taken until the tie is broken.

2) Voting shall be decided by a show of hands, unless a ballot thereon is required or demanded.

3) On any item proposed for consideration at the meeting, a member may propose a motion or the Chairman may require that a ballot be taken for such item. A ballot on any item shall be taken in such a manner as the Chairman shall direct.

4) PROCEDURE FOR DESTROYING BALLOTS

Disposition of the ballots shall be determined by a motion of the membership at the annual meeting. Where no direction is given, disposition of the ballots shall be determined by the Chairman.

G. MINUTES OF MEMBERSHIP MEETING

Minutes of any membership meeting shall be reviewed by the Board of Elders at its next meeting and shall subsequently be presented for adoption at the next annual meeting.

H. SPECIAL MEMBERSHIP MEETINGS

1) Five percent (5%) of the regular membership may request the Board of Elders to hold a special membership meeting. The Board shall consider such request.

2) Notice for any special membership meeting shall be in writing and by way of public announcement and shall be provided at least fourteen days prior to the meeting. The notice shall also indicate the purpose of such a meeting.

ARTICLE 7 DISCIPLINARY PROCEDURES

A. In matters relating to discipline of members, the Board of Elders shall appoint an investigating committee consisting of two members who shall meet with such members to review the matter and provide a final report to the Board of Elders.

B. Disciplinary action may consist of instructions and corrections.

C. During the period of discipline, an Elder or Elders shall be assigned to such member to provide pastoral care, encouragement and correction, with the goal of full restoration.

ARTICLE 8 BOARD OF ELDERS

A. COMPOSITION

The Board of Elders shall have a minimum of three regular members of the church. The Pastor is an ex officio member of the Board.

B. TERM OF OFFICE

The term of office for an elder shall be one year.

C. QUALIFICATIONS OF AN ELDER

any candidate for an elder must:

1) Meet the qualifications listed in I Timothy 3:1-7 and Titus 1:5-9.

2.) At least 30 years of age

3.) Have been baptized for two years.

4.) Hold continual membership in this church for more than one year.

D. OFFICERS

The officers shall consist of the Chairman of the Board, Secretary, Treasurer, and such other officers as may be required by the Board of Elders. All officers shall be appointed from among the Board of Elders. The Elders have the authority to appoint committees or co-workers to carry out necessary ministry functions or relevant activities

E. NOTICE OF MEETING

All meetings of the Board of Elders shall be called by the Chairman of the Board. In the event the Chairman is not available, another elder may call the meeting with the support of two other elders. Regular meetings shall be held monthly, for prayer and business. Notice of regular meetings shall be provided in writing at least two days prior to the meeting. Special meetings may be called at any time.

F. QUORUM

The quorum for a meeting of the Board of Elders shall be a simple majority.

G. CHAIRMAN

The Chairman shall be elected from and by the elected members.

H. VOTING

Items for consideration arising at any meeting of the Board shall be decided by a simple majority of the voters. In the event of an equal number of votes, the Chairman shall conduct to a second vote. In the event of a second tied vote, the Chairman shall cast a vote to break the tie. Unless an absent elder declares his vote on an agenda item prior to the vote, he is considered to have abstained from the vote. Any member of the Board, who can benefit financially from an agenda item, directly or indirectly, such as salary or remuneration, shall abstain from the vote.

I. PROLONGED ABSENCE OF A MEMBER OF THE BOARD OF ELDERS

If a member of the Board of Elders is absent from three consecutive regular Board meetings without just cause, the remaining members may declare such position vacant and may take steps to fill such position.

J. REMUNERATION AS AN ELDER

An elder, with the exception of the Pastor, shall not receive any remuneration

K. NUMBER OF ELDERS

The current Board of Elders determines the number of elders for the following year.

ARTICLE 9 DEACONS AND DEACONESSES

- A. Deacons and deaconesses may be appointed by the Board of Elders as required. Each deacon or deaconess is nominated by the Elder responsible for respective portfolio, and approved by the Board.
- B. The term of office for deacons and deaconesses shall be one year. Any exceptions to that shall be voted in the Board meeting after thorough discussion.
- C. The duties of deacons and deaconesses shall be established by the Board of Elders.
- D. Deacons and deaconesses shall be regular members of the church.

ARTICLE 10 PROPERTY AND RECORDS

- A. The Board of Elders shall appoint an auditor or reviewer to review the Church's financial operation. The annual financial statements shall be reviewed by the reviewer/auditor before they are presented to the Annual Meeting.
- B. A member who requests to inspect any of the official records may make such a request in writing to the Secretary of the Board of Elders.
- C. The Chairman of the Board, the Secretary, and the Treasurer and another elder (except the Pastor) may be appointed as trustees and signing officers of the church. The Treasurer shall be the principal signer. In the absence of the Treasurer another trustee shall be appointed to take his place.

ARTICLE 11 FINANCIAL GUIDELINES

The objectives of the financial guidelines are to encourage communication between members and the Board of elders on major financial matters. The guidelines shall also provide parameters to assist the Board in administering the financial affairs of the church effectively.

A. APPROVAL OF ANNUAL BUDGET

an annual operating and capital budget (collectively the "Budget") with sufficient detailed breakdown by departments and projects shall be prepared each year by the Treasurer. The Budget shall first be reviewed and approved by the Board and then presented to members for approval at an annual or special meeting.

B. UNBUDGETED EXPENDITURES

Under certain circumstances, the Board may be required to incur unbudgeted expenditures. In these circumstances, the Board may approve unbudgeted expenditures provided that such expenditure will not result in the total budget to exceed the authorized limits approved at the annual or special meeting. If the Board anticipates the total expenditure for the year to exceed the authorized limits by 5% or more, the Board shall call a special membership meeting for the approval of a revised budget, and provide an explanation of such expenditure to the membership at an appropriate time.

ARTICLE 12 NOMINATING COMMITTEE

The purpose of the Nominating Committee is to nominate the candidates of the Board of Elders for the following year.

- A. The Nominating Committee shall be comprised of the Senior Pastor and three members from the membership and two from the Board of Elder. They will elect the Chairman among themselves.
- B. The Nomination Committee shall conduct its nomination in accordance with the direction of the Board of elders with respect to the number of Elders.
- C. The Nomination Committee shall announce the candidates to the membership and post, at least two Sundays prior to the membership meeting.
- D. Additional nominations from the membership, if any, shall be made in writing, signed by two regular members in good standing, agreed by the nominee, and filed with the chairman of the Nomination Committee for announcement and posting before the service on the Sunday prior to the membership meeting.
- E. Two regular members shall be elected by the membership to count the ballots.

ARTICLE 13 AMENDMENT OF BYLAWS

- A. A Bylaw Review Committee (BRC) is delegated with the responsibility of reviewing the bylaws. It is formed by the Senior Pastor, three current elders and three regular members from the congregation.
- B. The BRC will draft amendments and submit to the membership meeting for adoption. Adoption of any Bylaw or its revision requires two-thirds of regular members present to pass.
- C. The interpretation of the bylaws rests with the Board of Elders.