

DISTRICT COUNCIL BYLAWS

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ARTICLE I - NAME

This body shall be known as the _____ Council of the Pentecostal Churches of the Apostolic Faith Association, Inc.

ARTICLE II - PURPOSE

- SECTION 1:** The purpose of this council is to promote and earnestly contend for the faith once delivered to the saints by our Lord Jesus Christ and His Holy Apostles.
- SECTION 2:** To labor with all the power and knowledge that God has given us to advance the day when all men shall do justly, love mercy and walk humbly with their God.
- SECTION 3:** To promote and advance worship and fellowship according to the discipline, laws and rules as are authorized and determined by the authority vested in the Constitution of this Council from time to time.
- SECTION 4:** To work in harmony with The General Body of the P.C.A.F. Association, Inc., the Board of Directors.
- SECTION 5:** To work together in unity so that we shall speak and teach the same thing.
- SECTION 6:** To establish, build and otherwise organize new church assemblies within the area of this Council.

ARTICLE III - MEMBERSHIP

- SECTION 1:** Membership in this Council shall consist of Ordained and Licensed Ministers, Evangelists, Missionaries, Personal Workers, and Laymen who are in good standing in their local assemblies, and who present the proper recommendation from the proper authority along with the Council Application for Membership blank.
- SECTION 2:** In good standing with their local assembly shall be construed to mean One who has been baptized in the Name of Jesus, filled with the Holy Ghost with evidence of speaking in other tongues as the Spirit gives utterance, living a clean, holy and overcoming life, in harmony with the Pastor and Church Doctrine as taught by the Word of God, and is not in a disfellowshipped condition with their assembly.
- SECTION 3:** Individual membership dues shall be \$5.00 per year, payable at each annual meeting.
- SECTION 4:** Any individual outside the geographical bounds of the Council and who otherwise qualifies for membership may become a full member but may not hold office.
- SECTION 5:** Indigent members shall be given the benefits of membership free.
- SECTION 6:** When a member has been disfellowshipped by the Pastor in his or her local church, he or she is automatically disfellowshipped from the

Council and can only be recognized when full restitution has been made satisfactorily to the Council and the General Body.

ARTICLE IV - MEETING

- SECTION 1:** The Council shall meet at least three (3) but not more than four (4) times each year.
- SECTION 2:** The _____ Meeting shall be called the "Annual Meeting."
- SECTION 3:** Generally, the times of meeting shall be Spring, Summer, Fall and/or Winter.
- SECTION 4:** The exact time and place of each meeting shall be determined by this Council in accordance with the prevailing conditions at the time of the scheduled meeting.
- SECTION 5:** Each Council meeting shall be of at least two (2) but not more than four (4) days duration, at the discretion of the Council.
- SECTION 6:** One additional day may be added at the beginning of the Annual Meeting if the need demands it. The Council Chairman shall judge if the need exists.
- SECTION 7:** The Chairman shall have the power to call special meetings in the event of an emergency.

ARTICLE V - ELECTED OFFICERS

- SECTION 1:** The elected officers of the Council shall consist of the following: Chairman, Vice chairman, Secretary, Assistant Secretary, and Treasurer.
- SECTION 2:** These officers shall constitute the Executive Board of this Council. The Chairman or Vice Chairman and two other elected officers shall be considered a quorum. The Bishops and District Elders (if not elected officers) shall also sit as members of the Executive Board.
- SECTION 3:** The Assistant Secretary shall be termed the Corresponding Secretary when the need arises at which time the Secretary shall become the Recording Secretary.
- SECTION 4:** A Bishop may, but is not required to, serve as Chairman, according to the pleasure of the House.

ARTICLE VI - ELECTION OF OFFICERS

- SECTION 1:** All officers shall be nominated and elected at the Annual Meeting for a tenure of four years. No officer may serve more than two consecutive terms.
- SECTION 2:** All candidates shall be nominated from the floor.
- SECTION 3:** There shall be no more than five (5) nominees from the floor.
- SECTION 4:** Voting shall be done either by standing or ballot at the pleasure of the House.
- SECTION 5:** Only those members who are in good standing with the Council will be qualified to vote.

SECTION 6: All officers shall be elected simple majority, that is by receiving the greatest number of votes.

SECTION 7: Each office shall be voted upon separately.

ARTICLE VII - QUALIFICATIONS OF OFFICERS

SECTION 1: The Chairman and Vice Chairman must each be an Ordained Male Minister.

SECTION 2: All other officers must have been saved at least two (2) years.

SECTION 3: All officers must be in good standing with and actively supporting their local assembly.

SECTION 4: The Secretary, Assistant Secretary, and Treasurer may, but are not required to be ministers.

SECTION 5: Each officer must have the capabilities of performing the functions of his or her office.

ARTICLE VIII - DUTIES OF OFFICERS

SECTION 1: *The Chairman shall:* (a) Preside at all meetings in a calm manner; (b) Be a member, ex-officio, at all committee meetings; (c) Have appointive power to fill all vacancies and name committees; (d) Perform all other duties pursuant to the office; (e) Be the head Executive Officer of the Council.

SECTION 2: *The Vice Chairman shall:* (a) Preside in the absence or disability of the Chairman or whenever the Chairman temporarily vacate the chair; (b) In case the office of Chairman shall be permanently vacated, automatically becomes Chairman; (c) Can make appointments only as directed by the Chairman; (d) Not change or modify any rule made by the Chairman; (e) Not be an ex-officio member of any committee and any time; (f) Assist the Chairman as needed.

SECTION 3: *The Secretary Shall:* (a) Keep a complete record of all business at each meeting; (b) Keep a record of all money received and require each auxiliary to report all money they receive in order to know at all times the financial status of the Council.

SECTION 4: *The Assistant Secretary shall:* (a) Assist the Secretary as needed; (b) Serve as Corresponding Secretary at the discretion of the Chairman; (c) Perform all the duties of the Secretary in the event of the Secretary's absence or disability; (d) Not be an ex-officio member of any committee at any time.

SECTION 5: *The Treasure shall:* (a) Be responsible for all money they receive and shall deposit such money in a reliable bank agreed upon by the Executive Board in the name of the Council; (b) Disburse such money as authorized by the Council; (c) Maintain an accurate Bank record of all money under their responsibility; (d) Not be required to be bonded, but may be, at the discretion of the Executive Board; (e) Make quarterly statements, if desired, and make an annual report once each

year; (f) Shall keep the financial record open to the Council for inspection at all times.

ARTICLE IX - APPOINTMENTS

- SECTION 1:** Field workers shall be appointed by the Chairman at the Annual Meeting and shall serve for a term of one (1) year.
- SECTION 2:** The field worker shall make a report at each Council Meeting.
- SECTION 3:** The duty of the field worker shall be to assist in the building up of our churches by assisting the Pastor or Missionary in charge in whatever manner necessary.
- SECTION 4:** Give spiritual advice when necessary and if any grievance arises report same to District Elder consulting with the Pastor.
- SECTION 5:** State Evangelists may serve as field workers and shall report in the same manner as the field workers.
- SECTION 6:** The Sergeant-At-Arms is to be appointed by the Chairman at each quarterly meeting when needed.
- SECTION 7:** The Chairman may appoint additional Secretaries when needed at each Council Meeting.

ARTICLE X - COMMITTEES

- SECTION 1:** The following Standing Committees shall consist of not less than three (3) and not ore than five (5) members: (a) Grievance; (b) Resolution; (c) License; (d) Credential.
- SECTION 2:** The duties of the Standing Committee shall be: (a) Grievance: To hear and judge all grievances that come before them, reporting to the Council Body the results; (b) Resolution: To Receive and sort all resolutions subject to consideration and present them in orderly manner to the Council Body; (c) License and Credential: To receive, review, and pass upon all license and credential applications that come through the Council and make their report to the Council.
- SECTION 3:** An Ordination Committee may be formed as needed at the Annual Meeting to examine, give the Ordination Test and grade sane for those who are qualified to take the test and are no able to attend the National Meeting. The Bishop, District Elder and the Council Chairman shall judge the urgency and expedience for such consideration.
- SECTION 4:** There shall be no ordination performed without the presence of at least one Bishop and one or more District Elders.
- SECTION 5:** Special investigating committees, the Ways and Means Committee and other special committees shall be appointed by the Chairman as needed.
- SECTION 6:** The Chairman shall appoint an Auditing Committee to examine the records at the Annual Meeting and shall advise the Council to select or make provisions for a C.P.A. within our own ranks, if possible. The Auditing Committee shall make reports as to their findings.

ARTICLE XI - AUXILIARY DEPARTMENTS

- SECTION 1: The Missionary Department:** (a) Shall be an Auxiliary of this Council and shall be granted time to conduct Business and Program; (B) Elected Officers of the Missionary Department shall consists of : Chairman, Vice Chairman, Secretary, Assistant Secretary and Treasurer; (c) These officers shall be elected at the Annual Meeting for a term of four (4) years; (d) No officer shall serve longer than two consecutive terms.
- SECTION 2: The Home Missions Department:** (a) Shall be an Auxiliary of this Council and shall be granted time to conduct Business and Program; (b) Elected Officers of this Department shall consist of: Chairman, Vice Chairman, Secretary, Assistant Secretary and Treasurer; (c) These officers shall be elected at the Annual Meeting for a term of four (4) years; (d) No officer shall serve longer than two consecutive terms; (e) The State Supervisor, if not Elected Officer, shall sit with the Elected Officers as a member of their Executive Board.
- SECTION 3: The Foreign Missions department:** (a) Shall be an Auxiliary of this council and shall be granted time to conduct their Business and Program; (b) The Elected Officers of this Department shall consist of: Chairman, Vice Chairman, Secretary, Assistant Secretary and Treasurer; (c) These officers shall be elected at the Annual Meeting for a term of four (4) years; (d) No officer shall serve longer than two consecutive terms.
- SECTION 4: “The Voice in the Wilderness” Magazine:** (a) Shall be considered an Auxiliary of this Council; (b) The Council Chairman shall appoint someone to represent this department for the purpose of soliciting funds and other help for “The Voice in the Wilderness” magazine.
- SECTION 5: The Sunday School Department:**(a) Shall be considered an Auxiliary of this Council and shall be granted time to conduct their Business and Program; (b) Elected Officers of this Department shall consist of: Chairman, Vice Chairman, Secretary, Assistant Secretary and Treasurer; (c) These officers shall be elected at the Annual Meeting for a term of four (4) years; (d) No officer shall serve longer than two consecutive terms.
- SECTION 6: The Young People’s Department:** (a) Shall be considered and Auxiliary of this Council and shall be granted time to conduct their Business and Program; (b) Elected Officers of this Department shall consist of: Chairman, Vice Chairman, Secretary, Assistant Secretary and Treasurer; (c) These officers shall be elected at the Annual Meeting for a term of four (4) years; (d) No officer shall serve longer than two consecutive terms; (e) The following restrictions shall govern the Election of Officers: The Chairman and Vice Chairman must be at least eighteen (18), but not more than forty (40) years old; The

Secretary, Assistant Secretary and Treasure must be at least sixteen (16), but not more than forty (40) years old; (f) A Planning Board shall be formed either by election or appointment; (g) Planning Board members may exceed forty (40) years of age.

SECTION 7: In each of the above Auxiliaries, the Officers and members shall be subject at all times to the Council Chairman.

SECTION 8: Each of the above Auxiliaries shall have their own Constitution to govern the proceedings of their meetings, but no provision in any of their Constitutions may be contrary to the provisions of this Constitutions.

SECTION 9: General qualifications for members in each Auxiliaries shall be the same as those required for Council membership, except for dues.

SECTION 10: The Chairman and Vice chairman of each Auxiliary must have been saved for at least two (2) years. Other Officers must have been saved for at least one (1) year.

SECTION 11: The following daily routine may be carried out at each Council Meeting:
Wednesday- Call of Council to order and registration, Missionary Department.

Thursday- Home Mission Department, Foreign Mission Department, "Voice in the Wilderness."

Friday- General Council Business.

Saturday- Sunday School Department (until 2:00p.m.) Young People's Department.

SECTION 12: Each daily Council Session shall begin at 10:00 a.m.

SECTION 13: Bible study shall be taught each day the Council is in session, except in the event of pressing unfinished business.

SECTION 14: Each evening shall be devoted to Evangelistic Service.

ARTICLE XII - FINANCE

SECTION 1: All Council dues, registration fees, church reports, offerings, special offerings, and other money received by this Council, which are not marked for a special purpose shall go into the General Treasury and be used for the general maintenance of the Council.

SECTION 2: Each Auxiliary may have and operate its own individual treasury and banking system but such treasuries shall be subject to the reasonable demands of the Council Treasurer at all times.

SECTION 3: A checking account shall be set up for the Council in the name of _____ Council of the P.C.A.F. Association, Inc. (A) Each check shall be required to have two signatures, namely: Chairman or Vice Chairman or Secretary and Treasurer; (b) All money to be deposited by the Treasurer must be deposited in reliable bank approved by the Executive Board; (c) The Secretary shall have a petty cash for his/her immediate supply needs.

SECTION 4: All auxiliaries of this Council will submit a record of their total cash receipts and disbursements to the Council Secretary.

ARTICLE XIII - DISFELLOWSHIPMENT

SECTION 1: The term disfellowshipped shall be construed to mean: One who has been duly brought before his or her Local Church Official Board to be tried for a sin that he or she has committed with witnesses testifying to the condition, having been judged guilty, and the Pastor has in turn severed his or her fellowship from the church.

SECTION 2: This Council shall have the right to try any individual from sin and to disfellowship such an individual if found guilty, providing such action does not interfere with the rights of the Local Assembly.

SECTION 3: Any Officer found guilty of sin shall automatically be removed from office.

ARTICLE XIV - GENERAL

SECTION 1: Registration: (a) The registration fee shall be the sum of 25 cents per member at each quarterly meeting; (b) A badge shall be given to each member after payment of the registration fee qualifying the members to vote on all issues; (c) Outside visitors who are not members shall be given honorary badges without charge but with no voting privilege.

SECTION 2: Each local Assembly shall make a report at each Council Meeting and shall include a free will offering.

SECTION 3: Each Local Assembly shall refrain from scheduling any special meetings during the time Council is in session.

SECTION 4: The Chairman shall have the power to fill all vacancies.

SECTION 5: The Chairman shall appoint a reporter who shall send in a report of the activities of each Council Meeting to the "Voice in the Wilderness" magazine.

SECTION 6: Any officer or member wishing to resign from this council must do so in writing to the Council and shall forfeit his membership dues.

SECTION 7: Compensation of Officers' travel expenses shall be agreed upon by the House.

SECTION 8: All delegates representing this Council shall be compensated for travel and other expenses at the pleasure of the House.

ARTICLE XV - PARLIAMENTARY AUTHORITY

"Robert'S Rule of Order" and other standard parliamentary procedures shall be used whenever consistent with the Law of God and the Holy Ghost.

ARTICLE XVI - AMENDMENTS

SECTION 1: These laws may be altered amended or repealed by a two-thirds vote of those qualified to vote, provided a written notice to alter, amend or repeal is given to the Secretary prior to any quarterly meeting.

SECTION 2: Such amendments, if adopted by the House, must be subject to review and approval by the Board of Bishops of the P.C.A.F. before becoming effective.

SECTION 3: Said amendments shall go into effect at the next meeting following the Board of Bishops' approval.