



Rev 2011

MANUAL

MIDWEST DISTRICT OF THE CHRISTIAN & MISSIONARY ALLIANCE

*Revised 2011
Midwest District Conference
Bloomington, Illinois*

Table of Contents

UNIFORM CONSTITUTION FOR DISTRICTS

PREAMBLE..... 1

ARTICLE 1. NAME 1

ARTICLE 2. ORGANIZATION AND GOVERNMENT

 Section 1. District Conference. 1

 Section 2. District Executive Committee. 3

 Section 3. Officers. 3

 Section 4. Elections. 4

 Section 5. License, Ordination, and Consecration Council (LO&CC). 5

 Section 6. Disciplemaking Ministries..... 5

 Section 7. Church Health and Multiplication..... 5

 Section 8. Mission Mobilization..... 5

 Section 9. Property 5

 Section 10. Accredited Churches 6

 Section 11. Affiliated Churches 6

 Section 12. Cooperating Non-Alliance Churches 6

 Section 13. Supporting Organizations 6

 Section 14. Evangelists..... 6

 Section 15. Publication Work 6

 Section 16. Bylaws 7

 Section 17. Amendments..... 7

 Section 18. Conformance with Applicable Law..... 7

ARTICLE 3. EMERGENCIES 7

MIDWEST DISTRICT BYLAWS

ARTICLE 1. NAME AND PERSONNEL OF THE DISTRICT

Section 1. Name.....9
Section 2. District Superintendent.....9
Section 3. Credentialed Official Workers.....9

ARTICLE 2. DISTRICT ORGANIZATION

Section 1. Authority.9
Section 2. District Executive Committee (DEXCOM).....9
Section 3. Officers.9
Section 4. Fiscal Year.....10
Section 5. Governance10

ARTICLE 3. DISTRICT CONFERENCE

Section 1. Conference Arrangements, Delegates, and Committees.....10
 a. Time and Place10
 b. Conference Arrangements10
 c. Delegates to Conference.....10
 d. Committees of Conference and Their Responsibilities10
Section 2. How to Bring Matters to Conference12
 a. Reports12
 b. Bringing Other Matters to Conference12
 c. Church Recommendations to the Conference.....12
 d. Delegates Wishing to Meet with a Conference Committee12
 e. Special Privileges to Address Conference.....12
Section 3. Rules of Order.12
Section 4. Quorum for Business Sessions12
Section 5. Elections13
Section 6. Special Sessions of Conference.....13

ARTICLE 4. DISTRICT STANDING COMMITTEES/POSITIONS

Section 1. District Executive Committee (DEXCOM).....13
 a. Membership, Filling Unexpired Terms, and Tenure13
 b. Meetings14

c. Quorum.....	14
d. Subcommittee	14
e. Vote by Mail, E-mail, or Conference Call	14
f. Specified Actions of DEXCOM	14
Section 2. License, Ordination, and Consecration Council	16
Section 3. Committee on Nominations.....	16
Section 4. Committee on Rules and Bylaws.....	16
Section 5. Crown College Trustees.....	17
Section 6. District Alliance Women Ministry Director.....	17
Section 7. District C&MA Men’s Ministry Director.....	17
ARTICLE 5. MINISTRY FUNCTIONS AND RESPONSIBILITIES	
Section 1. District Ministry Functions and Administrative Staff	17
Section 2. Oversight of Specific District Ministries	17
ARTICLE 6. ADMINISTRATIVE REGULATIONS RELATED TO CHURCHES	
Section 1. Basis of Support from Churches for District Ministries Budget.....	18
Section 2. Basis of Support from Churches or Individuals for Church	18
Section 3. Records on File for Each Church	18
Section 4. Approval of Pulpit Supply Between Lead Pastors.....	18
Section 5. Property and Building Development.....	18
Section 6. Reversion of Church or District Property	18
ARTICLE 7. AMENDMENTS	18

UNIFORM CONSTITUTION FOR DISTRICTS OF THE CHRISTIAN AND MISSIONARY ALLIANCE

Each district of The Christian and Missionary Alliance shall adopt and be governed by the following constitution.

PREAMBLE

The district organization in The Christian and Missionary Alliance is designed to help churches fulfill Jesus' command to make disciples of all peoples and to provide for the regional relationships which are indicated in the New Testament. While the local assembly is the primary visible form of the church, the relationships beyond the congregation are essential if the local church is to fulfill its function in fellowship, evangelism, church health and multiplication, and world missions.

Therefore, The Christian and Missionary Alliance churches of this district are united in governance, fellowship, and service in order to promote unity of faith in the fullness of Jesus Christ as Savior, Sanctifier, Healer, and Coming King, and to facilitate the spread of the gospel at home and abroad under the guidance and enabling of the Holy Spirit.

ARTICLE I NAME

This district shall be known as the _____ District of The Christian and Missionary Alliance. Its geographical or cultural boundaries are defined by the Board of Directors of The Christian and Missionary Alliance and may be changed from time to time by such Board of Directors.

ARTICLE II ORGANIZATION AND GOVERNMENT

The organization of this district shall be in harmony with this constitution and the Amended and Restated Constitution and Bylaws of The Christian and Missionary Alliance (the "Bylaws") and shall include all accredited, developing, and affiliated churches, official workers, and ministries of The Christian and Missionary Alliance within the district, except those under the immediate supervision of the Board of Directors of The Christian and Missionary Alliance.

Section 1. District Conference. The District Conference shall constitute the legislative body of this district. Its legislation shall be limited to district affairs and in no case shall such legislation be in conflict with the actions of the General Council of The Christian and Missionary Alliance. The District Conference may recommend amendments to existing national policies and procedures for districts or new policies and procedures to the District Leadership Forum through the district superintendent; it may recommend changes or additions to the C&MA Manual through the district superintendent; and it may recommend new general policies for The Christian and Missionary Alliance through the district superintendent. This district shall adopt bylaws setting forth, among other things, the rules and procedures governing its District Conference. This district shall hold a District Conference each year and there shall be two types of delegates to the District Conference: "accredited delegates" and "corresponding delegates." Accredited delegates shall be entitled to vote. The conference shall be held at the time(s) stated in the district bylaws with the format and agenda to be determined by the District Executive Committee, or as stated in the district bylaws and in conformity with the requirements of state law. The agenda during business sessions shall include elections as necessary, an evaluation of the progress of the district ministry, financial reports, and other related matters as stated in the district bylaws or required by state law.

a. **Accredited Delegates.** Those eligible to be accredited delegates to the District Conference shall be limited to the following individuals:

- (1) All persons holding official worker licenses in this district and other officers of this district.
- (2) All evangelists residing in this district licensed by the Board of Directors.
- (3) Lay delegates as follows:
 - (a) The church shall appoint and certify lay delegates as specified in the local church bylaws.
 - (b) Each accredited church of The Christian and Missionary Alliance shall be entitled to send its pastor and two lay delegates. If the voting membership (as reported in the last annual report of the church) is 150 or more, another lay delegate may be sent for each additional 100 voting members or fraction thereof.
 - (c) Each affiliated church of The Christian and Missionary Alliance shall appoint and certify one lay delegate as specified in the local church bylaws.
- (4) Members or representatives of the Board of Directors of The Christian and Missionary Alliance who may be able to attend.
- (5) Lay members of the District Executive Committee.
- (6) The directors of district C&MA Men's Ministry and district Alliance Women Ministries.
- (7) Any military chaplain on active duty or other federal chaplain duly credentialed as an official worker of The Christian and Missionary Alliance who is serving his/her assignment in this district at the time of the District Conference.
- (8) All retired or disabled missionaries and U.S. official workers residing in this district whose names appear on the official worker list of The Christian and Missionary Alliance.
- (9) Laypersons who are either elected or appointed as specified in the district's bylaws to serve on the regional college Board of Trustees.
- (10) Other persons holding official worker licenses, lay minister licenses, or vocational certificates who have been accredited by the District Executive Committee.

b. **Corresponding Delegates.** The following persons shall be eligible to attend the District Conference as nonvoting, corresponding delegates:

- (1) Official representatives of each of the four areas of ministry of The Christian and Missionary Alliance.
- (2) Missionaries of The Christian and Missionary Alliance who may be able to attend.
- (3) Official representatives of educational work connected with The Christian and Missionary Alliance.
- (4) On recommendation of the District Conference Committee on Credentials, any member of The Christian and Missionary Alliance visiting the Conference may be admitted as a corresponding delegate by a two-thirds vote of the Conference.
- (5) One representative of a cooperating non-Alliance church.

c. **Quorum.** One-third of the number of accredited delegates shall constitute a quorum.

Section 2. District Executive Committee.

a. **General.** The District Executive Committee shall be the Board of Directors of the corporation. This committee shall consist of the officers of the district and such other members as shall be elected by the District Conference. As much as possible, they shall represent the various sections of this district. This Committee shall consist of not less than nine members.

The administrative work of this district shall be committed to the District Executive Committee of which the district superintendent shall be the chairperson. It may appoint a subcommittee to act with the district superintendent between meetings of the District Executive Committee and report to the District Executive Committee.

The District Executive Committee may request an audited report at any regular meeting. It shall be the responsibility of the District Executive Committee to appoint annually an independent Certified Public Accountant who shall perform an examination of the district's financial statements. Furthermore, the District Executive Committee shall appoint annually an Audit Review Committee that shall meet with the auditor to review the audit and management letter and shall submit a report of its review to the District Executive Committee. These reports and the annual audit or review by the auditor shall be submitted to the Board of Directors through the National Office¹.

b. **Removal.** Any officer or supporting organization official, except the district superintendent, of the [district] of The Christian and Missionary Alliance, whether elected by District Conference or appointed by the District Executive Committee, or any individual member of the District Executive Committee, may be removed by a two-thirds majority vote of the District Executive Committee if, in the judgment of the District Executive Committee, the best interests of the [district] of The Christian and Missionary Alliance will be served thereby. This decision must be reviewed and approved by the National Office prior to becoming effective.

Section 3. Officers. The officers of this district shall consist of district superintendent, assistant district superintendent, secretary, and treasurer.

a. **District Superintendent.** The district superintendent shall be the recognized head of the district organization and member ex officio of all district committees and shall exercise oversight of the entire work of this district. The district superintendent shall be the president of the corporation where such office is required by law.

b. **Assistant District Superintendent.** The need for an assistant district superintendent shall be determined by the Board of Directors. He is a member ex officio of the District Executive Committee.

c. **Secretary.** The district secretary shall keep the minutes of the District Conference and the minutes of all meetings of the District Executive Committee and shall perform all other duties pertaining to his/her office or as assigned by the District Executive Committee.

d. **Treasurer.** The district treasurer shall supervise the receipt and disbursement of all funds intended for expenditure for district purposes as directed by the District Executive Committee. He/she shall present to the District Conference an annual financial report and shall prepare for the District Executive Committee such reports as it may request.

Section 4. Elections.

a. **District Superintendent.** The district superintendent shall be elected by the District Conference. His term of office shall be four years, beginning the August 1 or January 1 following his election. He is eligible for three consecutive terms. He is eligible again after the lapse of one term.

The district shall establish a District Superintendent Search Committee at least ten months in advance of the District Conference at which an election is to take place, according to the district bylaws and the guidelines provided by the National Office. A list of the names of workers who have proper qualifications for district superintendent shall be developed in consultation with the National Office.

The Committee on Nominations or any person making a nomination must consult with the National Office prior to presenting a nominee to District Conference. The Board of Directors may present a nomination if requested.

Election shall be by ballot and shall be determined by two-thirds of the votes cast.

In the event that a decision cannot be reached by the District Conference, the Board of Directors shall appoint a district superintendent for up to one term. In the event of death, resignation, or involuntary removal of the district superintendent where there is no assistant district superintendent in accordance with the policies set by the Board of Directors, the National Office shall appoint an individual to perform the duties of the district superintendent until the office has been filled either by the Board of Directors or by election of the District Conference.

In the event of removal of a district superintendent, the District Executive Committee shall follow the procedures outlined in the Policy and Procedure Manual for Districts and Churches.

b. **Assistant District Superintendent.** The assistant district superintendent shall be elected by the District Conference. His term of office shall be four years, beginning the August 1 or January 1 following his election. He is eligible for three consecutive terms. He shall be nominated by the district superintendent through the Committee on Nominations of the district after consulting with the National Office. Should the nomination be unacceptable to the Committee on Nominations, it should be referred back to the district superintendent. The vote of the District Conference shall be by ballot and shall be affirmative or negative with respect to the name presented and shall be determined by two-thirds of the votes cast.

In the event of the death, resignation, or removal of the assistant district superintendent, the District Executive Committee shall appoint an individual to perform the duties of the assistant district superintendent until the office is filled by the above-stated procedure.

c. Other officers of this district and members of the District Executive Committee shall be elected by the District Conference annually or as may be specified in the district bylaws.

d. The License, Ordination, and Consecration Council shall be elected by the District Conference, or appointed by the District Executive Committee, as may be specified in the district bylaws.

e. The director of the district Alliance Women Ministries and the coordinator of the district C&MA Men's Ministry shall be selected as provided for within their respective national policies as contained in the C&MA Policy and Procedure Manual for Districts and Churches.

f. Other district committees or personnel shall be elected or appointed as specified in the district bylaws.

Section 5. License, Ordination, and Consecration Council (LO&CC). There shall be a single License, Ordination, and Consecration Council in each district. The License, Ordination, and Consecration Council shall be elected by the District Conference or appointed by the District Executive Committee, as may be specified in the district bylaws. The License, Ordination, and Consecration Council shall examine and recommend approval for the licensing of official workers and approve leaves of absence. All licenses and leaves of absence recommended and approved shall be issued by the district superintendent. The License, Ordination, and Consecration Council shall examine and ordain or consecrate qualified candidates for the Christian ministry.

District practices and procedures in matters of licensing, ordination, consecration, and discipline are subject to the uniform policies pertaining thereto as promulgated and amended from time to time by The Christian and Missionary Alliance.

Section 6. Disciplemaking Ministries. This district shall encourage, coordinate, and give oversight to disciplemaking ministries in churches as well as provide resources and training for such ministries at all age levels. This district shall specify the means by which these ministries are pursued within its bylaws.

Section 7. Church Health and Multiplication. This district shall encourage, coordinate, and give oversight to church planting and multiplication ministries throughout the district as well as provide ongoing assessment and consultation for the continued growth of healthy congregations. This district shall specify the means by which these ministries are pursued within the district in its bylaws.

Section 8. Mission Mobilization. This district shall mobilize district churches for the accomplishment of the Great Commission by encouraging participation in the worldwide missionary and church planting efforts of The Christian and Missionary Alliance including but not limited to, active promotion of and support for the Great Commission Fund. This district shall specify the means by which mobilization efforts are pursued within the district in its bylaws.

Section 9. Property.

a. This district may acquire, own, dispose of, improve, encumber, and convey property, real and personal, for district purposes, in conformity with the laws of the state where the property is situated. Where trustees are required, they shall be elected by the District Conference according to law. Such property may be sold, conveyed, exchanged, or encumbered under the order of the District Conference and authority of the District Executive Committee by the trustees, or by the district superintendent and secretary, or other district officer, in conformity with the laws of the state where the property is situated. Where state law permits, the District Conference may empower the District Executive Committee to acquire, dispose of, improve, encumber, and convey property, real and personal, on behalf of the District Conference.

b. This district may adopt a bylaw empowering any three of its officers to release a reversionary or other contingent interest in the real property of an accredited church in the event of the sale of church real property, or to subordinate such interest to a mortgage, when it is in the best interest of both the church and this district.

d. This district is connected with and subordinate to its parent religious organization, The Christian and Missionary Alliance, a Colorado nonprofit corporation. In consideration of the mutual benefits generated and derived from this relationship, and understanding that The Christian and Missionary Alliance is relying hereon in agreeing to initiate or continue such relationship, this district agrees as follows.

- (1) **Property Reversion Events.** Any of the following shall constitute a “property reversion event:”
- (a) the decision or action of this district to disaffiliate or otherwise separate itself from The Christian and Missionary Alliance without the prior written approval of such decision or action by the Board of Directors of The Christian and Missionary Alliance,
 - (b) the failure for any reason of this district to be subject to or abide by any of the purposes, usages, doctrines, or teachings of The Christian and Missionary Alliance, or

(c) the termination of this district's existence for any reason.

(2) **Determination of a Property Reversion Event.** The determination of whether a property reversion event has occurred shall be considered and decided by the Board of Directors of The Christian and Missionary Alliance or its Executive Committee in accordance with procedures established from time to time by the Board of Directors of The Christian and Missionary Alliance. The decision of the Board of Directors of The Christian and Missionary Alliance or its Executive Committee shall be final and binding on The Christian and Missionary Alliance and the district and may not be challenged by any party in the absence of fraud, collusion, or arbitrariness.

(3) **Consequences of a Property Reversion Event.** Upon the occurrence of a property reversion event as determined in accordance with item 2 above, legal title to all real and personal property (tangible and intangible), appurtenances, fixtures, and effects of whatever type then owned, held, or used by this district, without regard to how or from whom acquired, shall, upon the demand of The Christian and Missionary Alliance, revert to and become the property of The Christian and Missionary Alliance. During the period of time between the occurrence of the property reversion event and the complete and final transfer of legal title to The Christian and Missionary Alliance, this district shall hold such property in trust for The Christian and Missionary Alliance to be used exclusively to further the purposes, usages, doctrines, and teachings of The Christian and Missionary Alliance.

Section 10. Accredited Churches. Accredited churches shall be those churches satisfying the requirements set forth in Section 3.1 of the Bylaws of The Christian and Missionary Alliance. The spiritual ministry of the church shall be under the care of a pastor who shall be appointed by the district superintendent in conjunction with the governance authority.

Section 11. Affiliated Churches. Churches not satisfying the requirements of Section 3.1 of the Bylaws of The Christian and Missionary Alliance but desiring to cooperate in various degrees of fellowship with The Christian and Missionary Alliance may be classified as affiliated churches. Each affiliated church shall adopt and comply with the requirements, terms, and provisions for affiliated churches as promulgated and amended from time to time by The Christian and Missionary Alliance. Each affiliated church shall have the privilege of sending one accredited lay delegate to the District Conference.

Section 12. Cooperating Non-Alliance Churches. Churches outside The Christian and Missionary Alliance but desiring to cooperate in various degrees of fellowship with The Christian and Missionary Alliance may be classified as cooperating non-Alliance churches. Each cooperating non-Alliance church shall direct to The Christian and Missionary Alliance its Great Commission Fund offerings. Each cooperating non-Alliance church shall have the privilege of sending one corresponding delegate to the District Conference.

Section 13. Supporting Organizations. Proposals for establishment and operation of all postsecondary educational institutions, retirement centers, and any other such similar ministries within this district which are directly controlled by the district, shall first be recommended by the District Executive Committee to the Board of Directors through the proper area for its action. They shall not be established unless and until authorized by the Board of Directors.

Section 14. Evangelists. Upon recommendation of the District Executive Committee, or a committee appointed by the District Conference, the district superintendent may license evangelists who reside in this district and who hold membership in The Christian and Missionary Alliance, even though their fields of service extend outside the boundaries of this district. They shall report annually to the District Executive Committee concerning their activities.

Section 15. Publication Work. Alliance Life is recognized as the official communications vehicle of The Christian and Missionary Alliance.

Section 16. Bylaws. This district may adopt bylaws not in conflict with the provisions of this Constitution or the Bylaws of The Christian and Missionary Alliance.

Section 17. Amendments. This Constitution may be amended by the General Council of The Christian and Missionary Alliance in accordance with the provisions of Section 10.2 of the Amended and Restated Constitution and Bylaws of The Christian and Missionary Alliance as applied to the Uniform Constitution for Districts.

Section 18. Conformance with Applicable Law. In cases where any provision of this Constitution may not conform to state laws, this district shall be authorized to make such adjustments as necessary in counsel with the National Office of The Christian and Missionary Alliance so as to conform to such laws.

ARTICLE III EMERGENCIES

In the event that a district superintendent is involved in a catastrophic disaster as contained in Section 12.1B(2) of the Bylaws of The Christian and Missionary Alliance, the assistant district superintendent, district secretary, or district treasurer shall call a meeting of the District Executive Committee as soon as possible thereafter to make interim arrangements. The District Executive Committee shall function until a Disaster Committee has arranged a program in accordance with Section 12.1B(2) of the Bylaws of The Christian and Missionary Alliance.

BYLAWS OF THE MIDWEST DISTRICT OF THE CHRISTIAN AND MISSIONARY ALLIANCE

ARTICLE I NAME AND PERSONNEL OF THE DISTRICT

Section 1. Name. The District shall be known as the Midwest District of The Christian and Missionary Alliance (C&MA). Its geographical boundaries include the states of Illinois and Indiana, and its membership comprises all Accredited, Developing, and Affiliated Churches in official relationship with the District as outlined in the Manual of The Christian and Missionary Alliance.

Section 2. District Superintendent. The District Superintendent (D.S.) shall be the recognized head of the district organization and member ex officio of all district committees and shall exercise oversight of the entire work of the District. The D.S. shall be the president of the corporation. The D.S. shall be selected according to the policies specified in the Manual of The Christian and Missionary Alliance.

Section 3. Credentialed Official Workers. The D.S. shall issue annually an Official License to all workers of the District upon recommendation of the Licensing, Ordination, and Consecration Council (LO&CC).

Credentialed Official Workers shall be identified by and serve under the guidelines as specified in the Manual of The Christian and Missionary Alliance.

ARTICLE II DISTRICT ORGANIZATION

Section 1. Authority. The highest legislative authority in the District shall be the District Conference (Conference), which shall be considered the Annual Meeting of the Corporation. The authority of the Conference is subject to policies and procedures outlined in the Manual of The Christian and Missionary Alliance as well as the bylaws of the District.

Section 2. District Executive Committee (DEXCOM). The DEXCOM shall have authority to act on all matters delegated to it by the Conference and on behalf of the Conference in all matters of District finance and business, including matters related to property both real and corporate and to encumbrances related thereto.

Section 3. Officers. District Officers shall be the District Superintendent (President),

Secretary, and Treasurer. The tenure for Secretary and Treasurer shall be limited the same as the tenure for D.S., three four year terms as outlined in the Manual of The Christian and Missionary Alliance.

Section 4. Fiscal Year. The fiscal year for the District shall be the calendar year.

Section 5. Governance. The governance and activity in the District shall be in compliance with the Manual of The Christian and Missionary Alliance and all other governing and policy documents of The C&MA.

ARTICLE III DISTRICT CONFERENCE

Section 1. Conference Arrangements, Delegates, and Committees.

a. **Time and Place of Annual Conference.** The District shall convene in Conference annually at a time and place selected by the DEXCOM in consideration of fiscal issues and the time of General Council. Churches may submit invitations to host Conference to the D.S.

b. **Conference Arrangements.** Plans and organization for the details of the Conference as well as the determination of delegate fees shall be under the direction of the D.S. in consultation with DEXCOM.

c. **Delegates to Conference.** Delegates shall be selected according to the current guidelines as outlined in the Manual of The Christian and Missionary Alliance. It is the responsibility of every Official Worker of the District to attend Conference. Permission to be absent shall be granted only by the D.S.

d. **Committees of Conference and Their Responsibilities.** Conference committees shall serve during the time that Conference is convened, and additionally as specified in these bylaws. Members, chairpersons, and secretaries of Conference committees shall be nominated by the Committee on Nominations and elected by Conference to serve for the next business Conference.

(1) **Committee on General Ministries.** This committee shall consist of twelve (12) members representative of the entire District, four (4) of which are to be lay people. From among the 12 nominees, an alternate for chairperson and an alternate for secretary shall be named. Four alternates for the committee shall also be nominated.

This committee shall meet at least 30 days prior to Conference to

consider all legislative matters not committed to some other Conference committee. All reports coming to Conference are to be submitted to this committee for review and recommendation. The committee shall prepare a written report for Conference highlighting information from the reports. It shall present its findings to Conference with such recommendations as it may deem advisable.

(2) **Committee on Finance and Budget.** This committee shall consist of not less than seven (7) members.

(a) The committee shall consider the Reports of the District Treasurer, the Auditor, and the portion of the Report of the President of The C&MA which deals with the division of Operations/Finance. It shall present its findings to Conference with such recommendations, as it may deem advisable.

(b) The committee shall also review the current budgets of the District and may bring suggestions or proposals regarding the use of District monies to Conference through their report.

(3) **Conference Committee on Rules.** This committee shall study the legislation of each Conference and confirm that business has been conducted in accordance with District Bylaws. As specified in Article IV, Section 4, the standing committee, Committee on Rules and Bylaws, shall fulfill this responsibility.

(4) **Tellers and Ushers.** Not less than eight (8) persons shall make up this committee.

(a) As Tellers, they shall present to Conference, as necessary, a complete list and tally of all Accredited and Corresponding Delegates.

(b) As Tellers, they shall, prior to the election, report to Conference the number of Accredited Delegates.

(c) As Tellers, they shall be responsible for distribution, collection, and counting of all ballots and shall report election results to the Conference Chairman.

(d) As Ushers, they shall be available to assist the Conference during business sessions for the distribution of materials.

Section 2. How to Bring Matters to Conference.

a. **Reports.** All those required to report to Conference shall prepare a printed report and submit it to the appropriate Conference Committee through District Administration. Copies of the report shall be distributed to delegates and time will be given on the Conference agenda for the reports.

b. **Bringing Other Matters to Conference.** All resolutions proposing new legislation presented directly from an Accredited Delegate to the Conference shall be referred to such Conference committee or committees as the presiding officer shall direct before being discussed by the Conference.

c. **Church Recommendations to the Conference.** If any church within the District recommends a change to the District Bylaws or if it recommends a new general policy for the District, the church may refer the recommendation through its pastor in the following manner. The pastor shall formally notify the D.S. who shall present the recommendation at the next meeting of the District Executive Committee (DEXCOM).

d. **Delegates Wishing to Meet with a Conference Committee.** Upon request, any Accredited Delegate shall be entitled to present his/her views to any Conference committee at such time as the committee may determine to be reasonable, provided, however, that only members of the committee shall be entitled to be present during any formal deliberations of the committee.

e. **Special Privileges to Address Conference.** If any Accredited Delegate requests a special privilege to address Conference, the delegate shall inform the presiding officer of its purpose. If the special privilege is granted by the presiding officer, the delegate shall be entitled to address the Conference for a period of time not to exceed five minutes, unless such period of time is extended by the Conference.

Section 3. Rules of Order. Conference shall be governed by the latest edition of **Robert's Rules of Order** with exceptions to be made where there is legislation existing which is not in agreement therewith.

Section 4. Quorum for Business Sessions. In order for business to be conducted a quorum of one-third of the Accredited Delegates must be present during business sessions.

Section 5. Elections.

- a. Elections shall be a special order of business at a time published to the delegates prior to the convening of Conference.
- b. Elections shall be by ballot except where only one nominee is presented or where special rules specific to the position take precedence.
- c. A plurality vote will be sufficient for a nominee to be elected.
- d. Elections shall be conducted in a business session following the session in which the second reading of the Report of the Committee on Nominations is presented. If it appears at any time that another business session for the election is not possible, the rule requiring a lapse of time may be suspended by a two-thirds vote of the delegates present, and nominations from the floor permitted with the election proceeding immediately.

Section 6. Special Sessions of Conference. A special session of Conference may be held at the call of a two-thirds majority of DEXCOM members. The call shall include a statement of those items to be considered at said session. The call shall be sent so as to reach the members of Conference at least two weeks before the scheduled date of the special session.

ARTICLE IV DISTRICT STANDING COMMITTEES/POSITIONS

Those who will serve on District committees shall be nominated by the Committee on Nominations and elected by Conference. They shall function from the close of the Conference that elected them to the expiration of their terms. Appointments to ongoing positions shall serve terms according to the guidelines of the position.

Section 1. District Executive Committee (DEXCOM).

- a. **Membership, Filling Unexpired Terms, and Tenure.** The DEXCOM shall consist of the officers of the District and eight (8) additional members and shall be the Board of Directors of this corporation. The D.S. may invite others in administration to sit on the DEXCOM without the privilege of voting. Four (4) members shall be elected at each biennial election for a term of four years. At least two (2) laymen shall be members of DEXCOM. Vacancies occurring between elections, with the exception of the D.S., may be filled by the DEXCOM until the following Conference.

Members are subject to a limited tenure of two four-year terms and a maximum of ten consecutive years in cases where a member is appointed to fill an unexpired term. After a lapse of one year, an individual is eligible to be elected to a new term on the committee.

b. **Meetings.** There shall be regular meetings and such other meetings as the D.S. or a majority of the members of DEXCOM may call, providing due notice and an agenda have been given to all members.

c. **Quorum.** The quorum at any meeting of DEXCOM shall consist of a majority of the members.

d. **Subcommittee.** DEXCOM shall have a subcommittee consisting of the D.S., Secretary, Treasurer, Vice Chairman, and one member-at-large appointed by DEXCOM. The Subcommittee shall be empowered to act on matters referred to it by DEXCOM and on other emergency matters at the request of the D.S. All actions of the Subcommittee shall be reported to, ratified by, and be included in the Minutes of DEXCOM.

e. **Vote by Mail, E-mail, or Conference Call.** The D.S. may call for a vote of the members of DEXCOM or the DEXCOM Subcommittee by mail, e-mail, or conference call when the situation calls for such action. Minutes of such actions shall be kept by the Secretary and reported to and kept in the minutes of DEXCOM.

f. **Specified Actions of DEXCOM.**

(1) **Appoint a Vice Chairman following elections.**

(2) **Appoint Committee on District Budgets and Audits.** This committee shall consist of at least three (3) members including the D.S., the Treasurer, and one person appointed by DEXCOM following elections. The Treasurer shall serve as Chairman.

The Budgets and Audit Committee shall evaluate District resources and shall prepare budgets for District finances for presentation to DEXCOM. The committee shall also meet with the auditor to review the auditor's management letter and report, and make appropriate recommendations to DEXCOM.

(3) **Authorize Signatories for Bank Accounts and Legal Documents.** After elections and whenever necessary, DEXCOM shall act to authorize

the President (D.S.), the Treasurer, the Secretary, and others as deemed prudent, to sign checks and legal documents. Legal documents pertaining to the transfer of real property shall require the signatures of two officers.

(4) **Approve District Budgets.** DEXCOM shall consider the report of the Committee on District Budgets and Audits and have the authority to approve budgets. As part of the report of the D.S. to Biennial Conference, the current budgets shall be made available to delegates and referred to the Committee on Finance and Budget for review and response through their report.

(5) **Provide for the Auditing of District Financial and Accounting Procedures.** It shall be the responsibility of DEXCOM to appoint annually an independent Certified Public Accountant who shall perform an examination of the District's financial statements.

(6) **Make Fiscal Decisions Regarding District Property.** The DEXCOM is authorized with full power and authority to encumber or to dispose of real property owned by or reverted to the Midwest District. All monies received from such sales shall revert into the Midwest District Church Loan Fund.

(7) **Serve as Search Committee for District Superintendent.** Whenever necessary, the DEXCOM shall function as a Search Committee for the position of D.S. and may add additional members as it deems appropriate. The Search Committee shall follow the guidelines in the Uniform Constitution for Districts in the Manual of The Christian and Missionary Alliance.

(8) **Other Committees.** DEXCOM shall appoint and name chairpersons and members for such other committees as deemed necessary for the work of the District.

Section 2. License, Ordination, and Consecration Council. This Council serves as the Licensing Council, the Ordaining/Consecration Council and the District Committee on Discipline, and shall function in accordance with the procedures as outlined in the Manual of The Christian and Missionary Alliance. It shall consist of a minimum of eight (8) members plus the D.S. who serves as Chairman. When possible, four (4) members shall be elected at each biennial election for a term of four years. Those eligible to serve on this committee must have served as an ordained minister and Official Worker of The C&MA for at least five years.

Section 3. Committee on Nominations. This Committee shall consist of not less than seven (7) members including two (2) lay people; those elected must be representative of the entire District. An alternate for the chairperson and for the secretary shall be named from among the seven nominees. A minimum of four (4) alternates shall also be elected for this committee.

This committee shall meet not less than 60 days before an Election Conference or whenever called by the chairperson.

Nominations for elected positions shall be read as a first reading and posted in a public place early in the Conference. A second reading shall be made in a subsequent business session at which time delegates may make nominations from the floor and close nominations; this second reading shall be made at least one business session prior to the time of elections (See Article III, Section 5). The committee shall also assure that necessary ballots are prepared for the appointed time of election.

(a) The first function of this committee is to appoint Conference Delegates to serve on committees that function only during Conference. These appointments shall be read as a partial report of the committee at the opening business session of Conference and shall be posted in a public place.

(b) The second function of this committee is to make nominees as follows for the next Biennial Conference: Chairpersons, Secretaries, and alternates for Conference Committees, and Members and alternates for the Committee on General Ministries and the Committee on Finance and Budget. The committee shall also nominate persons to serve on General Council Committees. Should those elected not be able to function, DEXCOM will have authority to fill vacancies.

(c) The third function of this committee is to nominate Corporate Officers [President (D.S.), Treasurer, and Secretary] and persons to serve on the Standing Committees of the District.

Section 4. Committee on Rules and Bylaws. The Committee on Rules and Bylaws shall be composed of two (2) members elected for four-year terms, one (1) member to be elected biennially whenever possible. The senior member of the committee shall serve as chairperson. This committee functions as a Standing Committee to assist the Administration and DEXCOM in matters relating to the constitution and bylaws. This committee shall also serve as the Conference Committee on Rules.

Section 5. Crown College Trustees. Conference shall elect representatives to the Board of Trustees of Crown College as specified in the governing documents of Crown College. Those elected shall represent the Midwest District to the Board of Trustees and report to the Conference through the D.S.

Section 6. District Alliance Women Ministries Director. The Alliance Women Ministries Director shall be appointed by the D.S. upon the approval of DEXCOM. The Director shall be a member in good standing of a C&MA church within the District. All other officers in the District Alliance Women Ministries shall be appointed by the District Alliance Women Ministries Director with the approval of her current leadership team and of the D.S. The officers shall be persons of good Christian character and members in good standing of a C&MA church within the District.

The Director shall function as outlined in the Manual of The Christian and Missionary Alliance.

Section 7. District C&MA Men's Ministry Director. The District C&MA Men's Ministry Director shall be appointed by the D.S. upon the approval of DEXCOM. The Director shall be a member in good standing of a C&MA church within the District. The Director may appoint other officers for the C&MA Men's Ministry with the approval of his current leadership team and the D.S. All such appointees shall be members in good standing of a C&MA church within the District.

The Director shall function as outlined in the Manual of The Christian and Missionary Alliance.

ARTICLE V MINISTRY FUNCTIONS AND RESPONSIBILITIES

Section 1. District Ministry and Administrative Staff. With DEXCOM approval, the D.S. shall maintain and oversee ministry and administrative staff as necessary to lead and/or fulfill the ministries of the District.

Section 2. Oversight of Specific District Ministries. In recognition of District ministries that are specified in the Manual of The Christian and Missionary Alliance, the D.S., in conjunction with DEXCOM, shall provide for the oversight of the following ministries:

- Disciplemaking ministries
- Church Health and Multiplication
- Mission Mobilization
- Other ministries as shall be added at the denominational level

**ARTICLE VI
ADMINISTRATIVE REGULATIONS RELATED TO CHURCHES**

Section 1. Basis of Support from Churches for District Ministries Budget (DMB). The Midwest DMB will be supported by 5% of the general operating income of the local church, exclusive of rent and mortgage payments, and is to be submitted monthly to the District office.

Section 2. Basis of Support from Churches or Individuals for Church Multiplication. Churches or individuals may designate giving to the General Category for Church Multiplication or designated categories as specified in the annual budget or specified by DEXCOM.

Section 3. Records on File for Each Church. Each pastor shall be responsible to send to the District Office a copy of the local church bylaws if updated and a copy of the budget adopted by the church, following the local church Annual Meeting.

Section 4. Approval of Pulpit Supply Between Lead Pastors. Churches without pastoral leadership shall have all interim pastors or pulpit supply ministers who minister more than two consecutive Sundays approved by the D.S.

Section 5. Property and Building Development. For advice and approval, churches shall submit to the DEXCOM any plans they have for purchase and sale of property, major renovations, new construction and their respective financial arrangements. Major renovations are those projects which cost more than 10% of the church's previous annual operating expenses and/or which necessitate the borrowing of funds. If plans for major renovations are modified after DEXCOM approval and if the cost of these modifications exceeds 10% of the approved estimate, details of the modifications must be submitted to the DEXCOM.

Section 6. Reversion of Church or District Property. When appropriate, a "Property Reversion Event" shall be exercised as specified in the Manual of The Christian and Missionary Alliance.

**ARTICLE VII
AMENDMENTS**

Any motion to establish, amend, or delete a bylaw shall state this intent and be presented to Conference in two separate readings. A motion to amend the bylaws requires a two-thirds favorable vote to be adopted. The D.S., in conjunction with the Committee on Rules and Bylaws, shall be empowered to adjust the bylaws to comply

with decisions made at the national level. Such changes shall be reported to the next District Conference.

