



ALBERTA and NWT DISTRICT
THE PENTECOSTAL ASSEMBLIES OF CANADA

Constitution and Bylaws

As amended – March 2022

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CONSTITUTION

ARTICLE 1 NAME

The name of the corporation shall be the Alberta & NWT District of The Pentecostal Assemblies of Canada.

ARTICLE 2 TERRITORY

This District Conference shall operate within the territory of Alberta and the Northwest Territories District as determined by the General Conference of The Pentecostal Assemblies Canada.

ARTICLE 3 RELATIONSHIP

Although the District is a separate legal entity from The Pentecostal Assemblies of Canada, it shall function as an integral part thereof and shall be governed by the principles of cooperative fellowship as set forth in the General Constitution and Bylaws of The Pentecostal Assemblies of Canada.

ARTICLE 4 TENETS OF FAITH

This District Conference accepts the Holy Scriptures as the all-sufficient rule of faith and practice and adopts the Statements of Fundamental and Essential Truths as approved by The Pentecostal Assemblies of Canada.

ARTICLE 5 DEFINITIONS

The term "District" refers to the Corporation unless the context dictates otherwise.

The terms "church", "assembly" and "congregation" are used interchangeably in these Articles and Bylaws.

The term "Director of Leader Development and Care" shall be understood to refer to the term "Assistant Superintendent" in the General Constitution and Bylaws of The Pentecostal Assemblies of Canada.

The term "Director of Finance and Administration" shall be understood to refer to the term "Secretary" and "Treasurer" in the General Constitution and Bylaws of The Pentecostal Assemblies of Canada.

The term "District Leadership Team" or "DLT" shall be understood to refer to the term "District Executive" in the General Constitution and Bylaws of The Pentecostal Assemblies of Canada.

The term "members at large" shall be understood to refer to the term "District Presbyters" in the General Constitution and Bylaws of The Pentecostal Assemblies of Canada.

ARTICLE 6 OBJECTIVES AND PREROGATIVES

The objectives and prerogatives of this District Conference shall be:

- 6.1 To promulgate the Gospel of Jesus Christ by all Scriptural means, both at home and abroad; to promote Christian fellowship among its members, in accordance with its tenets of faith.
- 6.2 To supervise all the District Conference activities of the affiliated assemblies in its prescribed territory, in accordance with the rights conferred by the Bylaws of The Pentecostal Assemblies of Canada.
- 6.3 To examine, license and ordain ministers who have met the requirements of the District Conference as set forth in the Bylaws of The Pentecostal Assemblies of Canada.
- 6.4 To elect its officers and committees, to arrange for its meetings and to govern itself. However, it shall be subordinate to the General Conference of The Pentecostal Assemblies of Canada.
- 6.5 To establish and maintain such departments and institutions for the District Conference as may be required, such as camp meetings, Bible Schools, global worker rest homes, printing and publishing operations, and orphanages or other benevolent institutions.
- 6.6 To own, use, sell, convey, mortgage, lease or otherwise dispose of such property, real or chattel, as may be needed for the prosecution of its work, in accordance with the laws of the Province of Alberta, the Northwest Territories and Nunavut and the Bylaws of The Pentecostal Assemblies of Canada.
- 6.7 All of the activities of this district shall be carried on without purpose of gain for its members, and any profits or other accretions to the organization shall be used solely to promote its objectives in accordance with its *General Constitution and Bylaws* or as the same may be hereafter modified or amended.
- 6.8 In the event of dissolution or winding up of the organization, all its remaining assets after payment of liabilities shall be distributed to The Pentecostal Assemblies of Canada for its continuing ministries.

ARTICLE 7 DISTRICT CONFERENCE

When the membership of the District is called together for a business meeting, the meeting shall be called a Conference.

7.1 POWERS

The District Conference shall possess all the powers of a general meeting of the members of the Corporation duly convened, and all the powers granted to the Corporation by the Letters Patent. This shall include the power to confirm a Bylaw passed by the District Lead Team and the power, by a two-thirds vote of the members of the District Conference present at the time and place of voting, to authorize a sale of the undertaking or assets of the Corporation, and to authorize a winding-up of the affairs of the Corporation.

7.2 MEMBERSHIP

All those, including Ministry Related credential holders, who meet the requirements as set out in Bylaw 12, Section 5 of the General Constitution of The Pentecostal Assemblies of Canada shall be recognized as members of the Corporation entitled to vote at the District Conference. The General Superintendent of The Pentecostal Assemblies of Canada shall be recognized, ex officio, as a member of the Corporation.

ARTICLE 8 OFFICERS AND BOARD OF DIRECTORS

The Officers of the Corporation shall be called the Executive Lead Team. The Executive Lead Team shall consist of the District Superintendent; the Director of Leader Development and Care; the Director of Finance & Administration and such officer or officers as the Conference may determine from time to time.

The Board of Directors of the Corporation shall be called the District Leadership Team. The District Leadership Team shall consist of the Executive Lead Team, four elected members at large, two appointed members at large and such other members as the conference shall determine from time to time.

ARTICLE 9 MEETINGS

9.1 DISTRICT CONFERENCE

The District Conference shall meet annually at a time and place determined by the District Leadership Team.

9.2 SPECIAL MEETINGS

A majority of the District Leadership Team shall have the authority to call meetings of the District Conference at times other than the annual conference. Such meetings shall be called special meetings.

9.3 NOTICE OF MEETING

Notice of meeting shall contain the time and place of meeting and, in the case of special meetings, or where confirmation of a Bylaw or a special resolution is to be considered at an annual meeting, shall also contain a concise statement of the business to be dealt with at the meeting. Notices shall be mailed by ordinary prepaid mail to each member at the member's last known address or by electronic mail where authorized at the member's last known electronic address, and to the secretary of each assembly, not later than two (2) months prior to the annual District Conference, and not later than ten (10) days prior to the time of any special meeting.

9.4 METHOD OF MEETING

Meetings of the District Conference may be conducted:

- a. In person; or,
- b. Electronically, that permits participation by video and/or audio, voting, the identification of voting members who seek recognition to speak, and the display of motions, subject to any rules regarding participation in an electronic meeting that District Leadership Team may declare; or,
- c. A combination of in person and electronic means that satisfies the requirements prescribed in subsection (b).

9.5 VOTING CONSTITUENCY

All members of the Corporation who are registered at any business session of the District Conference shall constitute the voting constituency. In the event of an election taking place prior to the first business session of the District Conference, all members of the Corporation that are eligible to vote shall constitute the voting constituency.

9.6 QUORUM

Those members of the voting constituency present at the time and place of voting shall constitute a quorum.

ARTICLE 10 LOCAL ASSEMBLIES

Local assemblies affiliated with The Pentecostal Assemblies of Canada shall be comprised of born-again believers of Pentecostal persuasion, associating themselves together in a group for the purpose of worship, self-edification and worldwide evangelization. Its members shall share in maintaining scriptural order, a standard of holiness and agreement with the Statement of Fundamental and Essential Truths of The Pentecostal Assemblies of Canada, and shall be faithful in financial support. The assemblies shall be set in order and have the privilege of calling a pastor, electing a board, and conducting its business and being represented at the biennial General Conference and the annual District Conference according to the requirements of the General and District Constitution and Bylaws of The Pentecostal Assemblies of Canada. It may acquire property, the title preferably being held in trust by The Pentecostal Assemblies of Canada or by trustees duly appointed by the local assembly. The inter-relationship of The Pentecostal Assemblies of Canada, the District Conference and the Local Assembly shall be maintained according to the General Constitution and Bylaws of The Pentecostal Assemblies of Canada. The assembly may appeal to the district officers for help in solving local problems, and it may finally appeal to the General Executive if no satisfactory solution has been found. Local assemblies are expected to cooperate with district and national programs, and are expected to contribute regularly to the worldwide missionary program of The Pentecostal Assemblies of Canada.

ARTICLE 11 AMENDMENTS

Amendments to the Constitution may be made at any regular or special meeting of the District Conference, provided the proposed amendment has been submitted to the District Leadership Team and to the membership at least 30 days before such meeting for consideration. A two-thirds vote of all members present and voting at the Conference shall be necessary for adoption of any amendment. All amendments shall be submitted to the General Executive Committee for ratification.

BYLAWS

BYLAW 1 PARLIAMENTARY ORDER

In order to expedite the work of the District Conference, it shall be governed by a spirit of Christian love and fellowship, and by accepted rules of parliamentary procedure as outlined in the current edition of Robert's Rules of Order at the time of the conference.

BYLAW 2 ORDER OF BUSINESS

During the District Conference each day shall contain a period of devotions. The agenda approved by the District Leadership Team shall be the agenda for the conference.

BYLAW 3 ELECTIONS

3.1 QUALIFICATIONS OF CANDIDATES

Candidates for the District Leadership Team shall be ordained credential holders with The Pentecostal Assemblies of Canada of mature experience, sound judgment, recognized ability and Christian character. The candidates must have a current credential and an active credential standing.

3.1.1 Executive Lead Team Members

Candidates for District Superintendent shall have ministered for at least ten consecutive years as an ordained minister with The Pentecostal Assemblies of Canada, including at least two years as a member of the District immediately prior to nomination.

Candidates for the remaining Executive Lead Team positions shall have ministered for at least five consecutive years as ordained ministers with The Pentecostal Assemblies of Canada, including at least one year as a member of the District immediately prior to nomination.

3.1.2 District Leadership Team Members At Large

Candidates for elected and appointed members at large shall have ministered for at least three consecutive years as ordained ministers with The Pentecostal Assemblies of Canada, including at least one year as a member of the District immediately prior to nomination.

3.1.3 General Executive Nominee

Candidates for the General Executive Nominee shall be credential holders and shall be persons of mature experience and ability who have been credentialed for a period of not fewer than five (5) consecutive years with The Pentecostal Assemblies of Canada including at least two years immediately prior to the nomination, and are eligible to be a member of the General Conference, whose life and ministry are above question, and such qualities shall determine their eligibility for office.

3.2 ELECTIONS

3.2.1 Nominations and Elections

The election process for Executive Lead Team members may be conducted prior to the District Conference meeting when authorized by the District Leadership Team as an action that is taken without meeting.

3.2.1.1 District Superintendent

3.2.1.1.1 Preamble

At such time as there is a vacancy due to an announced resignation or retirement of the Superintendent, the Director of Finance and Administration shall conduct a District-wide poll for the purpose of ascertaining possible candidates to fill the office about to be vacated. The procedure shall be as follows: Ballots shall be mailed or made electronically available to all current credential holders and must be completed and returned to the District Office or completed electronically for tabulation. Only those receiving 5% or more of the ballots cast in the poll shall be notified of their percentage achieved. Potential nominees shall receive personal results only. All results are to be kept confidential by all parties involved. The ballots cast in the poll shall not be construed as part of the election process. The purpose outlined above is to endeavor to give advance notice of potential nominees for the office of Superintendent. Election procedure at conference shall be as follows:

3.2.1.1.2 Method

Candidates for the office of District Superintendent shall be nominated and elected by secret ballot in the following manner:

3.2.1.1.3 Nominations

The first Ballot shall be a nominating ballot, and only those having five percent or more ballots shall be reported on the nomination ballot and become nominees for election. Two-thirds of the votes cast on this or successive ballots in favor of any one nominee shall constitute an election. Nominees may withdraw their names before the first election ballot is called, and if any nominee who has received more than 50 percent of the ballots cast chooses to withdraw his or her name, a second nomination ballot shall be called for. If no election is declared as a result of the nomination ballot, at least two names must be presented for the first election ballot. If two nominees are not obtained, the second nomination ballot shall be cast, and those who may have withdrawn after the first nomination ballot shall be considered eligible for nomination. Those having received three percent or more of ballots cast shall be reported on this second nomination ballot and become nominees for election.

3.2.1.1.4 Elections

Two thirds of votes cast in favor of any one nominee on the first election ballot shall constitute an election. If only two names are presented for the first election ballot, then a majority vote shall constitute an election. If no election is declared as a result of the first election ballot, no more than the three candidates receiving the highest number of votes shall be eligible for the second election ballot at which time a majority of votes cast in favor of any one nominee shall constitute an election. All others shall be eliminated. If no election is declared as a result of the second election ballot, the candidate receiving the lowest number of votes shall be eliminated, and on the succeeding ballot for the two remaining candidates, a majority vote shall constitute an election. In the event there should be a tie, it shall be broken by following the rules outlined in the Parliamentary procedures adopted by the Conference.

3.2.1.2 Director of Leader Development and Care

The Director of Leader Development and Care shall be elected by the District Conference from a nominee or nominees that the District Leadership Team may present, and from nominees from the floor of the District Conference. When there is only one nominee, the candidate shall be ratified by the District Conference with a two-thirds vote in favor. The election procedure shall be that of Bylaw 3.2.1.1.4 Elections.

3.2.1.3 Director of Finance And Administration

The Director of Finance and Administration shall be elected by the District Conference from a nominee or nominees that the District Leadership Team may present, and from nominees from the floor of the District Conference. When there is only one nominee, the candidate shall be ratified by the District Conference with a two-thirds vote in favor. The election procedure shall be that of Bylaw 3.2.1.1.4 Elections.

3.2.1.4 Elected Members-At-Large

3.2.1.4.1 Preamble

The election process for elected members-at-large may be conducted prior to the District Conference meeting when authorized by the District Leadership Team as an action that is taken without meeting.

3.2.1.4.2 Nominations

A pre-conference nomination ballot for elected members-at-large shall be mailed or made electronically available at a date determined by the Executive Lead Team prior to District Conference to all credential holders eligible to vote at District Conference as described in Article VII Section 2. It must be returned postmarked or completed electronically at a date determined by the Executive Lead Team prior to District Conference. The preconference nomination ballot shall be provided with a list of eligible credential holders and a description of the qualifications, responsibilities and duties of elected members-at-large.

Credential holders receiving at least 5% of ballots cast in the pre-conference balloting and willing to let their name stand will become the slate of nominees for the election of four members at large by the District Conference. In the event that there are less than four nominees receiving at least 5% of ballots cast, the District Leadership Team will present up to eight nominees from the pre-conference balloting.

3.2.1.4.3 Elections

A simple majority and a plurality of votes are required for election on any election ballot. Should all positions not be filled on the first election ballot, then the candidates with a simple majority would be considered elected and the name(s) receiving the lowest number of votes shall be dropped on this and any subsequent ballots until all the positions are filled.

3.2.1.5 Appointed Members-At-Large

Subsequent to the election process for elected members-at-large , the Executive Lead Team and the elected members at large shall nominate and appoint two members at large.

3.3 TERMS OF OFFICE AND VACANCIES

3.3.1 Terms of Office

The first term of office for the District Superintendent will be for four Conference years from the time of his or her election. In the event that the first term of office is to fulfill an unexpired term, the Conference may determine by resolution the length of the term, no longer than four Conference years. In the event the current District Superintendent is re-elected for a second consecutive term, it will be for four Conference years. Subsequent terms of office will be for two Conference years.

The terms of office for all other Executive Lead Team members shall be for two Conference years from the time of their ratification or election.

The term of office for the members at large shall be two years or portion thereof. They shall be eligible to serve a maximum of three consecutive terms.

All such persons shall take office at the close of the Conference at which they are elected or ratified, except where other than the then present incumbent shall be elected to a full-time office, he or she shall assume office three months after the election, or earlier at the discretion of the District Leadership Team.

3.3.2 Vacancies

Should a vacancy occur prior to the completion of the term in the position of District Superintendent through resignation, removal from the District, death, or disqualification, power shall be vested in the remaining members of the District Leadership Team to appoint an eligible credential holder to fill the office until the close of the next meeting of the District Conference. During such meeting of the District Conference, an interim election shall be held to fulfill the unexpired term (if any). The appointed credential holder shall not be a candidate in an election to that position.

Should a vacancy occur prior to completion of the term in any other position of the District Leadership Team through resignation, removal from the District, death, or disqualification, power shall be vested in the remaining members of the District Leadership Team to appoint an eligible credential holder to fill the office for the unexpired term (if any).

3.4 GENERAL EXECUTIVE NOMINEE

Prior to the convening of the biennial General Conference, the District Conference shall choose a credential holder to serve as a nominee to the General Conference for election to the General Executive. The election process for determining the nominee may be conducted prior to the District Conference meeting when authorized by the District Leadership Team as an action that is taken without meeting.

The voting shall be conducted by electronic or written ballot as follows:

The District Leadership Team shall present three eligible names on a nomination ballot. Additional credential holders receiving over 5% on the nominating ballot shall be eligible to appear on the election ballot. A two-thirds majority on the District Conference nomination ballot shall be required to select the District nominee to be presented to the General Conference. If the District nominee is not confirmed on the nomination ballot, a first election ballot shall be held. If the District nominee is not confirmed on the first election ballot by a simple majority, the two candidates receiving the highest number of votes shall appear on the second election ballot. A simple majority of votes are required for election of the District nominee for the General Conference nomination slate for General Executive members-at-large.

In the event that the District nominee is elected prior to the District Conference meeting, the nominee shall be ratified at the District Conference meeting with a simple majority of votes in favor.

BYLAW 4 DUTIES OF OFFICERS & DIRECTORS

4.1 SUPERINTENDENT

- 4.1.1** The District Superintendent shall give spiritual leadership to the District in fulfilling the mission statement of The Pentecostal Assemblies of Canada, and in fulfilling the mission statement of the Alberta & NWT District.
- 4.1.2** The District Superintendent shall cast vision and give collegial leadership, and shall ensure appropriate representation and communication to unite the District in vision, mission, and relationships.
- 4.1.3** The District Superintendent shall, with the District Leadership Team, develop a regional missional vision for The Pentecostal Assemblies of Canada in Alberta & the Northwest Territories, and establish strategic processes to ensure the fulfillment of the vision in the region.
- 4.1.4** The District Superintendent shall work with the other district superintendents to ensure continuity, unity, and cohesiveness in Canadian and international matters as they affect The Pentecostal Assemblies of Canada.
- 4.1.5** The District Superintendent shall be the chief executive of the District Conference, and shall preside at all meetings of the District Conference and the District Leadership Team.
- 4.1.6** The District Superintendent shall act in a supervisory capacity over all the ministers of the District and assist assemblies with advice and ministry as the need may require, at the request of the pastor, or the local church board.
- 4.1.7** The District Superintendent shall administer discipline in all cases when requested to do so by the District Leadership Team.
- 4.1.8** The District Superintendent shall present an annual report at the District Conference.
- 4.1.9** The District Superintendent shall be ex-officio, a member of all District Committees with full rights and privileges.
- 4.1.10** The District Superintendent shall perform such other functions as are usual and customary for presiding officers to perform such as church dedications and pastoral

induction services or as may be designated by the District Leadership Team, or District Conference.

4.1.11 When a pastorate becomes vacant the District Superintendent or an authorized representative shall be empowered to act in full legal capacity of the Pastor. The District Superintendent shall arrange to supply the pulpit, in consultation with the local church board, with suitable ministry until such time as a new Pastor has been duly installed.

4.1.12 The District Superintendent shall have such other powers and shall perform such other duties as may, from time to time, be assigned to him by the District Conference and the District Leadership Team.

4.2 DIRECTOR OF LEADER DEVELOPMENT AND CARE

4.2.1 The Director of Leader Development and Care shall perform such functions as are usual and customary for an Assistant Superintendent to perform and work in co-operation with the Superintendent in the oversight of the general business and work of the District.

4.2.2 The Director shall carry out those responsibilities assigned by the District Superintendent and/or the District Leadership Team.

4.2.3 The Director shall certify to the General Conference Credentials Committee all candidates who have been ordained to the full-time ministry, and all candidates approved by the Conference for other grades of credentials.

4.2.4 The Director shall give oversight to the ongoing development and care of ministry leaders in the District.

4.3 DIRECTOR OF FINANCE AND ADMINISTRATION

4.3.1 The Director of Finance and Administration shall perform such functions as are usual and customary for a Secretary/Treasurer to perform and work in co-operation with the Superintendent in the oversight of the general business and work of the District.

4.3.2 The Director shall carry out those responsibilities assigned by the District Superintendent and/or the District Leadership Team.

4.3.3 The Director shall keep true records of the proceedings of the District Conference and shall publish the same as directed by the Conference.

4.3.4 The Director shall keep a record of all ministers and Assemblies in the District.

4.3.5 The Director shall act as secretary of the meetings of the District Leadership Team, and shall perform such other functions as are customary, or as may be designated by the District Leadership Team or District Conference.

4.3.6 The Director shall present an annual report at the district conference.

4.3.7 The Director shall be custodian of such funds as shall be committed to his or her charge by the District Conference, and shall deposit the same in a responsible bank in the name of the District Conference.

4.3.8 The Director shall be responsible for keeping an accurate record of all receipts and disbursements and shall conduct the work of the office according to accepted methods of business.

4.3.9 The Director shall supervise the expenditure of District Funds as directed by the District Leadership Team.

4.3.10 The Director shall give a report from time to time as may be requested by the District Leadership Team. The District financial records shall be audited every two years or at such time that an audit may be requested by the District Leadership Team. On the alternate years, the District financial records shall be reviewed. Both examinations shall be conducted by a duly qualified auditor to be appointed by the District Leadership Team, and the report of the auditor shall be presented at the District Conference.

4.4 MEMBERS AT LARGE

- 4.4.1 They shall work in harmony with and under the supervision of the District Superintendent in casting vision, providing leadership, and ensuring appropriate representation and communication to unite the District in vision, mission and relationships.
- 4.4.2 They shall attend all District Leadership Team meetings as full voting members.
- 4.4.3 They shall act as a resource person for the District Superintendent on critical issues in the district.
- 4.4.4 They shall serve on other committees and perform other duties, as requested by the District Leadership Team, from time to time.

4.5 CONFLICT OF INTEREST

No member of the District Leadership Team shall place him or herself in a position where there is conflict of interest between the duties as a member of the respective committee and his or her other interests. Every Committee member who is in any way directly or indirectly interested in or may become interested in an existing or proposed contract, transaction or arrangement with the district or an affiliated assembly or who otherwise has a conflict of interest by virtue of involvement of a member of his or her family, or a corporation that the member is involved with as either a director, shareholder, officer, employee or agent, then such committee member shall declare his or her conflict of interest fully at a meeting of the committee and withdraw from any discussion or vote. A conflict of interest shall be considered to include, but not limited to, any matter being discussed which touches in any way the personal life and/or ministry of any committee member in the meeting or the local church of which the committee member is involved in ministry.

During any presentation which may involve a conflict of interest by a committee member, that member will, upon completion of the initial presentation, absent him or herself voluntarily from the meeting before further discussion and voting. Should a member not voluntarily withdraw from the meeting when a conflict of interest is perceived, either the Chairman or any other member may ask that the committee member absent him or herself from the meeting. If there is a challenge as to whether or not a conflict of interest exists, it shall be decided by a majority vote of the remaining members.

The District Officers shall absent themselves from a District Leadership Team meeting when salary and allowance review is being considered.

4.6 DISTRICT LEADERSHIP TEAM

The District Leadership Team shall be responsible to:

- establish vision, mission and policy for the district
- supervise all district matters and appointments
- oversee district finances
- ensure ongoing development and pastoral care of leaders in the District
- deal with all credential matters which shall be ratified by District Conference
- serve as Directors of the Society in accordance with Bylaw IV
- the District Conference

In managing the affairs of the Alberta and NWT District, the District Leadership Team shall, in addition to the powers conferred by the Bylaws, and within the confines of the laws of Alberta, have such powers and authorities as may be determined by resolution of the District Conference from time to time.

It shall appoint special committees as the need arises.

It shall set in order Assemblies which have met the prescribed requirements.

District Leadership Team meetings shall be called from time to time at the discretion of the District Superintendent or by authorization of a majority of the District Leadership Team.

The District Superintendent, the Director of Leader Development and Care, and at least two members appointed by the District Leadership Team from among its membership shall be included on the Board of Directors of Vanguard College.

There may be representation of the District Leadership Team on all District P.A.O.C. Camps functioning within the District.

4.7 EXECUTIVE LEAD TEAM

The Executive Lead Team, under the direction of the District Superintendent, shall assist the District Superintendent in giving general oversight to all ministers and departments between meetings of the District Leadership Team. The District Superintendent, with the assistance of the Executive Lead Team Committee, is authorized to act for the corporation in all matters that affect its interest while the District Conference and the District Leadership Team are not in session.

They shall have the right to buy, take, lease or otherwise acquire, own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of real property, personal and mixed, tangible and intangible, of whatsoever kind as may be useful for the prosecution of their work as directed by the District Leadership Team.

They shall hold in trust such funds as may be committed to them, or dispose of the same as they may be directed.

The Executive Lead Team shall be accountable to and function by governance policy guidelines established by the District Leadership Team. The governance policy document shall be reviewed annually by the District Leadership Team.

The Executive Lead Team shall report to the District Leadership Team their activities on behalf of the corporation as they may be directed.

They shall have oversight of the District budget according to the policies established by the District Leadership Team and/or the District Conference.

Each officer will assume certain duties in fulfilling the mission statement of the District as assigned by the District Superintendent in consultation with the Executive Lead Team.

They shall undertake such other responsibilities as may be assigned to them from time to time by the District Conference or the District Leadership Team.

4.8 EXECUTION OF DOCUMENTS

Contracts, documents, or any instruments in writing requiring the signature of the corporation shall be signed by the District Superintendent and by the Director of Finance and Administration. In the event that either the District Superintendent or Director of Finance and Administration are not available to sign documents, the Director of Leader Development and Care shall be authorized to sign documents with either the District Superintendent or the Director Finance and Administration.

The District Leadership Team shall have power by resolution, from time to time, to appoint any other officer or officers on behalf of the corporation either to sign contracts, documents or instruments in writing generally, or to sign special contracts, documents or instruments in writing.

The seal of the corporation may, when required, be affixed to contracts, documents, and instruments in writing, signed as aforesaid, or by any officer or officers appointed as aforesaid, by the District Leadership Team.

4.9 BORROWING POWERS

Subject to the provisions of the Alberta Corporations Act, the District Leadership Team of the corporation is hereby authorized from time to time:

- 4.9.1** To borrow any sum or sums of money from a bank upon the credit of the corporation either by way of overdraft, discount, loan, line of credit or otherwise, and upon such terms as they may think proper and as security for any money so borrowed or as security for any advances, liabilities heretofore made or incurred or that may hereafter be made or incurred, to hypothecate, mortgage, pledge and give to the bank all or any stock, bonds, debentures, negotiable instruments, choose in action or other real property of the corporation or other assets of the corporation as they may see fit, or as may be required by or on behalf of the bank, and it is expressly declared that any security given pursuant to this Bylaw may be by way of chattel mortgage or in such other form as a bank may require, or as the District Leadership Team sees fit.
- 4.9.2** To authorize from time to time by a resolution or Bylaw, such officer or officers, clerk, cashier or other employee of the corporation as the District Leadership Team may appoint to transact the banking business of the corporation with a bank, to make, draw, accept and endorse bills of exchange, promissory notes and checks, and to execute on behalf of the corporation all such documents as aforesaid, and further, that this Bylaw shall continue in full force, virtue and effect as between the corporation and a bank until notice of revocation or cancellation thereof be given to a bank in writing.
- 4.9.3** In addition to their power to borrow as set out in Section 11 herein, without limiting the generality of the powers otherwise conferred upon the District Leadership Team, the District Leadership Team shall have the power and authority, subject to the provisions of the Alberta Corporations Act, to buy, sell, mortgage, lease, hypothecate, pledge or otherwise acquire, dispose of, hypothecate or deal with all of the real and personal property of the Corporation wheresoever situated on such terms and in such manner as the District Leadership Team deems expedient.

4.10 PROPERTY

All property, both real and personal, acquired by or in the name of, or for the purpose of the Corporation, shall be vested in the corporation subject to any Declaration of Trust that may be executed by the corporation. All property, whether real or personal, acquired in the opening of new assemblies where funds of the corporation are used and employed, shall be known as the property of the corporation or as the property of The Pentecostal Assemblies of Canada and shall not be transferred or disposed of without written consent under seal of the corporation in the hands of the proper officers thereof.

BYLAW 5 COMMITTEES

5.1 OTHER STANDING COMMITTEES

Standing Committees shall be created by the District Conference, and their membership designated by appointment or election as the District Conference shall determine. The terms of office shall continue from the date of appointment to the adjournment of the next regular meeting of the District Conference, except as hereinafter provided.

5.2 CONFERENCE COMMITTEES

The following Committees shall be appointed by the District Superintendent, with the help and advice of the District Leadership Team, at least one month before each District Conference meeting, for the purpose of planning and conducting the business of the Conference while in session: The Resolutions Committee, the Credentials Committee, the Program Committee, the Roster Committee, and such other committees as may be necessary for the conduct of the Conference business. The membership of such committees shall be declared at the Conference in session, and additional nominations to the above committees may be made from the Conference floor.

BYLAW 6 ORDER OF BUSINESS

The Conference business sessions shall be preceded by a period of devotions. The business sessions of the Conference shall be governed by accepted rules of parliamentary procedure and the Agenda as approved by the District Leadership Team.

BYLAW 7 MINISTRY

7.1 MINISTRY DESCRIBED

Recognition of candidates for the ministry within the jurisdiction of the District Conference shall be granted to those who meet the requirements prescribed by the General Constitution and Bylaw of The Pentecostal Assemblies of Canada.

There shall be the following categories of credentials:

- Ordained
- Licensed Minister
- Recognition of Ministry
- Ministry Related
- The following categories of credentials are still held but are no longer being issued:
 - Ministerial License for Women (Issued prior to 1985)
 - Deaconess (Issued prior to 1996)

A letter of recommendation for the calendar year may be issued by the District Leadership Team, where circumstances would indicate this to be advisable.

Persons under appointment by the Missions Operations Committee shall have their credentials transferred to the department of the International Office responsible for

international missions, but they shall continue to have voting privileges in their credentialing district.

7.2 CREDENTIALS

The District Conference, through its District Leadership Team, shall avail itself of the prerogatives conferred upon it in the matter of the issuing of credentials as defined by the General Constitution and Bylaws of The Pentecostal Assemblies of Canada.

7.3 ORDINATIONS

The time and place of ordination ceremonies and the officiating ministers shall be decided by the District Leadership Team, consideration being given to the wishes of the candidate.

The Candidate for Ordination shall be required to complete the pre-ordination and leadership enhancement program provided by the District prior to being approved for Ordination by the District Leadership Team.

7.4 TRANSFERS

All Credential holders who transfer their residence into this District shall do so in accordance with the terms stated in the General Constitution & Bylaws and shall present it to the Director of Leader Development and Care for acceptance. Credential holders shall not exercise their privileges of membership in the District Conference until transfer of credentials has been completed.

7.5 PASTORAL RESIGNATIONS

Any Pastor resigning a pastoral charge shall be required to give thirty (30) days notice to the assembly and to the District Superintendent.

7.6 DISCIPLINE OF MINISTERS

The District Conference through its District Leadership Team shall avail itself of the prerogatives conferred upon it in the matter of discipline of members as defined by the General Conference of The Pentecostal Assemblies of Canada in Bylaw 10.

7.7 PASTOR AND CHURCH RELATIONS

When difficulties have arisen between the pastor and the Board or congregation which do not involve the credentials of the pastor, but only the position as pastor, and which apparently cannot be resolved at the local level, the pastor, the Board or a quorum consisting of not fewer than one-third (1/3) of the regular members of the local church shall have the right to appeal to the District Leadership Team for help in resolving the impasse.

The refusal of a pastor to call a meeting of the Board shall constitute the Board right to appeal to the District Leadership Team. If a satisfactory settlement cannot be reached, the District Superintendent may call a congregational meeting, to be presided over by the District Superintendent or the authorized representative of the District Superintendent.

If the District Superintendent, or the representative, calls for a vote of confidence in the pastor, the roster for the vote shall include only those members who held membership 60 days prior to the vote of confidence and shall exclude the pastor and members of the pastoral staff, as identified in the minutes of the Board, and their spouses, who shall not be included in the quorum necessary to have a congregational meeting. The vote shall require a simple majority in support of the pastor, for the pastor to retain the position as pastor. If such is not achieved, the pastor's duties shall be terminated immediately, and the pastor shall be given a minimum of one (1) month salary but not more than three (3) months salary with benefits and the use of the parsonage during that period, or the regular housing allowance if the pastor is not living in the church parsonage. If the pastor has served for a period of a minimum of two (2) years and has failed to receive the required majority in the confidence vote, or has complied with a request from the Board to conclude their ministry agreement, the pastor shall be given a maximum of three (3) months salary with benefits and the use of the parsonage during that period, or the equivalent housing allowance if the pastor is not living in the church parsonage.

BYLAW 8 LOCAL ASSEMBLIES

8.1 AFFILIATION

In areas where there is an established Pentecostal Assemblies of Canada church or churches, those wishing to establish another or other church, shall obtain the consent of the District Superintendent in consultation with the leaders of the existing Pentecostal Assemblies of Canada church or churches with the recommendation that the proximity of existing churches to newly established or relocating churches be kept to a reasonable distance, based on the density of population in urban areas and on demographics. Affiliation shall be deemed to have occurred when approved by official decision of the District Leadership Team.

All assemblies established by ministers of The Pentecostal Assemblies of Canada shall be known and recognized as affiliated assemblies of The Pentecostal Assemblies of Canada without the necessity of a vote.

Any church or congregation that may be started by action of the District Leadership Team or by any minister of The Pentecostal Assemblies of Canada shall automatically be organized and ruled by the "Local Church Constitution" as currently adopted by the General Conference of The Pentecostal Assemblies of Canada.

Any assembly desiring to affiliate with The Pentecostal Assemblies of Canada may apply to the District Superintendent for information regarding procedure required for affiliation or setting the church in order as established by the General Conference, which is as follows:

The local congregation shall, at a regularly convened meeting, pass a resolution adopting the Statement of Fundamental and Essential Truths approved by the General Conference.

The said congregation shall, at a regularly convened meeting, pass a resolution authorizing the officers of the local assembly to petition The Pentecostal Assemblies of Canada for affiliation.

Any church desiring affiliation with the Alberta and N.W.T. District of The Pentecostal Assemblies of Canada shall be required to rescind its present Constitution, if any, and surrender its individual charter, if any, and shall be required to accept in total the approved Local Church Constitution.

The General Executive of The Pentecostal Assemblies of Canada on recommendation of the District Leadership Team may grant the petition of affiliation and shall, forthwith, notify the local congregation of its decision.

When a church does not have a Constitution and wishes to adopt a Constitution, the District Superintendent or an authorized representative shall be present at the meeting where such a Constitution is discussed and voted upon and the approved "Local Church Constitution" shall be the only Constitution accepted.

A church that is already a member church of the Alberta and N.W.T. District of The Pentecostal Assemblies of Canada shall not be permitted to apply for an individual Charter for itself or any other church or branch church excepting by a Resolution of the District Conference, and application to the District Conference for permission to apply to the Government for such a Charter shall be made in writing to the District Leadership Team not less than ninety (90) days before the date of the Conference at which permission is sought; and the pastor and at least two elected Board members of the congregation seeking a Charter shall be required to meet the District Leadership Team before the District Conference to show cause why the said church should have its own Charter.

8.2 ASSEMBLIES

Local assemblies are recognized to have matured sufficiently to accept their full share of responsibility for the maintenance of Scriptural order, have been properly set in order and are financially self-supporting.

8.2.1 Privileges and Responsibilities of Local Affiliated Assemblies

8.2.1.1 They shall be governed by the Local Church Constitution of The Pentecostal Assemblies of Canada or a local church constitution approved by the District Leadership Team.

8.2.1.2 They shall be amenable to the District Conference in doctrine, in conduct, in practice and in all other matters which affect the peace and harmony of The Pentecostal Assemblies of Canada.

8.2.1.3 They shall have the right to choose their own pastor(s), select their officers and hold property, either by local Trustees or vested in The Pentecostal Assemblies of Canada.

8.2.1.4 They shall be entitled to representation in the General and District Conferences through accredited delegates, according to the provisions of the Constitution and Bylaws.

8.2.1.5 They shall have the advice and help of the District Leadership Team in all vital matters which affect them.

- 8.2.1.6 They shall have the consideration of the District Leadership Team when it plans for Prayer Conventions, Fellowship Meetings, and Conferences, and shall be entitled to the services of evangelists and global workers on furlough.
- 8.2.1.7 They shall be expected to cooperate in the promotion of departmental activities of The Pentecostal Assemblies of Canada, such as International Missions, children’s ministries, youth ministries, ministers’ pension fund, Publications, Bible Colleges, Seminaries and Camp Meetings.
- 8.2.1.8 They shall be expected to assume voluntarily their cooperative share in the expenses of the District ministry and administration.
Recognizing the important services rendered by the International Office and the District Office of The Pentecostal Assemblies of Canada, each local church shall support the ministry and fellowship services costs of the offices. Each local assembly shall forward an amount equal to 10 percent of its general fund offerings (does not include global worker offerings, building fund, or any other special fund) to the District at regular intervals to assist with ministry and fellowship services costs.
Where this is not practiced, the pastor is requested to forward one-half of his or her tithe to the District Office.
- 8.2.1.9 All affiliated and home mission churches should financially support Vanguard College with a minimum of 2 percent of their annual general income.
- 8.2.1.10 They shall forward to the District Office annually a copy of their respective financial statements.
- 8.2.1.11 Assemblies shall recognize their responsibility to defray the moving expenses in the case of the incoming pastor and to cooperate in making possible his or her attendance at the Annual District Conference, District Ministers Seminars and at the General Conference when feasible.
- 8.2.1.12 A nomination for pastor shall be submitted to the church congregation by the church board after consultation with the District Superintendent and one name only shall be presented to the congregation by the church board for consideration at one time.
- 8.2.1.13 The property title of an assembly seeking affiliation shall be held in trust by The Pentecostal Assemblies of Canada according to the terms of the *Declaration of Trust*, or, by the trustees of the local church as a local church of The Pentecostal Assemblies of Canada or in the case of an incorporated local church, held by the local church in its corporate name as a local church of The Pentecostal Assemblies of Canada.
- 8.2.2 Building Projects**
All Building Project plans or the purchasing of existing buildings by local assemblies in the District shall be submitted to the District Leadership Team for approval prior to any construction or purchase.
- 8.2.3 Members Transferring**
Members and adherents transferring from one assembly to another shall be encouraged to present a letter of recommendation from their former pastor showing that they are in good standing both in doctrine and character, a copy of the aforementioned letter to be sent to the pastor or pastors concerned.

8.3 CONFERENCE REPRESENTATION

Lay representation of assemblies at District Conference meetings shall be based on the membership of the assembly as follows:

- 50 members or less one lay delegate
- 51-100 members two lay delegates
- 101 - 200 members three lay delegates
- More than 200 members four lay delegates

Each lay delegate shall procure a letter from the secretary or pastor of the assembly certifying to his or her appointment by the assembly to represent the assembly in the District Conference. This letter shall be presented to the Roster Committee at time of registration. Lay delegates shall not be credential holders or the spouses of voting credential holders.

8.4 INVESTING DISTRICT FUNDS IN LOCAL CHURCHES

A district shall invest funds only in a local church whose property title is held in the name of The Pentecostal Assemblies of Canada according to the terms of the Declaration of Trust. Exceptions may be made in instances where the District Leadership Team deems it appropriate.

A district shall have the option of lodging a lien with the International Office where the title is being held or registering a mortgage in the regional land titles office on the title of the local church for the amount of money invested in the local church by the district. In the event a lien is lodged against the said property at the International Office, the Executive Lead Team who have the constitutional right to bind the corporation shall provide a written undertaking to the district that the title of the said local church shall not be released without the written consent of the District.

BYLAW 9 VANGUARD COLLEGE

Vanguard College is owned and operated by the Alberta and N.W.T. District as a Theological College and functions under its own Constitution and Bylaws.

BYLAW 10 CANADIAN PENTECOSTAL SEMINARY

The Alberta and NWT District, together with other sponsoring Districts, shall be the legal body responsible for Canadian Pentecostal Seminary, and the management shall be in accordance with the constitution of Canadian Pentecostal Seminary.

BYLAW 11 CAMP MEETINGS

The District Leadership Team shall authorize the operation of Camp Meeting Grounds and projects within the District where desired.

The Management shall be determined by regulations established by each individual Camp Board, working in cooperation with guidelines established by the District Leadership Team.

BYLAW 12 MISSIONS

12.1 INTERNATIONAL MISSIONS

Assemblies affiliated with the District Conference shall work in harmony with the plans and methods of the department of the International Office of The Pentecostal Assemblies of Canada that is responsible for international missions.

12.2 DISTRICT MISSIONS

Local assemblies or individuals should seek the advice of the District Leadership Team before endeavoring to open a new church, branch church, or other type of outreach. Every effort shall be made to encourage each outreach to become self-supporting as soon as possible. When district assistance is provided, a graduated scale of support should be adopted, being reduced over a period agreed upon by the District Leadership Team and the Minister in charge.

BYLAW 13 FINANCES

All funds received by the District Conference for District Missions and administration purposes shall be disbursed by the District Leadership Team in accordance with the policies of the District Conference.

The District Superintendent shall write to the church board of each assembly annually recommending that it take care of the expenses of its pastor attending Conference. In cases where any assembly is unable to cooperate along this line, each worker is invited to notify the District Superintendent who shall be authorized to assist according to his or her knowledge of each case.

The district shall support the ministries and fellowship services of the International Office of The Pentecostal Assemblies of Canada by forwarding ten percent of the monies received by the District from the financial support of local assemblies, including general and departmental funds.

BYLAW 14 DISTRICT MINISTRIES

The District shall provide services and resources to support the health and growth of local churches.

BYLAW 15 AMENDMENTS

Amendments to the Bylaws may be made at any regular or special meeting of the District Conference by a two-thirds (2/3) majority of the members voting, provided notice of such amendment has been given in writing to the membership at least 30 days before such a meeting. All amendments to the Bylaws shall be submitted to the General Executive for ratification.