



Approved by the Membership June 11, 2017

BYLAWS FOR RIDGEWAY ALLIANCE CHURCH

Preamble

“The New Testament teaches that the local church is the visible organized expression of the Body of Christ. The people of God are to live and serve in obedience to the Word of God and under the Lordship of Jesus Christ.”

“The Christian and Missionary Alliance operates on the presupposition that the congregation finds broader meaning and outreach in fulfilling its biblical responsibilities within the life and witness of the denomination.”

“The Uniform Constitution for Accredited Churches has been framed and adopted by the General Council, the denomination’s highest governing body. The accredited churches of The Christian and Missionary Alliance have participated in this process through their authorized delegates. This church can, in accordance with this Constitution and in a manner that is consistent with the Bylaws of The Christian and Missionary Alliance, formulate its bylaws so as to carry out its ministry appropriately and efficiently.”

“This church is an integral part of the district and worldwide fellowship and is 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 of the Holy Spirit.” (Uniform Constitution for Christian and Missionary Alliance Churches.)”

Definitions



The following words or phrases, when used in these Bylaws, shall have meaning as defined herein:

“Church” shall mean “The Christian and Missionary Alliance Church of White Plains,” also known as Ridgeway Alliance Church.

“Constitution” shall mean the Uniform Constitution for Accredited Churches of the Christian and Missionary Alliance.

“Pastoral Staff” shall mean anyone ordained or consecrated by the Christian and Missionary Alliance. Only such persons are conferred the title of Pastor and derivations thereof.

Bylaw Article I – Name

The official name under which this church is incorporated is The Christian and Missionary Alliance Church of White Plains, New York, also known as Ridgeway Alliance Church.

Bylaw Article II – Relationships

- A. LAY DELEGATE(S) TO GENERAL COUNCIL. Pursuant to Article VI, Section 6.2, paragraph a, Bylaws of The Christian and Missionary Alliance, lay delegates to General Council shall be appointed annually by the Executive Board and approved by the Elders as warranted.

- B. LAY DELEGATE(S) TO DISTRICT CONFERENCE. Pursuant to Article II, Section I, paragraph a, Uniform Constitution for Districts of The Christian and Missionary Alliance, lay delegates to District Conference shall be appointed annually by the Executive Board and approved by the Elders.

Bylaw Article III – Membership



A. QUALIFICATIONS AND REQUIREMENTS

1. Applicants for membership shall subscribe to the Member's Covenant:

Having been united by faith to the true Church, Christ's invisible body, it is now my desire to unite with this part of His visible body.

In the presence of this congregation, I solemnly covenant that:

I will habitually observe secret prayer and reading of the Scriptures, seeking therein help and guidance of the Holy Spirit.

I will observe the worship of God in my home and endeavor to lead those of my household to a personal faith in Jesus Christ.

I will make every effort to regularly attend worship services on the Lord's Day and such other services as the Church may designate including observance of the Lord's Supper.

I will, as the Lord shall prosper me, faithfully support the ministry of this church both at home and abroad.

I will walk in brotherly love and kindness toward all men, especially those of the household of faith.

I will live soberly, righteously, and godly in this present world, abstaining from whatever may be unbecoming to Christian conduct. I will seek to walk in newness of life.

All this I will do with God's enabling. Amen.

2. Application for Membership must have the signature of an Elder stating that the applicant has attended the necessary preparatory membership classes. One or more of the Elders will interview all applicants before the application is formally accepted. Exceptions may be made to this requirement when the Lead Pastor and the Elders are agreed on a waiver.



3. All applicants will be provided with a copy of the Uniform Constitution for Christian and Missionary Alliance Churches and these Bylaws.

B. TYPES OF MEMBERSHIP

1. Active Membership. Active members shall consist of those members who adhere to the conditions stated in the Constitution and Bylaws, and are regularly attending this church at least once per month.
2. Inactive Membership and Other Non-Voting Memberships
 - a. Those who have permanently moved from the community, but have not transferred their membership to another church shall be placed on the inactive membership list.
 - b. Those, who for any cause, except physical disability or who are temporarily absent from the community, have absented themselves from the regular services of this church for one year or more, shall be placed on the inactive membership list.
 - c. An inactive member may be placed on the active membership list again by request to and approval of the Lead pastor and the other elders.
 - d. Members who have not yet reached age 16 are not eligible to vote and where legal transfer of property is the question those who have not yet reached the age of 18 are not eligible to vote.
 - e. Honorary Member, a former active member who has entered into full-time Christian ministry and is an active member of another local church, is not eligible to vote on any question.

- C. MEMBERSHIP LIST.** The membership list shall be examined each year by the Lead pastor, elders and Executive board. The church secretary/office manager is responsible to keep the membership list updated and current. The Elders will inform the secretary of any



changes in the membership status of an individual.

- D. TRANSFER OF MEMBERSHIP. Upon request, members in good standing may be granted a letter of transfer to other evangelical bodies upon approval of the Lead pastor and the elders.

Bylaw Article IV – Ordinances. No Bylaws

Bylaw Article V – Government

GENERAL PROVISIONS

The government of the church shall be by the Congregation in the Annual Meeting or other properly called special business meetings. The day-to-day management of the church shall be vested in the paid Staff, with oversight from the Executive Board.

The Board of Elders delegates the responsibility for the Annual Congregational Meeting to the Executive Board.

A. ANNUAL CONGREGATIONAL MEETING.

1. The annual congregational meeting shall be held in the last week of January of each year. The Executive Board shall determine the actual time and location and shall have the authority to change this in a given year if necessary.
2. Notice of Annual Meeting and Special Congregational Meetings. Proper notice of the annual congregational meeting and special congregational meetings subsequently called by the Executive Board shall consist of an announcement at the Sunday morning services and an announcement in the bulletins and via email the weekend immediately preceding such proposed meeting. The announcement shall include the time and place of the proposed meeting and the business to be transacted.



3. Annual reports are to be submitted by the pastor(s) and administrative staff, treasurer, nursery school board and others deemed necessary by the Executive Board. The Executive Board shall also determine the method of reporting. Proposed additions, deletions or modifications to line items in the proposed budget must be presented in writing to the Executive Board and reviewed by the Board of Elders prior to December 31. No proposed additions, deletions or modifications to line items in the proposed budget will be received at the Annual Congregational meeting.
- B. Those to be elected at the Annual Meeting shall be: Elders, Executive Board, church officers including Secretary, Treasurer and Assistant Treasurer, Deacons, Deaconesses, and Nursery School Board. Acting as Trustees of the church by virtue of their office include the Lead Pastor (President when necessary,) Secretary and Treasurer. All officers to be elected for boards/committees shall be elected at the Annual Meeting. All other ministry positions shall be determined and appointed by the pastoral staff and approved by the Elders. Between Annual Meetings the Elders have the authority to fill vacancies. Appointees will then serve until the next Annual Meeting.
 - C. **AUTHORITY.** Roberts Rules of Order shall govern all matters of church business.
 - D. **QUORUM.** A quorum of any properly called congregational business meeting shall consist of those members who are present.

Bylaw Article VI – Church Governance Authority

- A. **NAME.** The governance authority for the temporal affairs of Ridgeway Alliance Church shall be known as the Executive Board.
- B. **COMPOSITION.**



1. The Executive Board shall consist of the Lead pastor, the Board of Elders, the Secretary, and the members of the congregation elected at the annual meeting to serve on the Executive Board. The Executive Board will be comprised of a majority of elders. Accordingly, the number of Executive Board members to be elected at the annual meeting may vary from year-to-year contingent on the number of elders who will be serving on the Elder Board during the upcoming year.

2. In carrying out its duties, the Executive Board may appoint sub-committees and delegate to the sub-committee the authority to make recommendations on certain matters. These include, but are not limited to, such committees as: Staff Compensation, Property Management, Committee on Church Design, and/or Church Policies and Procedures et al.
 - a. DUTIES. The Executive Board will have oversight over the temporal affairs of the church, such as oversight of the facilities, the fiscal and facilities needs of church ministries, and the finances of the church.

 - b. The qualifications for elders are set out in 1 Timothy 3:1-13 and Titus 1:6-9. Other members of the Executive Board are expected to maintain a lifestyle in keeping with the spirit and intent of these same references. Further, each must be an active member of the Church.

 - c. QUORUM. A quorum for the legal conduct of business by the Executive Board shall be two-thirds of the board members, provided the majority of those present are elders.

Bylaw Article VII – Officers



Three officers, Lead Pastor [President], Secretary and Treasurer shall be the official Trustees of the church and shall act on behalf of the Christian and Missionary Church of White Plains when necessary for legal purposes.

Bylaw Article VIII – Pastoral Staff

STAFF SALARIES AND BENEFITS. The budget proposed by the Executive Board will be presented to the congregation for approval at the annual congregational meeting through the report of the Treasurer.

Bylaw Article IX – Duties of Church Officers

- A. LEAD PASTOR: As the leader of this church, the Lead pastor shall assist the elders in leadership skill development and spiritual formation. The Lead pastor will lead the Elder Board in a spirit of mutual ethical and spiritual accountability. He will be the Chairman of the Elder Board and the Executive Board unless, at his request, the Elders or Executive Board shall elect an elder as chairman.

- B. TREASURER: The Treasurer will carry out the responsibilities of the office in conformity with the approved ministry description for Treasurer. The Executive Board will review a preliminary operating budget in September. Input will be received from various church committees and ministry leaders. The Elders will approve a proposed operating budget by December 15, at which time it will be available to the membership. Proposed additions, deletions, or modifications to line items in the proposed budget must be presented in writing to the-Executive Board and reviewed by the Board of Elders prior to December 31. (See Bylaw V Government, Section A.3.)

- C. SECRETARY: The elected secretary shall attend and keep the minutes of all congregational meetings and Executive Board meetings and any other meeting deemed necessary by the governance authority.



Note: A bylaw referring to Trustees is included in this section "Duties of Church Officers" since the three officers (President, Secretary and Treasurer) act as the Trustees for legal purposes. In the state of NY Trustees are required in instances when real estate transactions must be filed in county and state offices.

D. TRUSTEES: When the laws of the state of New York require action by the Trustees of Ridgeway Alliance Church, the President (Lead Pastor), the Secretary and the Treasurer shall have the legal authority to act as Trustees on behalf of the Christian and Missionary Alliance Church of White Plains, also known as Ridgeway Alliance Church. (See Article IX Section 1, Lead Pastor. "The Lead Pastor shall be the president of this church where such office is required by law.")

Bylaws Article X Committees and Organizations

Quorum: Other than the Executive Board and Elder Board, a quorum for the legal conduct of business of each board of the church shall be a majority of members of the board.

ELDERS. The Elders shall in the oversight of the spiritual ministry of the church. The Board of Elders will meet monthly with the Lead pastor and pastoral elders to, among other things, pray for needs of the body of Christ, pray for the ministries of the church, set the vision for Ridgeway Alliance Church, and conduct church disciplinary matters.

The qualifications for elders are listed in 1 Timothy 3:1-13 and Titus 1:6-9. Further, each must be an active member of this church. The Board of Elders shall consist of the Lead pastor, the ordained pastors. The Lead pastor shall be the chairman or, at his request, an elder shall be elected chairman. Elders shall be elected for a three-year term renewable for a second term. At the expiration of a second consecutive three-year term he shall be ineligible for re-election for a period of one year, after which he may be nominated for that office. To provide for rotation of vacancies, approximately one-third of the elders shall be elected each year. A quorum for the legal conduct of business by the Board of Elders shall be two-thirds of the board members. All



lay elders and the Lead Pastor are entitled to vote.

EXECUTIVE BOARD. As set forth in Article VI above, the governance authority for the temporal affairs of the church is the Executive Board. The qualification of board members and the composition of the board are set for in Article VI above.

DEACONS. The Board of Deacons shall be comprised of not more than twelve members. Each shall be elected at the annual meeting for a term of one year with the opportunity for re-election in accordance with the qualifications listed in 1 Timothy 3:8-13. Members may serve up to six consecutive terms followed by a one year sabbatical. Further, each must be an active member of this church. One member of the board shall be elected by the Board of Deacons as chairperson of the board. The duties of the Deacons shall be to assist the Pastor, Elders, and Deaconesses in preparation for communion and baptismal services, in arrangements for assistance to the needy and bereaved, in appropriate counseling of inquirers, and in visitation and other appropriate programs. The Board of Deacons is responsible for the receipt of and disbursement of funds in the Benevolent Fund.

DEACONESSES. The Board of Deaconesses shall be comprised of not more than twelve members. Each shall be elected at the annual meeting for a term of one year with the opportunity for re-election in accordance with the qualifications listed in 1 Timothy 3:8-11. Members may serve up to six consecutive terms followed by a one year sabbatical. Further, each must be an active member of this church. One member of the board shall be elected by the Board of Deaconesses as Chairperson of the Board. The duties of the Deaconesses shall be to assist the Pastor, Elders, and Deacons in preparation for communion and baptismal services, in arrangements for assistance to the needy and bereaved, in appropriate counseling of inquirers, and in visitation and other appropriate programs. The Board of Deaconesses is responsible for the receipt of and disbursement of funds in the Benevolent Fund.

NURSERY SCHOOL BOARD: The Ridgeway Nursery School and Kindergarten is established as an official organizational sub-unit of Ridgeway Alliance Church. It shall be under the general



overall supervision of the Executive Board. A Nursery School Board consisting of at least five members in good standing of Ridgeway Alliance Church, at least two of whom shall be a members of the Executive Board or the Property Management Committee and none of whom shall be an employee of the School, shall have direct oversight and control of all aspects of the School's operation. Its decisions may, from time to time, be reviewed by the Board of Elders and are subject to its approval. One member of the board shall be elected by the Nursery School Board as Chairperson of the Board. Members may serve up to six consecutive terms followed by a one year sabbatical. The Nursery School Director shall report to the Nursery School Board. (Note: A bylaw referring to "Trustees" is repeated in the section "Committees and Organizations" since Article IX Section D, lists Trustees as a Committee.)

TRUSTEES. When the laws of the state of New York require action by the Trustees of Ridgeway Alliance Church, the Lead Pastor [President], the Secretary and the Treasurer shall have the legal authority to act as Trustees on behalf of the Christian and Missionary Alliance Church of White Plains.

PROPERTY MANAGEMENT COMMITTEE. The Building Manager shall be a member of the Property Management Committee. The other members of the Property Management Committee shall be appointed by the Executive Board. One member of this Committee shall be elected by the committee as Chairperson.

The Property Management Committee members shall serve, under the supervision and direction of the Executive Board, as the custodians of the physical plant, property and grounds of the church. Any structural changes to the physical plant, or any building and grounds expenditure limits will be determined annually by the approved operating budget or from the capital budget, as approved by the Executive Board.

CASH COUNTING COMMITTEE. The Executive Board shall approve names of individuals to be used as a committee to count and deposit in appropriate bank accounts all monies received by the church. This committee shall be under the general oversight of the Treasurer, Assistant



Treasurer or a member of the Executive Board.

Bylaw Article XI Missions Conference – No Bylaw

Bylaw Article XII Property and Records – No Bylaw

Bylaw Article XIII – Nominating Committee

The Nominating Committee shall consist of the Lead pastor, Chairman, and four lay members. Two members shall be elected by the membership at the annual meeting. The Elder Board shall elect two members. The Nominating Committee shall make its report known to the congregation at least seven days prior to the Annual Meeting by publishing and posting a written report.

Bylaws Article XIV – Elections

A. **THOSE TO BE ELECTED:** Those to be elected at the annual congregational meeting shall be: Elders, Secretary, Treasurer, Assistant Treasurer, Executive Board, Deacons, Deaconesses, and Nursery School Board. The Secretary and Treasurer are ex-officio members of the Executive Board.

B. **NOMINATIONS FROM THE MEMBERSHIP:** Any active member of Ridgeway Alliance Church may nominate any person who is also an active member of Ridgeway Alliance Church for an elected position according to the following:

1. The member wishing to place someone in nomination must contact and obtain permission from the person to be nominated and receive assurance that the person will allow his/her name to be considered.
2. The member wishing to place the name in nomination will then submit the name to the Nominating Committee, in writing, at least one month before the annual meeting.



3. The Nominating Committee will satisfy itself that the person to be nominated meets the criteria of the Constitution and Bylaws for holding elected office.
4. The Nominating Committee reserves the right to consider the person to be nominated.
5. Once the Nominating Committee has completed its work and rendered its report, an official ballot will be prepared for use at the annual meeting. The Official Ballot will contain the names as presented for each position. There will be no nominations received from the floor during the election process.

C. PLURALITY: Where required, the election shall be based on the rule of plurality.

D. CONFLICT OF INTEREST

In order to avoid a conflict of interest, members of elected boards shall recuse themselves from any decisions directly related to family members.

Bylaw Article XV Reversion of Property - No Bylaw

Bylaw Article XVI Bylaws – No Bylaw

Bylaw Article XVII – Amendments

BYLAW AMENDMENTS. The Bylaws of the Christian and Missionary Alliance Church of White Plains may be amended by a two-thirds majority of the votes cast at any official meeting of the membership.

Bylaw Article XVIII – Conformance with Applicable Law - No Bylaw



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