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Southview Church Bylaws Review Document

Purpose and Scope:

The Southview Board of Elders tasked the Bylaws Committee with conducting a comprehensive review of Southview's bylaws. Per the Board's directive, this review involved developing an entirely new set of bylaws, rather than revising or amending the existing document. The intention of the updated bylaws is to have a simplified and easy to understand document that is up to date based on Southview's current practices and clarifies unique Southview characteristics, as required in the Local Church Constitution ("LCC"). The process followed by the Bylaws Committee in completing this work is outlined below.

Review of the LCC

(Accessed from Alliance Canada website on December 15, 2025, noted as July 2022-v.2)

The LCC serves as the primary and standard governing document over each individual local church that is part of the Christian and Missionary Alliance ("C&MA"). The individual church's bylaws then serve to clarify certain aspects of the function and operation of the church that are not specifically defined in the LCC. A review of the LCC was completed to ensure the new bylaws would address any items required by the LCC.

The LCC can be found at

<https://thealliancecanada.ca/Content/ExternalSite/Resources/Local-Church-Constitution-July-2022-v.2.docx.pdf>.

Creation of New Bylaws

The Western Canadian District of the C&MA provided a sample copy of recommended bylaws that other churches in the district have used, along with copies of the approved bylaws of some of those churches for reference. The Southview Bylaws Committee used these documents to create the proposed new bylaws. Below is a summary of the current bylaws with notes on the changes made in the new bylaws:

- Article I – Name
 - Wording changes to align with the recommended template from the district
- Article II – Ordinances

- This information on Baptism and the Lord's Supper is not included in the template and not required to be in the bylaws per the LCC.
- Article III, IV, and VII – Membership, Government, & Property and Records
 - These two sections are condensed into one section titled as 'Government'
 - The four categories of membership in the old bylaws have not been part of Southview's practice for many years, so this has been condensed to one class of membership: Active Members
 - Requirements for membership are outlined in the LCC so points 2-9 in section III of the old bylaws have been simplified and condensed into one point.
 - The date of the AGM, notice requirements, and meeting format and proceedings have been modernized and simplified based on current practices.
 - Notice of the AGM and any membership meetings has been amended to three weekends prior to the meeting, rather than two.
 - The option for advanced voting has not been included in the new bylaws as this has not been a common practice, nor is it a Board recommended practice.
- Article V – Board of Elders
 - The majority of the conditions for the board of elders are laid out in the LCC so this section has been simplified to clarify Southview specific practices.
- Article VI – Deaconesses
 - This section is not part of the new simplified bylaws and has not been part of Southview's practice for many years.
- Article VII – Nominating Committee
 - Points 1 & 2 are essentially the same in the new version and points 3 and 4 are summarized under the Board of Elders section
- Article IX – Elections
 - This section is summarized in the Government and Board of Elders sections
- Article X – Bylaw Committee and Amendments
 - This section has been simplified to align with Article 15 of the LCC.
- The history of the changes made to bylaws is not required to be part of the bylaws themselves, so this has been removed.

Southview Alliance Church

BY-LAWS

ARTICLE 1 – NAME

The name of the church shall be Southview Alliance Church of the Christian and Missionary Alliance in Canada.

Southview Alliance Church, Calgary, Alberta, Canada, shall be governed by the constitution of the Christian and Missionary Alliance in Canada as adopted at the General Assembly in June 1982, and as subsequently amended, and hereinafter referred to as the “Constitution”.

ARTICLE II – ORDINANCES

SECTION I – Baptism

1. All candidates for baptism will be interviewed by the Elders or their designates.
2. Baptismal services will be held at the discretion of the Senior Pastor and the Board of Elders.
3. Baptismal classes will be offered to those persons desiring to be baptized.

SECTION II – The Lord’s Supper

The Lord’s Supper will usually be administered at one set of weekend services each month as determined by the Senior Pastor and the Board of Elders and on such other occasions as the Senior Pastor and the Board of Elders may decide.

1.

ARTICLE III – MEMBERSHIP

1. The following membership categories will be established:
 - (a) Active Membership – for those persons who have reached the 18th anniversary of their birthdate, who have satisfied the requirements for membership as referred to in Article VI of the Constitution, and been accepted for membership in accordance with this article.
 - (b) Honorary Membership – for persons who have left the local active fellowship for areas of full-time Christian ministry.
 - (c) Associate Membership – for those persons who are inactive due to having left the local fellowship but have not withdrawn their membership.
 - (d) Junior Membership – for those individuals who have reached the 13th anniversary of their birthdate and who qualify under Article V of the Constitution. Such membership does not confer the right of debate or vote.

2. The membership list will be reviewed by the Board of Elders annually prior to the election of the Nominating Committee.
3. Members wishing to resign should indicate their intentions in writing to the Secretary of the Board of Elders.
4. Prospective members will be required to attend membership classes. Special arrangements may be made for those persons transferring membership.
5. Applicants for membership shall be interviewed by at least two Elders.
6. Membership cards will remain in force from year to year.
7. In cases where members are moving, it is the responsibility of the Pastoral Staff to notify the Christian and Missionary Alliance Church closest to the member's new location concerning the transfer.
8. In matters related to the discipline of any member, the 'Procedure for the Church Discipline' as approved by the Board of Elders in February, 1991 shall apply.
9. Membership may be withdrawn by the Board of Elders if a member no longer meets the qualifications for membership (Article VI of the Constitution), or has not attended the church for at least one year. Prior to such action being taken, at least two Elders will attempt to meet with the individual concerned, following which they will bring a recommendation to the Board of Elders. A

three-quarter majority vote by the Board of Elders is necessary in such cases.

ARTICLE IV – GOVERNMENT

1. Notice of all congregational meetings shall be given from the pulpit and shall be printed in the Sunday bulletin on at least two consecutive Sundays prior to the meeting date.
2. The proposed agenda for all congregational meetings shall be posted in a suitable location in the church for all public services on the Sunday prior to the congregational meeting.
3. Special congregational meetings may be called by the Board of Elders. Notice of such meetings will be in accordance with Sections 2 and 3 of this Article and shall advise the congregation as to the purpose of this special meeting.
4. Ten percent (10%) or more of the membership may request in writing of the Board of Elders that a special congregational meeting be called and held. Such meeting will then be called in accordance with Section 7 of this Article.
5. The quorum for any congregation meeting of members shall consist of those members present.
6. Minutes of any meeting of members shall be submitted to the Board of Elders at its next general meeting. They

will be received and subsequently agendized at the next annual meeting.

7. The Board of Elders is responsible for setting a date for the annual meeting, which will be held within the first three months of the calendar year.
8. The agenda for the annual meeting shall include, but is not limited to, the following: report(s) from the Pastor(s), an audited report from the Treasurer(s), provision for special reports, outline of operating objectives, business from the floor, and elections.
9. Written reports for consideration at an annual meeting shall be made available to members on the Sunday prior to the annual meeting.
10. The business proceedings at the annual meeting shall be governed by the Constitution and Bylaws where applicable. In other cases, the current issue of Robert's Rules of Order shall apply.
11. The term of office for persons elected at the annual meeting shall commence at the time of election and continue until the annual meeting date in the year during which the term of office expires.
12. Disposition of the ballots will be determined by motion of the membership at the annual meeting. Where no direction is given, disposition of the ballots shall be determined by the chair.
13. Church members absent from an annual meeting or other congregational meeting of members shall not be entitled to vote on any election or other question to be put to the membership by proxy, but shall be entitled to vote on the election of the Board of Elders, Deaconess Committee, or By-Laws Committee by having deposited with the secretary of the Board of Elders (by hand delivery, facsimile or otherwise) prior to such meeting a written ballot completed by that members. To preserve the confidentiality of the member's advance ballot, the Secretary shall deliver all such ballots to the chief teller appointed for the meeting at the time of collection of the ballots relating to the applicable election from those members present at the meeting.
14. At the Board of Elders discretion any meeting of the membership can include participation by telephone, electronic or other communication facilities that permit participants to vote and communicate adequately with each other during a meeting of members in the manner provided by the policies and procedures of Southview Alliance Church. A person participating in a meeting by such means is deemed to be present at the meeting

ARTICLE V – BOARD OF ELDERS

1. The Board of Elders shall consist of the Senior Pastor and not more than twelve elected members.
2. Other full-time Pastoral staff shall, at the invitation of the Board of Elders, attend meetings of the Board of Elders.
3. (a) Members shall be elected to the Board of Elders for a two-year term with not more than eight members of the board to be elected annually, except that additional members may be elected to fill unexpired terms which have been vacated.
(b) A Board member who serves three consecutive terms (term defined as 2 years) may not be elected or appointed to the Board for one year after the expiry of his third term. The Board member shall be considered to have served a term if he has served more than half of the term.
4. The Board of Elders shall have the authority to fill unexpected vacancies that may arise between annual meetings in accordance with Article VIII – Section I of the Constitution.
5. The Board of Elders will elect a Chairman from within its membership when so requested by the Senior Pastor, in accordance with Article VIII of the Constitution. In such a case the Chairman so elected will be elected for a one year term at the first Board of Elders meeting following the annual meeting.

6. The Board of Elders shall appoint the following officers from within its elected membership at its first regular meeting following the annual meeting – Vice Chairman, Treasurer, and Secretary.
7. A quorum for a meeting of the Board of Elders will be a simple majority.
8. The Board of Elders will establish certain Standing Committees, with memberships for one year in duration. These committees will usually be established at the organizational meeting of the Board of Elders following the annual meeting. The number of committees, members, and their purposes will vary from time to time as needs and church growth may demand and dictate.

ARTICLE VI – DEACONESSES

1. There shall be established the office of Deacon and Deaconess, each Deacon and Deaconess to serve the congregation by assisting the Board of Elders and the Pastoral Staff in the ministry of the church. The responsibilities of the Deacons and Deaconesses shall be determined and assigned by the Board of Elders and may include, but not be limited to: administering any affairs of the church as directed by the Board of Elders; establishing, chairing or sitting on any Standing Committee referred to in Article V.8 of these By-Laws or any ad hoc committee authorized by the Board of Elders; upholding the congregational needs in prayer; bringing help to the needy; and comforting the sick and hospitalized; the elderly and the bereaved.

2. The number of Deacons and Deaconesses shall be established at the discretion of the Board of Elders from time to time.
3. Each Deacon and Deaconess shall be a member of the church.
4. Each Deacon and Deaconess shall serve in such office for a term commencing on the date of his or her appointment and terminating at the conclusion of the initial organizational meeting of the Board of Elders following the next annual meeting of the membership.
5. Each Deacon and Deaconess shall be appointed by the Board of Elders after consultation with the Pastoral Staff, considering Biblical standards and the candidates' abilities and spiritual gifts.
6. Each Deacon and Deaconess shall be amenable and report to the Board of Elders in accordance with Article VIII of the Constitution, provided that the Board of Elders may direct that a Deacon or Deaconess report to one or more members of the Pastoral Staff with respect to some or all of his or her duties.

ARTICLE VII – PROPERTY AND RECORDS

1. An auditor shall be appointed at the annual meeting of the church. It shall be his duty to report to the next annual meeting. The Board of Elders shall recommend to the congregation the name of an auditor.

2. A member wishing to inspect the official records may make such a request in writing to the Secretary of the Board of Elders. The request must specify the item the individual wishes to review.

ARTICLE VIII – NOMINATING COMMITTEE

1. The Nominating Committee shall be comprised of the Senior Pastor and two members from the Board of Elders, as well as two members elected from the church congregation.
2. The Nominating Committee will be chosen in accordance with Article XIV of the Constitution.
3. The Nominating Committee will bring forth one or more church member names for each office to be filled at the upcoming annual meeting; however, the Nominating Committee may decline from bringing forth a name for a particular office if the Nominating Committee determines that there is no church member willing and qualified under Biblical standards to hold that office. The list of nominees for election shall be posted in the church on at least three consecutive Sundays prior to the upcoming annual meeting.
4. Additional nominations may be made from the congregation by submitting same to the Chairman of the Nominating Committee prior to 9:00 am. on the second last Sunday preceding the annual meeting. Such nominations shall be signed by two members in good standing of the church and will be posted in the church

on the second last Sunday prior to the annual meeting by the Chairman of the Nominating Committee.

ARTICLE IX – ELECTIONS

1. At the annual meeting, the membership will hold elections to fill vacancies on the Board of Elders and any other elected officials as may be required by the Bylaws of the church.
2. The candidates for election to office will be those presented by the Nominating Committee, plus additional nominees as described in Article VIII of these Bylaws.
3. All elections for office at annual meetings shall be by ballot. To be elected, a candidate must receive the affirming vote of a simple majority of ballots cast by church members; however, if more than one candidate is nominated and so affirmed for each vacancy on the Board of Elders, the candidate(s) with the greatest number of affirming votes shall be elected until each vacancy on the Board of Elders is elected.
4. All elections for office other than the Board of Elders shall be by ballot at annual meetings, except in cases where only one nomination for each vacancy is presented, in which case the balloting may be waived by unanimous vote.

ARTICLE X – BYLAW COMMITTEE AND AMENDMENTS

1. These Bylaws may be amended from time to time following a two-thirds majority vote at an annual meeting

or a special membership meeting called for such purpose.

2. Proposed amendments to the Bylaws shall be posted for the membership at least two Sundays prior to the date of the membership meeting called to consider approval of same.
3. Any amendments to the Bylaws so approved by the membership shall be filed with the District Superintendent in accordance with Article XVI of the Constitution.
4. The Bylaw Committee shall consist of three (3) members, these to be elected for a one year term at each annual meeting.

REPORT OF THE BY-LAWS COMMITTEE

WHEREAS the New Testament provides precedent for the offices of Deacons and Deaconesses in the Church (Romans 16:1; I Timothy 3:11);

AND WHEREAS the Local Church Constitution of the Christian & Missionary Alliance in Canada provides in Article X that “Deacons and Deaconesses may be designated as assistants to the Elders in church leadership” and that “Biblical standards shall be taken into consideration in their appointment”;

RESOLVED THAT the By-Laws of Southview Alliance Church be amended by deleting all of Article VI and replacing it with the following:

1. There shall be established the office of Deacon and Deaconess, each Deacon and Deaconess to serve the congregation by assisting the Board of Elders and the Pastoral Staff in the ministry of the church. The responsibilities of the Deacons and Deaconesses shall be determined and assigned by the Board of Elders and may include, but not be limited to: administering any affairs of the church as directed by the Board of Elders; establishing, chairing or sitting on any Standing Committee referred to in Article V.8 of these By-Laws or any ad hoc committee authorized by the Board of Elders; upholding the congregational needs in prayer; bringing help to the needy; and comforting the sick and hospitalized, the elderly and the bereaved.
2. The number of Deacons and Deaconesses shall be established at the discretion of the Board of Elders from time to time.
3. Each Deacon and Deaconess shall be a member of the church.
4. Each Deacon and Deaconess shall serve in such office for a term commencing on the date of his or her appointment and terminating at the conclusion of the initial organizational meeting of the Board of Elders following the next annual meeting of the membership.
5. Each Deacon and Deaconess shall be appointed by the Board of Elders after consultation with the

Pastoral Staff, considering Biblical standards and the candidates' abilities and spiritual gifts.

6. Each Deacon and Deaconess shall be amenable and report to the Board of Elders in accordance with Article VIII of the Constitution, providing that the Board of Elders may direct that a Deacon or Deaconess report to one or more members of the Pastoral Staff with respect to some or all of his or her duties.

And be further amended by deleting from Article IX.1 the words "...Deacons and Deaconesses and...".

RESOLVED THAT the By-Laws of Southview Alliance Church be amended by:

1. Deleting from Article V Paragraph 1. the word "fifteen" and replacing it with the word "twelve" such that Article V paragraph 1. reads as follows:

"The Board of Elders shall consist of the Senior Pastor and not more than Twelve elected members."

2. Deleting from Article V Paragraph 3 (b) the words "two" and "second" and replacing them with the words "three" and "third" such that Article V Paragraph 3(b) reads as follows:

"A Board member who serves three consecutive terms (term defined as 2 years) may not be elected or appointed to the Board for one year after the

expiry of his third term. The Board member shall be considered to have served a term if he has served more than half of the term.”

RESOLVED THAT the By-Laws of Southview Alliance Church be amended by:

1. Deleting from Article II, Section II, Paragraph 1. the word “on the first Sunday of each month” and replacing it with the word “at one set of weekend services each month as determined by the Senior Pastor and the Board of Elders” such that Article I, Section II, Paragraph 1. reads as follows:

“The Lord’s Supper will usually be administered at one set of weekend services each month as determined by the Senior Pastor and the Board of Elders and on such other occasions as the Senior Pastor and the Board of Elders may decide.”

Reviewed – February 1990
Recommendations approved – March 12, 1990

Reviewed – 1991
Recommendations approved – March 11, 1991

Reviewed – 1992
Recommendations approved – May 25, 1992

Reviewed – 1994
Recommendations approved – November 27, 1994

Reviewed – 1995
Recommendations approved – March 28, 1995

Reviewed – 1999
Recommendations approved – February 28, 1999

Reviewed – 2000
Recommendations approved – February 26, 2000

Reviewed – 2003
Recommendations approved – February 22, 2003

S/Marion/Southview Alliance Church By Laws



southviewchurch

BYLAWS

1 NAME

- 1.1 The legal name of this church shall be Southview Alliance Church of the Christian and Missionary Alliance in Canada (the “Church”).
 - 1.2 These bylaws supplement the Local Church Constitution (the “Constitution”) as adopted and approved by the General Assembly of The Christian and Missionary Alliance in Canada as amended from time to time. In cases where these bylaws conflict with the Constitution, the provisions of the Constitution shall apply.
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2 GOVERNMENT

- 2.1 There shall be one class of membership (“Active Members”). They shall conform to the requirements for membership as set out in the Constitution and any additional membership policies approved by the Board of Elders.
- 2.2 There shall be an Annual General Meeting held within six (6) calendar months of the fiscal year-end of the church, the exact date to be determined by the Board of Elders.
- 2.3 Notice of time and place of any meeting of the membership shall be given publicly or by written notice at least three (3) consecutive weekends prior to the meeting date. Such notice shall include communication to the membership of the purpose of said meeting.
- 2.4 The quorum for any meeting of the membership shall consist of the members present. For the purpose of determining quorum, a member may be present in person, or by electronic means approved in advance by the Board of Elders.
- 2.5 At the Board of Elders' discretion any meeting of the membership can include participation by electronic means that permit participants to vote and communicate adequately with each other during a meeting of members in the manner consistent with any policies and procedures approved by the Board. A person participating in a meeting by such means shall be deemed to be present at the meeting.
- 2.6 The business proceedings of any meeting of the membership shall be governed by the Constitution and these Bylaws to the extent applicable. In other cases, the current issue of Robert’s Rules of Order shall apply.



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BYLAWS

- 2.8 The fiscal year shall end on June 30th of each year.
- 2.9 Upon approval by the Board of Elders of a written request, a member may view specified church records subject to requirements outlined in a Board of Elders approved Records Management Policy.

3 BOARD OF ELDERS

- 3.1 The maximum number of elected Elders is twelve (12). The Board of Elders will annually determine the number of Elders three (3) months prior to the annual meeting.
- 3.2 The quorum for a meeting of the Board of Elders shall be one half of its membership.
- 3.3 The officers of the church shall consist of chair, vice-chair, secretary, and treasurer.
- 3.4 Elders are elected for a two-year term.
- 3.5 Elders are eligible to serve a maximum of three (3) consecutive terms totalling six (6) years after which they must have a one-year sabbatical before becoming eligible to serve again. The Board of Elders may appoint a replacement for the remaining term of any Elder who cannot complete his or her term. If an Elder serves for a partial year, that year shall count as a full year of the consecutive years of service.
- 3.6 An Elder will have been a member of the Church for at least six (6) months prior to serving as a member of the Board of Elders.
- 3.7 If a member of the congregation wishes to have a candidate considered for eldership, they must submit in writing the person's name and qualifications to the chair of the Nominating Committee at least five (5) weeks prior to the Annual General Meeting. The submission must have the signatures of at least three (3) Active Members.
- 3.8 The Nominating Committee is responsible to ensure that all persons being nominated for eldership meet the qualifications required by Scripture, the Constitution, and these Bylaws.
- 3.9 The Nominating Committee will nominate sufficient qualified candidates to fill specified board positions. The Nominating Committee may present as many candidates as it finds suitable.



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BYLAWS

- 3.10 To be elected, nominees for the position of Elder will require a majority of ballots cast by members voting at a meeting of the membership. If the number of nominees exceeds the number of vacancies, the nominees with the greatest majorities will be deemed elected.

4 NOMINATING COMMITTEE

- 4.1 The Nominating Committee shall consist of the Senior Pastor or appointee and a minimum of four (4) members with equal representation from the Board of Elders and the membership.
- 4.2 The Nominating Committee shall be elected as per the Constitution.

5 AMENDMENTS

- 5.1 These Bylaws may be amended by special resolution of the members present at a duly called meeting for such purpose and by approval of the District Executive Committee.

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BYLAWS
