

1 **THE CONSTITUTION & BY-LAWS**

2 **Of the**

3 **Eastern Regional Conference,**

4 **Churches of God, General Conference**

5 *Adopted by the Conference in Session April 18, 2018*

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9 **CONSTITUTION – PREAMBLE**

10
11 We, the Churches of God in the eastern region of the United States, established by the
12 providence of Almighty God, in order to further the work of the Kingdom of God in our midst,
13 establish churches, provide for their welfare and carry on a cooperative ministry for the benefit
14 of all our members, do hereby ordain and establish the following Constitution and By Laws.
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17 **ARTICLE I -- NAME AND AFFILIATION**

18
19 The name of this body shall be the “Eastern Regional Conference of the Churches of God,
20 General Conference”, a Pennsylvania not-for-profit corporation (hereafter referred to as the
21 “Conference.”). It is a member Conference of the Churches of God, General Conference
22 (Findlay, Ohio) and is subject to the constitution and governance of the said General Conference.
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25 **ARTICLE II -- MEMBERSHIP**

26
27 **Section 1. MINISTERIAL DELEGATES**

28 All ministers credentialed by the Eastern Regional Conference (hereafter referred to as
29 “ministers”) shall be members of the Conference. They shall be required to attend the regular
30 annual meeting and any special sessions of Conference unless officially excused.
31

32 **Section 2. LAY DELEGATES**

33 Each congregation recognized by the Conference as a member church shall annually choose two
34 laypersons for the first two hundred (200) members of its congregation to serve as delegates to
35 the Conference-in-Session. For each successive one hundred (100) members or major fraction
36 thereof, the congregation shall annually choose one additional layperson to serve. All such
37 persons selected to serve shall, except in the case of new congregations, have been members of
38 the Churches of God, General Conference for at least three years.
39

40 **Section 3. MEMBERS-AT-LARGE WITH VOTING PRIVILEGE**

- 41 A. Any member of the Administrative Council who is not otherwise a delegate to the
42 Conference shall be a member-at-large with voting privilege.
43 B. The persons serving in the following Conference positions, if not otherwise delegates,
44 shall be members-at-large with voting privilege: Treasurer, Financial Secretary, and
45 Transcribing Secretary.

- 46 C. The presidents and secretaries of Conference sanctioned auxiliaries and all Churches of
47 God General Conference missionaries from this Conference shall be members-at-large
48 with voting privilege.
49 D. Conference ministry staff persons and employed by the Administrative Council on full or
50 part-time basis if not otherwise a delegate to the Conference shall be members-at-large
51 with voting privilege.
52

53 Section 4. VOTING PRIVILEGES

- 54 A. Every credentialed minister of this Conference shall be entitled to vote in the sessions of
55 the Conference.
56 B. All officially registered lay delegates shall be entitled to vote in the sessions of the
57 Conference. Lay delegates serve for a period of one year, starting at the opening of the
58 annual session of the Conference and continuing to the beginning of the next annual
59 session of the Conference, when all delegates are seated anew.
60 C. Advisory members of the Conference-in-Session are entitled to speak to the session, but
61 do not having voting privileges.
62 D. There shall be no right to vote by proxy.
63

64 Section 5. Non-voting persons may be requested by the Conference-in-Session to sit outside the
65 voting bar. Non-voting persons except those officially recognized as Advisory Members are not
66 permitted to speak except when authorized by the Chair.
67

68 Section 6. Each pastoral charge shall be entitled to one person, between the ages of fourteen (14)
69 and twenty-four (24), to serve as an advisory member (without vote) to the Conference-in-
70 Session.
71

72 Section 7. Additional ministry staff persons from any pastoral charge may also serve as advisory
73 members (without vote) to the Conference-in-Session if they are not otherwise delegates.
74

75 ARTICLE III – MEETINGS

76
77
78 Section 1. The Conference shall hold at least one regular annual meeting.
79

80 Section 2. The Administrative Council shall set the time and place of the annual meeting. The
81 Administrative Council may call special meetings and may change the time and place of the
82 meetings of the Conference-in-Session.
83

84 Section 3. *Robert's Rules of Order*, newly revised, shall be the parliamentary authority for the
85 Conference-in-Sessions, the Administrative Council and its commissions. Electronic or email
86 votes are acceptable for the Administrative Council and its commissions with the prior
87 agreement of that voting body.
88

89 ARTICLE IV – OFFICERS AND THEIR DUTIES

92 Section 1, The Conference-in-Session shall elect a Vice President and a Secretary, each for a
93 two-year term. The Vice President will succeed to the office of President upon the completion of
94 the President's two-year term which is completed at the conclusion of that Conference session.
95 These officers shall be responsible for a variety of duties which shall include, but not be limited
96 to, the following:

- 97 A. President: will formally ordain the candidates to the ministry as approved under Article
98 XI, Section 5; shall along with Executive Director, sign all certificates of license and
99 ordination, and make appointments necessary to expedite the business of the Conference,
100 conduct all Conference sessions and the meetings
- 101 B. Vice President: Will fulfill all duties assigned by the President, and conduct the duties of
102 the President in the absence or incapacity of the President.
- 103 C. Secretary: Will be responsible for recording minutes of all Administrative Council
104 meetings, oversee the recording of minutes at all Conference sessions, be responsible for
105 any correspondence or documents presented to the Conference, conduct the roll call at
106 Conference sessions, and prepare all tally sheets for elections. There are no term
107 limitations placed on the office of Secretary.

108
109 Section 2. In the absence of both the President and Vice President, the Secretary shall be
110 authorized to fulfill the duties of the office of President until such time when the President or
111 Vice President can resume their duties or an appropriate election takes place.

112 113 114 ARTICLE V – ORGANIZATION 115

116 Section 1. The Conference-in-Session shall be constituted at the first business session of the
117 annual meeting (and at the opening of any special meeting) by the President of the Conference.
118 The Parliamentarian(s) shall make any necessary recommendation to the President on all
119 questions regarding eligibility and seating of delegates. The Administrative Council shall
120 establish and prescribe rules, regulations, and official forms, including the certification of
121 delegates and alternates, to facilitate and govern the recognition and seating of delegates and the
122 constituting of the Conference-in-Session.

123 124 Section 2. NOMINATING COMMITTEE

- 125 A. A Nominating Committee of six persons shall be composed of two members chosen by
126 the Administrative Council from its membership, and three members to be selected by the
127 Conference-in-Session, all serving one-year terms. The Executive Director by virtue of
128 his office shall serve as the sixth member of the Nominating Committee.
- 129 B. The Nominating Committee shall make nominations for each elective position in the
130 Conference, nominations of delegates to the General Conference, and nominations for the
131 three members of the Nominating Committee.
- 132 C. The Nominating Committee shall be responsible for ascertaining the eligibility and
133 availability of all nominees for the respective positions, and shall prepare a printed ballot
134 for use by the delegates at the Conference sessions. At least one-third more names shall
135 appear for each office or position than the number to be elected, with the exception of the
136 Conference Secretary, Churches of God Home Mission Council, Inc., and Doubling Gap
137 Center, Inc. Blank spaces shall be provided on the ballot for additional nominees.

138
139 Section 3. A majority of all votes shall be necessary for election except when electing General
140 Conference delegates, which may be done by plurality. On each successive ballot until such
141 majority ensues, nominees shall be dropped as follows: Persons receiving less than fifty votes on
142 the first ballot shall be dropped. On subsequent ballots the nominee with the fewest votes shall
143 be dropped. In the event that two or more persons are tied for the fewest votes, they shall be
144 dropped unless such action reduces the number of persons on the ballot below the number to be
145 elected, in which case no names will be dropped.

146
147 Section 4. All officers and Administrative Council members shall be chosen from the members
148 of the Conference-in-Session and/or the congregations of the member congregations of the
149 Conference. To be eligible in either case the nominees must have been members in good
150 standing of the Churches of God, General Conference for at least three years. (*In the selection of*
151 *an Executive Director see By-Laws Article III, Section 1.*)

152
153 Section 5. GENERAL CONFERENCE DELEGATES

- 154 A. Ministerial delegates to the General Conference as determined by the General Conference
155 Constitution shall be elected from the members of the Conference who have been
156 ordained according to the standards of the General Conference and hold life ordination
157 certificates for at least three consecutive years including the year in which they are
158 elected.
- 159 B. Lay delegates to the General Conference as determined by the General Conference
160 Constitution may be elected from the members of the Conference-in-Session or from the
161 congregations of the member churches in this Conference. To be eligible in either case
162 the nominees must be members of said local congregation for at least three years
163 including the year in which they are elected.
- 164 C. The Administrative Council shall present nominations for youth delegates to the General
165 Conference from any local congregation of this Conference to the Nominating
166 Committee.
- 167 D. All delegates shall be required to attend **all** the sessions of the General Conference. They
168 shall notify the Conference Secretary not later than thirty days before the convening of
169 the General Conference regarding their ability to do so.

170
171
172 ARTICLE VI – ADMINISTRATIVE COUNCIL

173
174 Section 1. ORGANIZATIONAL STRUCTURE

- 175 A. The Administrative Council shall be composed of twelve (12) members elected by the
176 Conference-in-Session as follows: six (6) ordained ministers of the Conference, six (6)
177 lay persons (lay persons must be members of a local congregation of the Conference for
178 at least three years; the three officers of the Conference by virtue of their office
179 (President, Vice President, Secretary), the Executive Director, and two (2) additional
180 members-at-large selected by the Administrative Council from the Conference. All
181 eighteen (18) shall be voting members of the Administrative Council.
- 182 B. Administrative Council members with the exception of the Executive Director and the
183 Officers (President, Vice President, Secretary) will serve a three-year term. The Vice

184 President shall be elected in even numbered years and the Secretary in odd-numbered
185 years. Two ordained pastors and two lay persons shall be elected annually. The two
186 selected member-at-large need not be elected in the same year.

187 C. Persons elected or appointed to the Administrative Council will be limited to serving two
188 consecutive terms with the exception of the Executive Director and the Secretary. In the
189 cases of persons appointed to complete the unfinished term of another, if less than
190 eighteen (18) months remains in the unfinished term it will not be considered a term for
191 the purpose the previous rule. If more than eighteen (18) months remains, however, it
192 shall count as a full term.

193 D. Vacancies in Conference offices shall be filled by the Administrative Council.

- 194 1. Upon a vacancy in the office of President, the Vice President shall assume the office.
195 Any vacancies in the office of Vice President may be filled on an interim basis until
196 the Conference-in-Session can act at its next regular or special meeting to fill the
197 remaining Vice Presidential term.
- 198 2. A vacancy shall exist when the Administrative Council officially declares such
199 vacancy due to death, resignation in writing, habitual neglect of duty, or any other
200 justifiable cause.
- 201 3. Membership on the Administrative Council is a Conference office within the meaning
202 of this sub-section.
- 203 4. Vacancies on the Administrative Council shall be filled by a majority vote of the
204 remaining members of the Administrative Council.
- 205 5. Vacancies filled by the Administrative Council shall be for the duration of the term
206 with the exception of the office of Vice President.

207 208 Section 2. AUTHORITY

209 A. The Administrative Council shall be the corporation of the Conference and shall
210 constitute the Board of Trustees.

211 B. The Administrative Council under this constitution shall be the successor to both the
212 Administrative Council and Executive Committee of the previous constitutions.

213 C. The Administrative Council shall have authority over the work of the Conference
214 between the annual sessions of the Conference.

215 D. The Administrative Council shall have authority over the appointment and work of all
216 commissions, committees, organizations, and employees of the Conference. It shall meet
217 as often as necessary to oversee the work of the Conference.

218 E. The Administrative Council shall be vested with judicial power in all cases under the
219 Constitution not otherwise provided for and it shall be responsible for making final
220 decisions in the recall of certificates of ordination and all other credentials.

221 F. The Administrative Council shall have the right to name qualified delegates to the
222 General Conference if and when the list of officially elected alternates have been
223 exhausted.

224 G. The Administrative Council has the authority to appoint and dissolve any special
225 committees it deems necessary.

226 H. The Administrative Council has the authority to employ persons as needed and to
227 terminate such employment following the procedures established in the employment
228 agreements. If no such procedures have been adopted, the Administrative Council may
229 terminate employment at any time for any reason. All employees of the Conference are

230 accountable through the Executive Director to the Administrative Council for the
231 performance of their duties. The Executive Director is directly accountable to the
232 Administrative Council for the performance of his or her duties. All employees of the
233 Conference, except in secretarial positions, must be members of a local congregation of
234 the Churches of God, General Conference.

- 235 I. The Administrative Council shall have authority to resolve any issue or question of
236 interpretation regarding the Constitution, By-Laws, and any other conference policy.

237
238 **Section 3. RESPONSIBILITIES**

- 239 A. The Administrative Council shall appoint commissions which shall carry out the program
240 and ministry of the Conference. Each commission must be made up of at least seven (7)
241 members, two (2) of whom should have been present at the most recent sessions of the
242 annual Conference and one member of the Administrative Council who shall serve as a
243 liaison with voting privileges between the commission and the Administrative Council.
244 Each commission shall have a staff person relating directly to its work. The staff person
245 shall not be the chairperson, and will be accountable to the Administrative Council.
246 B. The Administrative Council shall annually name the chairperson for each commission.
247 Persons who are appointed to commissions as members will serve a two-year term.
248 There is no limit to terms of service for commission work.
249 C. The Administrative Council shall annually appoint a Constitution Committee of at least
250 three persons and designate a chairperson.

251
252
253 **ARTICLE VII -- COMMISSIONS**

254
255 **Section 1. THE CHURCH HEALTH COMMISSION**

256 The mission of this commission shall be to oversees the advancement and development of church
257 health in the Eastern Regional Conference. The commission will seek to resource churches,
258 pastors and leaders with best practices for ministry and church development. The Commission
259 shall have authority to set guidelines and policies to further define and execute its mission,
260 subject to the approval of the Administrative Council.

261
262 **Section 2. THE PASTORAL FAMILY HEALTH COMMISSION.**

263 This commission will seek to improve the effectiveness and health of pastoral leaders in the
264 Conference. The Pastoral Family Health Commission will seek to encourage and develop
265 pastors for effective ministry through pastoral care and counsel, resourcing, mentoring and
266 coaching and if needed professional counseling. The Commission shall have authority to set
267 guidelines and policies to further define and execute its mission, subject to the approval of the
268 Administrative Council.

269
270 **Section 3. THE CHURCH MULTIPLICATION COMMISSION**

271 This commission will seek to help churches multiply disciples, leaders, ministries, and churches.
272 The Commission will oversee church planting as well as efforts for multiplication through our
273 established churches. The Commission shall have authority to set guidelines and policies to
274 further define and execute its mission, subject to the approval of the Administrative Council.
275

276 Section 4. THE CREDENTIALING AND PLACEMENT COMMISSION

277 This commission will seek to work with pastors sensing a call to ministry, oversee their
278 development and work to place them in ministry. The Commission will serve as the body for
279 credentialing, both licensing and ordination for all pastors. The Commission will further work
280 with the local church in placing pastors in ministry. The Commission shall have authority to set
281 guidelines and policies to further define and execute its mission, subject to the approval of the
282 Administrative Council.

283
284
285 ARTICLE VIII -- AUXILIARY ORGANIZATIONS

286
287 Auxiliary lay organizations, defined in the Conference By-Laws and others which may be
288 established, shall be in harmony with the Charter, Constitution, and By-Laws of the Conference.
289 The Conference shall foster, encourage, and support the lay organizations of the Conference.

290
291
292 ARTICLE IX -- SUBSIDIARY CORPORATIONS

293
294 The following corporations and any adjunct corporations thereof are subsidiary corporations of
295 this Conference of the Churches of God, General Conference: Doubling Gap Center, Inc .and the
296 Churches of God Home Mission Council, Inc. They shall report to each Administrative Council
297 meeting and to the Conference-in-Session in writing or by personal representative. All records
298 (including financial records) and minutes of these corporations are subject to review and
299 approval of the Administrative Council.

300
301
302 ARTICLE X – POLITY

303
304 Section 1. AUTHORITY.

305 The Conference has the power to:

- 306 A. Receive and issue appeals from the Administrative Councils (or their equivalent) of local
307 churches; and to examine, approve, or censure the records and actions of said councils.
- 308 B. Condemn erroneous opinions which injure the peace of the Church.
- 309 C. Visit particular churches for the purpose of inquiring into their spiritual condition.
- 310 D. Examine and license candidates for ministry.
- 311 E. Ordain, install, judge, discipline, restore or remove ministers.
- 312 F. Resolve questions of doctrine and discipline.
- 313 G. Unite or divide congregations.
- 314 H. Form or receive new congregations.
- 315 I. Dissolve congregations or close churches.
- 316 J. Order in general whatever pertains to the spiritual and material welfare of the churches
317 under its care.

318
319 Section 2. MEMBER CHURCHES

- 320 A. Any group of thirty or more believers united together as a religious body or church,
321 subscribing to the polity, principles and doctrines of the Conference and the General

322 Conference, and adopting its own constitution as approved by the Conference shall, upon
323 request to and approval by the Conference, be received as a member Church of God in full
324 standing in the Conference. The church shall be entitled to all the privileges granted by
325 the Constitution, including representation in the Conference and the service of a minister
326 of this Conference. All mission churches established under the auspices of the
327 Conference are considered member churches.

- 328 B. Any pre-existing group of believers united together as a religious body or church willing
329 to support the polity, principles and doctrines of the Conference and the General
330 Conference shall, upon request to and approval by the Administrative Council, be
331 received as an associate member congregation in the Conference. The church shall be
332 entitled to the privileges granted by the constitution with the exception of voting at
333 Conference-in-Session. Members of an associated church body are not eligible for
334 election to Conference offices. The church may be served by a minister of the
335 Conference. Associate membership may continue for ten years during which time a
336 request for membership in full standing needs to be made or this status will be
337 discontinued.

338
339 Section 3. The policies and guidelines of the General Conference shall govern membership and
340 other aspects of local church administration.

341
342 Section 4. An appeal of an action of the Administrative Council (or its equivalent) of a local
343 church in matters of discipline and other difficulties can be made, provided such an appeal is
344 made to the Administrative Council of the Conference within thirty (30) days after the judgment
345 has been rendered by the Administrative Council (or its equivalent) of a local church.

346 347 Section 5. CHURCH PROPERTY

- 348 A. The property of member congregations in full standing in the Conference is subject to the
349 laws of this larger ecclesiastical body, i.e., the Conference, and in turn to the rule of the
350 General Conference. This three-tiered hierarchical structure represents a representative
351 form of government with delegates from all churches constituting the Conference-in-
352 Session. This presbyterial polity is further translated and confirmed below.
- 353 B. All church property shall be held by the elders or trustees of the local church or by the
354 local church corporation if such there be, in trust for the Conference. The existence of
355 this trust, however, shall in no way limit the power and authority otherwise existing over
356 such property, so long as the local church remains a part of and subject to this
357 Conference. (See also the General Conference Constitution, Article XI and Article
358 XVIII)
- 359 C. In the event a church shall become extinct or cease to maintain an organization in
360 harmony with the doctrine, customs, or polity of the Churches of God, its property shall
361 become the property of the Conference.
- 362 D. In the case of extinction by reason of the dispersal of its members, the abandonment of its
363 work, or other cause, a local church may provide for the disposal of its assets to
364 appropriate ministries and/or agencies of this Conference and/or the General Conference.
- 365 E. When a church ceases to be in harmony with the doctrines, customs or polity of the
366 Churches of God, this Conference may at its discretion dissolve that church. An appeal
367 of such a decree of dissolution may be taken within thirty-days to the Administrative

368 Council of the General Conference. Whenever a church is formally dissolved by this
369 Conference such property as it may have shall become the property of this Conference
370 and shall be used for such purposes or may be sold or disposed of as this Conference may
371 direct.

- 372 F. Should a congregation desire to withdraw from the Churches of God, General Conference
373 for whatever reason, the current General Conference policy on church withdrawal must
374 be followed.

375
376 Section 6. CONFERENCE PROPERTY

- 377 A. As a member Conference of the Churches of God, General Conference, all property
378 of the Eastern Regional Conference and its subsidiary corporations is and shall be
379 subject to the rule of the General Conference. All such property is held in trust by the
380 Conference for the General Conference. The existence of this trust, however, shall in
381 no way limit the power and authority, otherwise existing over such property, so long
382 as the Conference remains a part of and subject to the General Conference.
- 383 B. In the event of dissolution of the Conference, the Administrative Council shall, after
384 paying or making provision for the payment of all liabilities of the corporation,
385 dispose of all remaining assets under the provisions of Section 501 (c.3.) of the
386 Internal Revenue Code of 1986, to be used exclusively for charitable purposes.
- 387 C. Under no circumstances shall any assets be distributed upon dissolution to any
388 directors, officers, employees, or individual or group of individuals of the
389 corporation.
- 390 D. Nothing herein shall be construed to affect the disposition of property and assets held
391 by the Conference in trust or under any other condition or subject to any executory or
392 special limitation. Any such property upon dissolution of the Conference shall be
393 transferred in accordance with the trust, condition or limitation imposed thereon.

394
395 Section 7. NO ACTIVITIES VIOLATING THE INTERNAL REVENUE CODE

- 396 A. The Conference is organized and operated exclusively for religious purposes. No part
397 of the net earnings of the Conference shall inure to the benefit of, or be distributable
398 to, its officers or other private persons, except that the Conference shall be authorized
399 and empowered to pay reasonable compensation for services rendered and to make
400 payments and distributions in furtherance of the purposes set forth in this constitution.
- 401 B. The Conference does not, and shall not, carry on any other activities not permitted to
402 be carried on (a) by a corporation exempt from federal income tax under section 501
403 (c.3.) of the Internal Revenue Code, or the corresponding section of any future federal
404 tax code, or (b) by a corporation, contributing to activities which are deductible under
405 section 170 (c.2.) of the Internal Revenue Code or the corresponding provision of any
406 future federal tax code.

407
408 ARTICLE XI –MINISTERS

409
410 Section 1. Original jurisdiction in relation to ministers belongs to the Conference.

411
412 Section 2. The church membership and responsibilities of the minister shall be in accord with
413 General Conference policies and guidelines. The pastor shall be in charge of all worship services

414 and ceremonies conducted in the Church, unless otherwise mutually agreed. He The senior
415 pastor/lead pastor shall be responsible for whoever occupies the pulpit.

416
417 Section 3. Any minister belonging to the Conference who refuses to carry out an order or
418 resolution thereof shall be liable to a charge of insubordination before the Conference.

419
420 Section 4. Procedures for resolving controversies shall be in accord with Eastern Regional
421 Conference and General Conference policies and guidelines.

422
423 Section 5. Credentials for pastoral ministry include provisional license, annual license, and life
424 ordination and shall be issued in accordance with General Conference standards.

425 A. If no General Conference standards exist, the commission shall have the authority to
426 recommend credentials and appropriate standards and guidelines to the Administrative Council
427 for approval. Modifications to General Conference standards must be approved by the
428 Administrative Council and the General Conference.

429 B. Credentials for non-pastoral church vocations shall be issued in accordance with existing
430 General Conference standards. If no General Conference standards exist, the commission shall
431 have the authority to recommend credentials and appropriate standards and guidelines to the
432 Administrative Council for approval.

433 C. Candidates for license and ordination must be able to respond affirmatively to the following
434 questions, which shall be asked during the annual ordination service:

435 1. Do you believe that in seeking the office of the Christian ministry you are influenced by a
436 sincere love for God and your desire to promote His glory and the salvation of men?

437 2. Do you believe that the doctrines of the Word of God as taught by the Churches of God,
438 General Conference are correct and true?

439 3. Are you willing to subscribe to these doctrines, to teach them, and to defend them against
440 every attempt to minimize their value, guarding against those things which cause division in
441 the church, and dedicating your powers to building the church you serve as pastor?

442 4. Do you promise to fully cooperate and carry out all the rules and regulations, and support
443 all the agencies and enterprises of the Conference and the General Conference?

444 5. If for any cause the Conference should deem it proper to recall your certificate of
445 ordination, do you promise to deliver the same upon official request?

446 6. Should you determine that you can no longer publicly affirm the doctrines of the Churches
447 of God or fully adhere to the authority of the Churches of God, will you voluntarily surrender
448 your credentials and resign your pastorate?

449
450
451 **ARTICLE XII – CONSTRUCTION**

452
453 Section 1. This document shall be interpreted in accordance with Pennsylvania law.

454
455 Section 2. In this document the word he is intended to refer to he or she.

456
457
458 **ARTICLE XIII –AMENDMENTS**

459

460 Section 1. Any amendment or revision to the Constitution shall be referred without debate to the
461 Committee on Constitution for study, and the Committee shall present its report and
462 recommendations at a subsequent meeting of the Conference-in-Session.

463
464 Section 2. This Constitution may be altered or amended by a two-thirds vote of a quorum of
465 Conference-in-Session. A quorum is the majority of the number of delegates officially registered
466 for the annual session of the Conference. All members shall be required to vote, unless properly
467 excused for good and sufficient reason.

471 BY-LAWS

472 473 474 ARTICLE I -- MEETINGS

475
476 The regular annual meeting of the Conference shall be held during the second quarter of
477 the calendar year at such a place as may be agreed upon from time to time, for the transaction of
478 such business as properly pertains to ecclesiastical bodies.

479 480 481 ARTICLE II -- AUXILIARY ORGANIZATIONS

482 Section 1. THE CHURCHES OF GOD WOMEN'S MINISTRIES (CGWM)

483
484 A. The CGWM shall further the work of the Churches of God by uniting the women of
485 the Churches of God in spiritual fellowship, with a program of evangelism, prayer, education,
486 giving and service.

487 B. It shall effect its own organization, elect officers, and conduct its affairs as provided
488 for in its Constitution. The President and Secretary shall be members-at-large of the annual
489 Conference-in-Session to which they shall report. The President and Secretary shall be advisory
490 members of the Administrative Council to which they shall report at least twice a year.

491 C. The Conference CGWM shall maintain a close relationship with the General
492 Conference CGWM and relate to interdenominational women's work.

493 494 Section 2. THE CHURCHES OF GOD ADULT LIFE FELLOWSHIP (ALF)

495 A. The ALF shall further the work of the Kingdom of God by uniting the senior adults
496 of the Churches of God in this Conference in a program of worship, fellowship, and service.

497 B. It shall effect its own organization, elect officers, and conduct its affairs as provided
498 for in its constitution. The President and Secretary shall be members-at-large of the annual
499 Conference-in-Session to which they shall report. The President and Secretary shall be advisory
500 members of the Administrative Council to which they shall report at least twice a year.

501 C. The Conference ASLF shall maintain a close relationship with the General
502 Conference CGSLF and relate to interdenominational senior life work.

503
504

505 ARTICLE III -- STAFF POSITION DESCRIPTIONS

506
507 Section 1. The executive director shall be selected by the Administrative Council for a
508 four (4) year term. There is no limit on terms to be served.

509 A. The preferred qualifications for the executive director are that he shall be one who:

- 510 1. Has proven to be a faithful ordained servant in the Kingdom of God for at least five years
511 2. Has been a Christian for at least seven (7) years.
512 3. Has demonstrated leadership and relational skills necessary to the responsibilities outlined
513 below.
514 4. Is an active member of a local church.
515 5. If not already so, will become a member of a congregation in the Eastern Regional
516 Conference.

517 B. When a vacancy occurs in the office of the executive director for any reason

- 518 1. The Administrative Council shall appoint a search committee of at least three people to
519 find a replacement candidate to be presented to the Administrative Council for approval.
520 2. The Administrative Council shall appoint an interim executive director to serve a period
521 not to exceed eighteen (18) months until the new candidate is selected.

522 C. The executive director shall, by virtue of his office, be a delegate to the General
523 Conference and the chairperson of the Conference delegation.

524 D. The responsibilities of the executive director shall include, but not be limited to:

- 525 1. Overseeing leadership development in the Conference by:
526 a. Modeling an effective, scriptural, and exemplary personal leadership style;
527 b. Insure that training is provided in leadership, goal setting and vision casting to local
528 congregations;
529 2. Giving vision and direction to the Conference by:
530 a. Spending time regularly seeking God's will through Bible study and prayer;
531 b. Exhibiting an understanding of, and the ability to, implement the Conference's mission
532 statement and strategic goals;
533 c. Leading the Conference in periodic review of the mission statement and strategic goals;
534 d. Keeping abreast of research in vision casting, as well as contemporary and future culture.
535 3. Directing the Conference ministry and support staff on a daily basis by:
536 a. Overseeing the ongoing administrative responsibilities of the Conference;
537 b. Working with the Administrative Council in the search for, hiring of, evaluation of,
538 discipline of, and termination of Conference ministry and support staff;
539 c. Developing the ministry and support staff into a leadership team;
540 d. Providing pastoral support for the Conference ministry and support staff.
541 e. Determining which Conference staff persons will regularly meet with Commissions
542 based on current staff structure.
543 4. Acting as spokesperson and representative of the Conference by:
544 a. Serving as an officer of the Conference with authority to act in polity, financial, legal and
545 disciplinary matters;
546 b. Serving as signatory on behalf of the Conference for all legal documents, including but
547 not limited to deeds, mortgages and bonds.
548 c. Serving as a representative of the Conference to the larger church community;
549 d. Serving as a spokesperson for the Conference to the larger church community and the
550 community-at-large.

551 E. The executive director shall have authority to speak for the Conference, the
552 Administrative Council, commissions and committees thereof on matters of record.

553 F. The executive director shall be the legal officer of the Conference, and shall be the
554 custodian of the charter, seal, deeds, Conference archives, and pastoral transfers. He shall
555 provide, sign, seal and deliver all certificates of ordination, annual license, Christian service, and
556 retirement, and annual identification cards for pastors.

557 G. The executive director will serve as an ex officio member of all commissions,
558 committees or task forces of the Administrative Council where not already serving as a member.

559 H. Annual evaluation of the executive director should be conducted by the
560 Administrative Council (or by an appointed Staff Committee from within the Administrative
561 Council). Each staff person will also be annually evaluated, such evaluations being led by the
562 executive director, who serves as the chief of staff.

563
564 Section 2. GUIDING ACTIONS CONCERNING STAFF/STAFFING

565 A. All positions with the exception of the Executive Director will be implemented at the
566 direction of the Eastern Regional Conference based on funds available.

567 B. All job descriptions for all positions except for Executive Director will be maintained
568 in an Office Policy and Personnel Manual.

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570
571 ARTICLE IV -- AMENDMENTS

572
573 Section 1. Any amendment or revision to the By-laws shall be referred without debate to
574 the Committee on Constitution for study, and the Committee shall present its report and
575 recommendations at a subsequent meeting of the Conference-in-Session.

576
577 Section 2. These By-laws may be altered or amended by a two-thirds vote of a quorum
578 of the Conference-in-Session. A quorum is the majority of the number of delegates officially
579 registered for the annual session of the Conference. All members shall be required to vote, unless
580 properly excused for good and sufficient reason.

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