THE CONSTITUTION

AND BYLAWS

OF THE

GENERAL ASSEMBLY

OF THE

CHURCH OF GOD

IN

KENTUCKY

July 2011

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THE CONSTITUTION AND BYLAWS OF THE GENERAL ASSEMBLY OF THE CHURCH OF GOD IN KENTUCKY

ARTICLE I - NAME

The name of this organization shall be the General Assembly of the Church of God in Kentucky, which follows the teachings and practices of the General Assembly of the Church of God whose general operating offices are located in Anderson, Indiana; hereinafter referred to as the Church of God Reformation Movement or simply the Church of God. The General Assembly may be referred to herein as simply the Assembly.

ARTICLE II - PURPOSE

The purpose of this General Assembly shall be:
1. To advance the ministry of the Gospel of Jesus Christ as propagated by the Church of God Reformation Movement, by encouraging ministers and congregations to fulfill their spiritual mandate and facilitate a positive and spiritually focused atmosphere.
2. To determine the policies and conduct the business of the General Assembly of the Church of God in Kentucky, Inc.
3. To serve as a guiding force to the church in general and congregations in particular and will exercise Biblical authority (according to Matt. 18:15 - 20) in discipline by a 2/3 vote of the General Assembly. The General Assembly shall meet for mutual counsel, advice and edification.

ARTICLE III - MEMBERSHIP

Section 1 - Membership in the General Assembly is open to ministers of Kentucky who are members of the Church of God Reformation Movement and who are in good and regular standing as interpreted by the Executive Council and Credentials Board of the General Assembly, and who are:

A1. Ordained ministers of the church, or

B2. Un-ordained pastors and associate pastors of recognized congregations.

Section 2 - This General Assembly shall retain the right of a deliberative assembly to define its own. It can also decide on occasion to restrict voting to ordained ministers.

Section 3 - Voting privileges in general sessions of the General Assembly are extended to laymen of the Church of God ratified to serve on one of the following:

A1. Boards or Committees of the General Assembly

B2. Chair or President of an Affiliate Organization of the General Assembly.

ARTICLE IV - OFFICERS

Section 1 - The officers of this General Assembly shall be a Chair, Vice-Chair, Recording Secretary and Treasurer. These officers shall constitute the Executive Committee of the General Assembly.

Section 2 - Duties of Officers:

A. CHAIR - The Chair shall preside at all business sessions of the General Assembly and shall perform such duties as usually ascribed to the chair of a deliberative body. He/She shall appoint a parliamentarian annually to guide the General Assembly in proper business procedures.

B. VICE-CHAIR - The Vice-Chair shall preside in the absence of the Chair, or in the event of his/her inability to serve or when the Chair chooses not to serve during a particular discussion. In this service, he/she shall assume all duties and exercise all the powers of the Chair. By virtue of his/her office, he/she shall serve as Chair of the Business Committee.

C. RECORDING SECRETARY - The Secretary shall keep an accurate account of all the acts, decisions and proceedings of the General Assembly which shall remain the property of the General Assembly. By virtue of his/her office, he/she shall serve as Recording Secretary of the Business Committee.

D. TREASURER

1. The Treasurer shall act as a liaison between the Financial Secretary and Executive Council.
2. The Treasurer will review all financial statements giving particular attention to any discrepancies or irregularities and report such immediately to the State Office and/or Executive Council for review. If deemed necessary the Executive Council shall call for a further investigation of the matter.
3. The Treasurer, if financially compensated, will be an ex-officio/non-voting member of the Executive Council; otherwise the Treasurer is a voting member of the Executive Council.
4. The Treasurer shall be available upon request by Financial Secretary or Executive Council for additional responsibilities.

5. The Financial Secretary may be relieved of duties by Executive Council upon recommendation of State Minister.

Section 2 – Appointments and Terms of Office

A. The Vice-Chair shall be ratified for a term of two (2) years by the General Assembly, after which they shall serve two (2) years as Chair.
B. The Recording Secretary shall be ratified for a term of two (2) years by the General Assembly, and may serve two (2) consecutive terms.
C. The Treasurer shall be ratified for a term of three (3) years by the General Assembly and may serve an unlimited number of consecutive terms.
D. No General Assembly officers, except the treasurer, may succeed himself/herself after two full consecutive terms without one intervening year.
E. In the event both the office of Chair and Vice-Chair are vacant, the General Assembly shall fill both vacancies by ratification in a special business meeting.
F. FINANCIAL SECRETARY

    1. The position of Financial Secretary is either appointed or employed by Executive Council upon recommendation by the State Minister.
    2. The Financial Secretary shall be responsible for receiving and depositing all funds into State Ministries' Bank Account in a regular and timely manner.
    3. The Financial Secretary shall keep a record of all funds and shall be maintained in the Annual giving report given to all donors.
    4. The Financial Secretary is accountable to see that financial records comply with Federal, State, and County requirements.
    5. The Financial Secretary is responsible for disbursing all funds within parameters of current budget approved by Executive Council. The Executive Council may approve other funds for disbursement.
    6. The Financial Secretary will reconcile the bank statements monthly and provide the Executive council and General Assembly with financial reports on a timely basis. Financial reports will be available for the Treasurer, all members of Executive Council and General Assembly at regular meetings.
    7. The Financial Secretary shall preserve and store all financial records of Kentucky State Ministries.
    8. The Financial Secretary may be assigned additional responsibilities by Executive Council as needed.

9. The Financial Secretary shall sign all checks. State Minister may sign checks if necessary.

ARTICLE V - STATE MINISTRIES OFFICE

Section 1- The position of State Minister has been established to assist the General Assembly and its recognized boards and committees in achieving the goals of training, promoting, financing, evangelizing, camping, publicizing, planning and coordinating, and shall do the following:

A. Serve under the supervision of the Executive Council and in accordance with the duly approved "Job Description of the State Minister."

B. The state minister is authorized to sign any and all legal documents on behalf of the executive committee, executive council, the General Assembly of the Church of God in KY Inc., and Four Seasons Christian Center at Camp Lyons, subsequent to and only after action by any of the above mentioned entities have acted according to the assembly's bylaws and manuals of operation

In the absence of the position of state minister, the Chairperson of the General Assembly or a duly ratified and recognized member of the Executive Council also has authority to sign legal documents as identified under Article V, section 1 sub-section 1 above.

C. Serve as an ex officio non-voting member of all councils, boards or committees of the General Assembly and will attend meetings at his/her discretion.

D. Shall be ratified by the General Assembly every five (5) years. A 75% Favorable vote will be required.

ARTICLE VI - MEETINGS

Section 1 - Regular Scheduled Meeting

The General Assembly shall meet in the fall of each year at a date, time, and place determined by the Executive Council.

A. The order of business for each annual business meeting of the General Assembly shall include:

1. Devotions
2. Reports of officers

3. Reports of boards under jurisdiction of the General Assembly
4. Reports of committees
5. Ratification of officers, boards, and committee members
6. Unfinished business
7. Original resolutions and new business
8. Adjournment

Section 2 - Special Meetings

Special Meetings may be called by the Executive Council upon a 10-day written notice (i.e., letter or e-mail) to all General Assembly members. Further, the Executive Committee shall call a meeting upon a written request signed by 20 members of the General Assembly stating the purpose for such a meeting, with a ten (10) day advance written notice to all General Assembly members.

Section 3 - Quorum and Procedure

A. Registration – All eligible members of the General Assembly are required to register by written form as designated by the Recording Secretary prior to the presentation of the ballot. All absentee ballots shall be read into the registration records by the Recording Secretary before the ballot is presented. All registration records are to be retained by the Recording Secretary.

B. 35 members of the General Assembly shall be present to constitute a quorum at any regular or special meeting of the General Assembly.

C. All meetings shall be conducted according to parliamentary procedure as directed by the parliamentarian and the current Edition of Roberts Rules of Order Newly Revised.

D. All ratifications shall be by ballot Tellers and any necessary assistants to prepare ballots and conduct the elections shall be arranged by the General Assembly Chair.

E. Absentee Ballots – Absentee ballots are to be utilized to ratify appointments to the various boards, councils, and committees only. A member of the General Assembly may request an absentee ballot by writing (i.e., letter or e-mail) the State Office. The request must be received in the State Office not later than ten (10) days prior to the General Assembly meeting. The absentee ballot will only be e-mailed to the address given by the General Assembly member. The completed ballot must be sealed in an envelope (signed across the flap) and mailed to the State Office, to be received not later then three (3) days prior to the annual General Assembly meeting.

F. Minutes of all meetings of the General Assembly, council, boards and committees must be mailed (i.e., letter or e-mail) to the State Office no more than two weeks from date of meeting. Minutes of the General Assembly shall be read and approved by the Executive Council.

G. The General Assembly year shall be designated as the following:

1. The fiscal year for all financial reporting for the General Assembly and all its boards, committees, and auxiliary groups shall be, September 1 – August 31.

2. The service year shall begin on the first day of October following the Annual General Assembly Meeting. All newly ratified officers and committee members shall meet with their respective board or committee for orientation before assuming their duties.

ARTICLE VII - COUNCIL. BOARDS and COMMITTEES

All councils, boards and committees of the General Assembly are accountable to the General Assembly for all their actions.

Section 1 - EXECUTIVE COUNCIL

The Executive Council is to promote, coordinate and. unify all the programs, plans and finances of the various boards and committees formed by this General Assembly. The Executive Council is charged with carrying out all decisions of the General Assembly.

A. The members of the Executive Council shall be:

1. By virtue of their office, the Chair, Vice-Chair, Recording Secretary, ~~and~~ Treasurer of the General Assembly, and the Chair or Representative of each standing board and committee.

2. The General Assembly shall ratify for three (3) year terms, four (4) members at large (one from each district of the State, when possible) to serve on the Executive Council.

B. Duties of the Executive Council are to:

1. Be the incorporated, legal arm of the General Assembly.

2. Hold in trust all properties and assets of the General Assembly.

3. Coordinate the work of the boards and other agencies of the General Assembly.

4. Serve as a coordinating body for inter-church groups outside the General Assembly when requested to do so by the General Assembly.

5. Annually present to the General Assembly for approval, a budget to underwrite the work of the General Assembly. This Budget shall be approved by the Assembly by a 2/3 majority.

6. Appoint special committees/task forces (i.e. Stewardship, long range planning, etc.) for temporary causes. These committees shall be accountable to the Executive Council and shall dissolve as soon as their assigned work is complete.

7. Appoint members to fill vacancies that occur between annual meetings. These appointments shall be made upon recommendation of the board or committee involved, if individual shall be ratified to fill the vacancy.

8. Plan programs for the General Assembly.

C. The Executive Council shall prepare its own manual of operations, subject to the approval of the General Assembly.

Section 2- CHRISTIAN EDUCATION BOARD

The Christian Education Board shall consist of six (6) members, (when possible, two each from the NC and E districts and one each from the SC and W districts of the State), ratified by the General Assembly for terms of three (3) years, plus the State Youth Director.

A. The officers of the Christian Education Board shall be a Chair, Vice-Chair, and Recording Secretary selected annually from within the board.

B. Duties of the Christian Education Board:

1. Plan, coordinate, and promote educational events to equip laity and clergy for service in the local church.

2. Oversee the work of Youth ministry of the Church of God in Kentucky.

3. Plan, coordinate and promote the State Programs for seniors, families, young adults, youth and children

4. Any other duties assigned by the Executive Council.

C. The Christian Education Board may appoint a ministries coordinator for any age group or special need that it recognizes.

Section 3 - CREDENTIALS BOARD

The Credentials Board shall consist of six (6) members (when possible, two each from the NC and E districts and one each from the SC and W districts of the State) ratified by the General Assembly for terms of three (3) years.

A. The officers of the Credentials Board shall be a Chair, Vice-Chair, and Secretary selected from within the Credentials Board annually.

B. Duties of the Credentials Board:

1. Receive applications for ordination to the ministry; to receive recommendations concerning such candidates; and to make such investigations as shall prove beyond reasonable doubt, the character, dependability, evidence of Divine Call, and doctrinal integrity of the applicant for ordination.

2. File the names of all applicants for ordination and record all ordinations with the Recording Secretary of the General Assembly and with the State Minister.

3. Maintain a complete registration of all ministers and congregations in the State of Kentucky for the Yearbook and work in full cooperation with Congregational Ministries of Church of God Ministries in Anderson, Ind. Copies of this registration shall be made available to the State Minister and the Recording Secretary of the Assembly.

4. Provide service to ministers and congregations in accordance with its manual of operation.

5. Discipline ministers and congregations in accordance with its manual of operation.

6. Should term limits effect both the Chair and the Vice-Chair, the chair shall remain in the ex-officio/non-voting advisory capacity for one (1) year.

7. Commission, as needed, a Health and Wellness Task Force. (The Credentials Board is responsible for training this task force's members in church conflict resolution.)

Section 5 - EVANGELISM BOARD

The Evangelism Board shall consist of six (6) members (when possible, two each from the NC and E districts and one each from the SC and W districts of the State) ratified for terms of three (3) years.

A. The officers of the Evangelism Board shall be a Chair, Vice-Chair, and a Secretary selected from within the board annually.

B. Duties of the Evangelism Board:

1. Carry out an evangelism and church extension program in the state by planting, building and establishing churches.

2. Provide counseling service in church building programs wherever desired.

3. Administer a revolving loan fund to aid churches within the state.

4. Promote a educational program to accomplish these desired ends.

5. Promote the Kingdom Builders Program.

6. Develop an operations manual and review it annually

7. Any other duties assigned by the Executive Council.

Section 6 - FOUR SEASONS CHRISTIAN CENTER at Camp Lyons BOARD

The Four Seasons Christian Center at Camp Lyons Board shall consist of six (6) members (when possible, two each from the NC and E districts and one each from the SC and W districts of the State) ratified for terms of three (3) years.

A. Officers of the Four Seasons Christian Center at Camp Lyons Board shall be a Chair, Vice-Chair, and a Secretary selected annually from within the Four Seasons Christian Center at Camp Lyons Board annually.

B. Duties of the Four Seasons Christian Center at Camp Lyons Board:

1. Supervise the development, maintenance, marketing, usage and care of the grounds and facilities of the Four Seasons Christian Center at Camp Lyons Christian Center.

2. Develop and revise annually an Operations Manual for this board.

Section 7 - AUDITING COMMITTEE

The financial records of the General Assembly are to be audited annually by a committee of three (3) persons appointed by the Executive Committee of the General Assembly. A written report shall be given to the Chair, Vice-Chair, Recording Secretary, Treasurer and the State Minister of the General Assembly, prior to the annual business meeting. A copy of this report shall be distributed with the financial statement.

A. The Auditing Committee shall operate by a procedure recommended by a Certified Public Accountant who specializes in nonprofit organizations.

B. A review by a professional accountant shall be conducted once every three years.

Section 8 - BUSINESS COMMITTEE

The Business Committee shall be comprised of: Chair, Vice-Chair, Secretary, State Pastor, and one (1) at-large member of the General Assembly who is not a member of the Executive Council but is appointed by the Executive Council. The Business Committee shall review all business to be presented to the Executive Council of the General Assembly. All matters to be presented to the Executive Council or General Assembly by any person or group shall first be submitted to the Business Committee for recommendation at least two weeks prior to the meeting in which it is desired to have the matter considered. The General Assembly, by a majority vote, may decide to consider matters not presented to them by the Business Committee provided the business has first been submitted to the Business Committee for consideration. They shall consider and recommend new business.

A. The Vice-Chair of the Executive Council shall serve as the Chair of the Business Committee (refer to article 4, section 2, B)

Section 9 - NOMINATING COMMITTEE

The Executive Council shall annually appoint seven (7) persons (when possible, one from each district of the state) to serve on the Nominating Committee. The State Pastor shall be responsible for convening the Nominating committee. The Chair of each of the standing boards (Christian Education, Credentials, Evangelism, Four Seasons Christian Center at Camp Lyons, shall serve as exofficio/non-voting advisory members of the Nominating Committee.

A. The Nominating Committee shall select from among the members a Chair who will direct the work of the committee, and a Recording Secretary.

B. Duty of the Nominating Committee:
Nominate officers for the General Assembly and members for its various boards and committees except for the Nominating Committee. They must meet a minimum of eight weeks prior to the General Assembly Meeting, producing a ballot that is prepared and ready for mailing not later than 3 weeks prior to the annual General Assembly Meeting. They shall present to the General Assembly names for each position to be ratified.

C. Eligibility
Officers of the General Assembly and members of boards and committees with the exception of the Treasurer who have been ratified to two (2) consecutive terms are not eligible to succeed themselves again in that capacity/position without one intervening year.

D. Nominations for boards and committees, which have terms of two or more years, shall be made so that only a portion of the board or committee is ratified each year.

E. The Chair shall be responsible to insure that each nominee is contacted to obtain that person's permission to place that name on the ballot.

F. The Chair shall insure preparation of the ballot and presentation to the Executive Council at its last scheduled meeting prior to the Annual General Assembly Meeting.

Section 10 - ORGANIZATION OF BOARDS AND COMMITTEE

A. The boards and committees of the General Assembly shall submit written annual reports to the Executive Council in time for publication for the annual business meeting. Such reports shall include a statement of the group's activities, finances and proposed plans for the future.

B. Each board and committee shall prepare a manual of operation to direct the ongoing work of the board or committee, subject to the approval of the Executive Council. Each manual shall give the arrangements, organization and procedures of carrying out the work of the board or committee. Each board and committee shall review and if necessary revise its manual annually.

C. No individual shall serve on more than two elective committees or boards of the Assembly simultaneously. No one shall serve as chair of more than one elective committee or board in any given year. The Nominating Committee shall be the exception to these restrictions.

D. Board or Committee members shall be ratified for terms of three years with the exception of the Executive Council Officers.

E. No Board or Committee member may succeed himself/herself after two full consecutive terms without one intervening year.

F. In regards to vacancies on a Board or Committee, refer to Article VII, section 1, B, 6.

G. A 75% approval will be needed for all elected positions in Church of God Ministries

ARTICLE VIII - AFFILIATE ORGANIZATIONS

Section 1 - The Kentucky Women of the Church of God/Christian Women Connection (KyWCG/CWC) shall be considered an affiliate organization of the Assembly. Any other credentialed statewide organization of the church can, by a vote of the General Assembly, also be considered as an affiliate organization. The President of the KyWCG/CWC, and the President or Chair of other General Assembly approved credentialed organizations may attend the Executive Council with voting privileges.

Section 2 - The affiliate organizations are governed by their own by-laws, copies of which are to be on file at the State Office of the Church of God in Kentucky.

Section 3 - The Chair of the General Assembly shall serve, when requested, as representative of the General Assembly and sit as ex-officio/non-voting advisory member of the governing boards of affiliate organizations.

ARTICLE IX- AMENDING OF BY-LAWS

Section 1. These bylaws may be amended by a two-thirds vote of the members present and voting at any regular or special called meeting of this General Assembly.

Section 2. The Executive Council shall provide for a Bylaws review at least every three years.

ARTICLE X - EFFECTIVE DATE OF BY-LAWS

These bylaws shall become effective September 1 upon presentation to and acceptance by the General Assembly of the Church of God in Kentucky and shall be implemented within one year of said acceptance. Printed copies shall show when these Bylaws were approved by vote of the General Assembly and became effective.

Dates of revisions shall appear on printed sheets containing such revisions.
Date accepted by General Assembly, July 23, 2011

Kentucky State Chair,

Kentucky State Recording Secretary,

(end)

File Name: C:/KY_State_Ministries/bylaws/Bylaws_2005.doc

These bylaws replace those previously adopted August 26, 2000 by the Assembly.

The following persons served as the Bylaws Revision Committee:
Tim Gould, Chairman
Larry Buford
Rev Howard Megill

First Meeting.
Second Meeting,
Third Meeting.
Fourth Meeting, August 12, 2010 (EXECUTIVE COMMITTEE & EXECUTIVE-COUNCIL)