

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

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TABLE OF CONTENTS

ARTICLE I General Assembly, Name

ARTICLE II Purpose

ARTICLE III Membership

Section 1 Regular Scheduled Meeting

ARTICLE IV Officers

ARTICLE V State Ministries Office

ARTICLE VI Meetings

Section 2 Special Meetings Section 3 Quorum & Procedure
Assembly Year

ARTICLE VII Council, Boards and Committees -

| | |
|------------|---|
| Section 1 | Executive Council |
| Section 2 | Executive Committee |
| Section 3 | Christian Education Board |
| Section 4 | Credentials Board |
| Section 5 | Congregations and Ministers Service Board |
| Section 6 | Evangelism Board |
| Section 7 | Four Seasons Christian Center Board |
| Section 8 | Auditing Committee |
| Section 9 | Business Committee |
| Section 10 | Nominating Committee |
| Section 11 | State Publications Editor |
| Section 12 | Organization of Boards and Committees |

ARTICLE VIII Affiliate Organizations

ARTICLE IX Amending

ARTICLE X Taking Effect

**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, affiliated with the General Assembly of the Church of God 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 membership and determine, on occasion, when individuals or congregations are not recognized by the General Assembly as adhering to the general principles to which the General Assembly itself is committed. 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 - In a book suitable for the purpose, and which shall remain the property of the General Assembly, the Secretary shall keep an accurate account of all the acts, decisions and proceedings 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 be responsible for depositing monies, payment of funds, as well as general financial practices required by the position.

2. The Treasurer shall provide the monthly financial reporting records.

3. He/She must report any discrepancies immediately to the State Office for correction. In case of controversy the General Assembly Chair shall be notified; if deemed necessary the Chair would call a meeting of the Executive Committee to conduct an investigation.

4. The State Minister or Chair of the General Assembly Shall serve as second signatory for state bank account(s) if needed.

Section 3 - The Terms of Office

A. The Chair, Vice-Chair, Recording Secretary and Treasurer shall be ratified for terms of two years. In the event both the office of Chair and Vice-Chair are vacant, the General Assembly shall fill both these vacancies by ratification in a special business meeting.

B. No General Assembly officer may succeed himself/herself after two full consecutive terms without one intervening year.

C. The term of Recording Secretary and Treasurer shall be staggered so both do not expire the same year.

D. The term of Chair and Vice-chair shall be staggered so both do not expire the same year.

ARTICLE V - STATE MINISTRIES OFFICE

Section 1- The position of State Minister has been established to assist the General Assembly and its subordinate agencies 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. Oversee the role of Treasurer through the State Office. In all cases final responsibility of oversight of State Funds shall rest with the State Minister.
- C. 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, 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
 - 1. 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.
- D. 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.

ARTICLE VI - MEETINGS

Section 1 - Regular Scheduled Meeting

The General Assembly shall meet annually at a time and place determined by the General Assembly.

- 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 Committee upon a 10-day written notice to all General Assembly members, or the Executive Committee shall call a meeting upon a written request signed by 15 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. 35 members of the General Assembly shall be present to constitute a quorum at any regular or special meeting of the General Assembly.
- B. All meetings shall be conducted according to parliamentary procedure as directed by the parliamentarian and Roberts Rules of Order.
- C. All ratifications shall be by ballot unless otherwise agreed upon by the General Assembly. Tellers and other necessary assistants to prepare ballots and conduct the elections shall be arranged for by the General Assembly Chair.
- D. Minutes of all meetings of the General Assembly, council, boards and committees must be mailed 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 Committee.
- E. 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 sub-groups shall be, January 1 through December 31.
 - 2. The service year shall begin on the first day of the second month following the Annual General Assembly Meeting. All newly ratified officers and committee members are to 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. The Executive Council shall annually submit to the General Assembly for approval, a budget to underwrite the work of the General Assembly.

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

Section 2 - EXECUTIVE COMMITTEE

The officers of the General Assembly (the Chair, Vice-chair, Recording Secretary and Treasurer) shall constitute the Executive Committee of the General Assembly.

A. The Chair, Vice-Chair, Recording Secretary and Treasurer of the General Assembly are to serve the same offices on the Executive Committee.

B. Duties of the Executive Committee:

1. Appoint special committees for temporary causes. These committees shall be accountable to the Executive Committee and shall dissolve as soon as their assigned work is complete.

2. Appoint members to fill vacancies that occur between annual meetings. These appointments shall be made upon recommendation of the board or committee involved, if possible. All such appointees shall serve until the next annual business meeting when an individual shall be ratified shall be held to fill the vacancy.

3. Plan programs for the General Assembly.

4. Serve as the Ministers Aid Committee.

5. Serve as the Business Committee for the Executive Council and the General Assembly.

6. Serve as the Budget Committee to prepare and present a proposed budget to the Executive Council for approval.

7. Serve as Budget Promotional Committee for the General Assembly

Section 3 - 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 from within the board annually.

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

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

Section 4 - 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.

Section 5 - CONGREGATIONS & MINISTERS SERVICE BOARD

A. The Congregations & Ministers Service Board shall consist of nine (9) members, at least six (6) of which will be credentialed ministers (when possible, at least two each from the NC and E districts and at least one each from the SC and W districts of the State) ratified by the General Assembly for terms of three (3) years.

1. The officers of the Congregations & Ministers Service Board shall be a Chair, Vice-Chair, and Secretary selected from within the Congregations & Ministers Service Board annually.

B. Duties:

1. In the absence of a State Pastor, they shall serve pastors and other ministers in good standing in the placement/relocation process, and to serve congregations during times of pastoral transition.
2. Serve congregations and/or ministers in conflict resolution.
 - a. This Board shall not exercise authority or discipline except as approved by the Credentials Board.
 - b. This Board shall encourage congregations/ministers to seek help from responsible sources during stress, confusion or conflict.
 - c. The Board will be required to use conflict resolution methods, materials, and principles approved by the Executive Council. If the Board reaches an impasse, it may seek assistance from the Executive Committee.
3. The Board will endeavor to provide education and instruction in regard to state and national participation, support for state and national ministries and better ways of managing total church life.
4. The Board shall offer its assistance when, to the Credentials Board except as it relates to licensing and ordination.
5. The Chairman of this Board shall file a written report of its activities with the Executive Council of the Church of God in Kentucky biannually and the General Assembly of the church of God annually.
6. The Board shall refer all alleged misconduct or unethical practices by ministers to the Credentials Board in writing.
7. The board shall notify the Credentials board when approval status of the local church is in jeopardy. The Credentials board shall determine the status of the church.

Section 6 - 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.

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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.

Section 7 - FOUR SEASONS CHRISTIAN CENTER BOARD

The Four Seasons Christian Center 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 Board shall be a Chair, Vice-Chair, and a Secretary selected from within the Four Seasons Board annually.

B. Duties of the Four Seasons Board:

1. Supervise the development, maintenance, marketing, usage and care of the grounds and facilities of the Four Seasons Christian Center.
2. For additional responsibilities see Operations Manual for this board.

Section 8 - 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.

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

Section 9 - BUSINESS COMMITTEE

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

Section 10 - NOMINATING COMMITTEE

The Executive Council shall annually appoint four (4) persons (when possible, one from each district of the state) to serve on the Nominating Committee. The Chair of each of the standing boards (Christian Education, Credentials, Evangelism, Four Seasons Christian Center, Congregation's and Minister's Service Board and Treasurer shall serve on the Nominating Committee, ex officio.

- 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 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 who have been ratified to two (2) consecutive terms are not eligible to succeed themselves again 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 11 - STATE PUBLICATIONS EDITOR

The Executive Council and the State Minister shall appoint a Publication Editor to edit and publish a state publication. It will be the responsibility of the State Minister to oversee the production of the state publication.

Section 12 - ORGANIZATION OF BOARDS AND COMMITTEES

A. The boards and committees of the General Assembly shall submit in writing 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 every three years.

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 (refer to Article IV section 3, A).

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 2, B, 2

ARTICLE VIII - AFFILIATE ORGANIZATIONS

Section 1 - The Women of the Church of God in Kentucky and the Men of the Church of God in Kentucky shall be considered as affiliate organizations of the Assembly. Any other statewide organization of the church can, by a vote of the General Assembly, also be considered as an affiliate organization. The President or Chair of the Women of the Church of God, the President or Chair of the Men of the Church of God, and the President or Chair of other General Assembly approved affiliate organizations may attend the Executive Council without vote.

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 to sit as ex-officio member of the governing boards of affiliate organizations.

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ARTICLE IX - AMENDING

Section 1. These bylaws may be amended by a two-thirds vote of the members present and voting at any regular meeting of this General Assembly, provided that no amendments shall be adopted on the same day on which the amendment is proposed; or by a two-thirds vote of the members present and voting at any regular or special meeting provided that a copy of the proposed amendments, and notice that action will be taken thereon are mailed with notice of such meeting.

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

ARTICLE X - TAKING EFFECT

These bylaws shall become effective 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, August 7, 2006

Kentucky State Chair, Dr. Steve L. Birch

Kentucky State Recording Secretary, Tim Gould

(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. March ??, 2006

Second Meeting, July 18, 2006

Third Meeting. August 1. 2006

Fourth Meeting, August 7, 2006 (EXECUTIVE COMMITTEE & EXECUTIVE-COUNCIL)