



**CONSTITUTION  
&  
BY-LAWS**

(As amended at District Conference, May 11, 2021)

Article I	Name .....	4
Article II	Territory .....	4
Article III	Language.....	4
Article IV	Relationship.....	4
Article V	Definitions .....	4
Article VI	Tenets of Faith.....	4
Article VII	Objectives and Prerogatives .....	4
Article VIII	District Conference .....	5
Article IX	Meetings .....	5
Article X	Officers and Board of Directors .....	6
Article XI	Committees.....	6
Article XII	Local Assemblies.....	7
Article XIII	Dissolution .....	7
Article XIV	Amendments .....	7
By-Law 1	Parliamentary Order .....	8
By-Law 2	Order of Business.....	8
By-Law 3	DIRECTORS, OFFICERS AND SECTIONAL PASTORS.....	8
3.1	District Leadership Team .....	8
3.2	District Officers .....	9
3.3	Superintendent .....	9
3.4	Assistant to the Superintendent .....	11
3.5	Secretary-Treasurer .....	12
3.6	Executive Officers Committee.....	13
3.7	Signing Officers .....	13
3.8	Duties of the Directors and Officers .....	14
3.9	Pastoral College .....	14
3.10	Taking of Office, Vacancies and Removal.....	15
By-Law 4	Section Boundaries .....	16
4.1	The sections of the District of Québec shall be: .....	16
By-Law 5	District Committees .....	16
5.1	The District Leadership Team .....	16
5.2	Officers Committee.....	17
5.3	Conference Committees.....	17
5.4	Other Committees .....	17
By-Law 6	District Leadership Team Appointments.....	17
6.1	The District Leadership Team shall be responsible to make all District appointments as may be authorized by the Conference from time to time. They may make other appointments as they deem necessary to carry out the business of the District. ....	17

6.2	The District Leadership Team shall be responsible to detail the duties and terms of reference of all individual and committee appointments.....	18
6.3	The appointee or committee appointments shall report to and be responsible to the District Leadership Team as they may require and ultimately to the District Conference. ....	18
By-Law 7	District Ministries .....	18
7.1	All District Ministries established by the District Conference or the District Leadership Team shall be recognized as an integral part of the District vision and mission and shall function for the benefit of the District as a whole.....	18
7.2	District Ministries' activities shall be conducted under the general supervision of the District Leadership Team through the District Officers, and in accordance with District policy, including appointment of leadership.....	18
7.3	These ministries shall work in cooperation with their National counterpart where such exist.	18
By-Law 8	Ministry Education .....	18
8.1	Master's College and Seminary and Institut Biblique Québec .....	18
By-Law 9	Ministerial Credentials.....	18
9.1	Ministry Described.....	18
9.2	Credentials .....	18
9.3	Credential Transfer.....	19
9.4	Pastoral Resignations .....	19
9.5	Credential Holders Tithes.....	19
9.6	Discipline of Ministers.....	19
9.7	Pastor/Congregation Relationships .....	19
By-Law 10	Local Assemblies.....	20
10.1	Affiliation .....	20
10.2	Constitution.....	20
10.3	Application for Affiliation.....	20
10.4	Statement of Faith .....	21
10.5	Charter and/or Incorporation.....	21
10.6	Affiliated Assemblies .....	21
10.7	Privileges and Responsibilities of Affiliated Assemblies.....	21
10.8	Conference Representation .....	22
10.9	Building Projects.....	22
By-Law 11	Missions.....	22
By-Law 12	Amendments .....	22

# CONSTITUTION

## **ARTICLE I NAME**

The name of the Corporation shall be the Québec District of The Pentecostal Assemblies of Canada. In this Constitution and the other By-Laws of the Corporation, the term “District” refers to the Corporation unless the context dictates otherwise.

## **ARTICLE II TERRITORY**

The Corporation shall operate within the territory assigned to it by the General Conference of The Pentecostal Assemblies of Canada.

## **ARTICLE III LANGUAGE**

The Corporation shall conduct its affairs in both official languages of Canada.

## **ARTICLE IV RELATIONSHIP**

Although the District is a separate legal entity from The Pentecostal Assemblies of Canada, it shall function as an integral part thereof and shall be governed by the principles of cooperative fellowship as set forth in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

## **ARTICLE V DEFINITIONS**

### **Section 1**

The terms “church”, “assembly” and “congregation” are used interchangeably in these Bylaws.

### **Section 2**

The terms “District Conference” and “Corporation” are used interchangeably in these By-Laws.

### **Section 3**

The term “District Leadership Team” shall be understood to refer to the term “District Executive” in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

### **Section 4**

The members of the District Leadership Team shall be understood to be the District Presbytery as defined in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

## **ARTICLE VI TENETS OF FAITH**

This District accepts the Holy Scriptures as the all-sufficient rule of faith and practice, and adopts the Statement of Fundamental and Essential Truths, as approved by the General Conference of The Pentecostal Assemblies of Canada.

## **ARTICLE VII OBJECTIVES AND PREROGATIVES**

Within the objects set out in the Letters Patent of the District, the specific objectives and prerogatives of the District shall be:

### **Section 1**

To promulgate the Gospel of Jesus Christ, by all scriptural means, both at home and abroad; and to promote Christian fellowship in accordance with its Tenets of Faith.

### **Section 2**

To supervise the activities of the affiliated assemblies in its prescribed territory, in accordance

with the rights conferred by the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

### **Section 3**

To examine, license and ordain ministers who have met the requirements as set forth in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada and who have been approved by the District Conference.

### **Section 4**

To elect its officers and committees, to arrange for its meetings and to govern itself.

### **Section 5**

To establish and maintain such ministries and institutions as may be required by the District Conference, such as camp meetings, Bible schools, missionary rest homes, printing and publishing plants, and orphanages or other benevolent institutions.

### **Section 6**

To own, use, sell, convey, mortgage, lease or otherwise dispose of such property, real or chattel, as may be needed for the prosecution of its work in accordance with the laws of the Province of Québec and the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

## **ARTICLE VIII DISTRICT CONFERENCE**

When the membership of the District is called together for a business meeting, the meeting shall be called a Conference.

### **Section 1 Powers**

The District Conference shall possess all the powers of a general meeting of the members of the Corporation duly convened, and all the powers granted to the Corporation by the Letters Patent. This shall include the power to confirm a By-Law passed by the District Leadership Team and the power, by a two-thirds vote of the members of the District Conference present at the time of voting, to authorize a sale of the undertaking or assets of the Corporation, and to authorize a winding-up of the affairs of the Corporation.

### **Section 2 Membership**

All those who hold valid ministerial credentials with The Pentecostal Assemblies of Canada, and who have their permanent residence within the boundaries of the Québec District or who serve on the pastoral staff of a church within the Québec District, or who meet the criteria of Article 10 of the General Constitution and By-Laws of The Pentecostal Assemblies of Canada shall be recognized as members of the Corporation entitled to vote at the District Conference except for those who hold the non-voting Church Related credential. The General Superintendent of The Pentecostal Assemblies of Canada shall be recognized, ex officio, as a member of the District.

### **Section 3 Lay Delegates**

Each Affiliated Assembly in the District Conference shall have the right to representation in the District Conference meetings by lay delegates, as prescribed by the By-Laws.

## **ARTICLE IX MEETINGS**

### **Section 1 District Conference**

The District Conference shall meet biennially at a time and in a manner determined by the District Leadership Team. In the years were there will be no conference, a type of meeting such

as a Conference on the Ministry will be held; the financial support to attend this conference will be given in the same fashion as for a District Conference. In years without a District Conference, a communiqué will be sent to credential holders to provide information and reports.

### **Section 2 Special Conferences**

A majority of the District Leadership Team shall have the authority to call meetings of the District Conference at times other than the annual conference. Such meetings shall be called special meetings.

### **Section 3 Electronic Participation**

While business meetings are normally to be held in person, the District Leadership Team may determine that any meeting may be held by electronic participation. A person participating electronically in a meeting is deemed to be present at the meeting. Electronic participation means any telephonic, electronic or other communication facilities that permit all participants to communicate and vote. Absentee voting is not permitted.

### **Section 4 Notice of Meeting**

Notice of meeting shall contain the time and manner of meeting and, in the case of special meetings, or where confirmation of a By-Law or a special resolution is to be considered at an annual meeting, shall also contain a concise statement of the business to be dealt with at the meeting. Notices shall be mailed by ordinary prepaid mail to each member at the member's last known address, and to the secretary of each assembly, not later than two (2) months prior to the annual District Conference, and not later than ten (10) days prior to the time of any special meeting.

### **Section 5 Voting Constituency**

All members with voting credentials and lay delegates to the District Conference who are registered at any meeting of the District Conference shall constitute the voting constituency.

### **Section 6 Quorum**

Those members of the voting constituency present at the time of voting shall constitute a quorum.

## **ARTICLE X OFFICERS AND BOARD OF DIRECTORS**

### **Section 1 Officers**

The Officers of the District Conference shall be a Superintendent, an Assistant to the Superintendent, a Secretary and Treasurer, and such other officers as the Conference may elect from time to time.

### **Section 2 District Leadership Team (Board of Directors)**

The Directors of the District Conference shall be the members of the District Leadership Team and any such Directors as the Conference may elect from time to time.

## **ARTICLE XI COMMITTEES**

### **Section 1 The District Leadership Team**

### **Section 2 The Officers Committee**

### **Section 3 Conference Committees**

### **Section 4 Other Committees**

**ARTICLE XII LOCAL ASSEMBLIES**

Assemblies affiliated with The Pentecostal Assemblies of Canada shall be classified Affiliated Assemblies.

**ARTICLE XIII DISSOLUTION**

In the event of dissolution or winding up of the organization, all its remaining assets after payment of liabilities shall be distributed to The Pentecostal Assemblies of Canada for its own use or for distribution by The Pentecostal Assemblies of Canada to other recognized charitable organizations in Canada as warranted by the circumstances. This clause is unalterable.

**ARTICLE XIV AMENDMENTS**

Any proposed amendment shall be submitted to the District Leadership Team at least sixty (60) days before the regular or special meeting of the District Conference at which the proposed amendment shall be considered. If approved by the District Leadership Team, the amendment shall not become effective until ratified by the District Conference. The proposed amendment shall be submitted to the members at least thirty (30) days before any regular or special meeting at which it is proposed that the amendment be ratified. A two-thirds vote of all members present for the vote shall be necessary to ratify the amendment.

# BY-LAWS

## **BY-LAW 1 PARLIAMENTARY ORDER**

In order to expedite the work of the District Conference, it shall be governed by a spirit of Christian love and fellowship, and by the accepted rules of parliamentary procedure as outlined in Robert's Rules of Order and/or le Code Morin.

## **BY-LAW 2 ORDER OF BUSINESS**

During the District Conference each day shall include a period of devotions. The agenda approved by the District Leadership Team shall be the agenda for the Conference.

## **BY-LAW 3 DIRECTORS, OFFICERS AND SECTIONAL PASTORS**

### **3.1 DISTRICT LEADERSHIP TEAM**

#### **3.1.1 Composition**

The District Leadership Team shall be composed of the District Officers, three Members at Large, one Representative for the English Language Section (currently identified as the STL Section), one Representative for the First Nations Section, and one appointed member.

#### **3.1.2 Qualifications**

- 3.1.2.1 The three elected Members at Large of the District Leadership Team and the two representatives shall be credential holders of mature experience, sound character and recognized ability, who are either ordained, or hold a voting status credential for a period of not less than five consecutive years with The Pentecostal Assemblies of Canada, including at least one year in the Québec District immediately prior to election.
- 3.1.2.2 The appointed member of the District Leadership Team shall be an individual of mature experience, sound character and recognized ability, who is either credentialed, or a member in good standing of a local assembly of the Québec District of The Pentecostal Assemblies of Canada.

#### **3.1.3 Nominations and Elections**

- 3.1.3.1 The Sectional Pastors and District Officers shall form a nominating committee to place a minimum of six and no more than nine candidates in nomination to the District Conference for the positions of the three District Leadership Team Members at Large.
- 3.1.3.2 From the slate of nominees three Members at Large shall be elected by the District Conference to serve on the District Leadership Team. A simple majority and a plurality of votes are required for election on any election ballot. Should all positions not be filled on the first election ballot, then the candidates with a simple majority would be considered elected and the name receiving the lowest number of votes shall be dropped on this and any subsequent ballots until all the positions are filled.
- 3.1.3.3 In the case of the Representative for the English Section: The District Superintendent and the pastors of the English Section (currently identified as the St Lawrence section) will elect a member from their section to sit on the



District Leadership Team. The election of this member is to be ratified at the District Conference.

- 3.1.3.4 In the case of the Representative for the First Nations Section: The District Superintendent and the pastors of the First Nations Section will elect a member from their section to sit on the District Leadership Team. The election of this member is to be ratified at the District Conference.
- 3.1.3.5 The District Superintendent shall present a name for the appointed member to the District Leadership Team for ratification and appointment.
- 3.1.3.6 The term of office for the Members of the District Leadership Team shall be two years.

### **3.1.4 Functions of the District Leadership Team**

- 3.1.4.1 They shall establish vision, mission and policy for the district.
- 3.1.4.2 They shall give supervision over all district matters and appointments.
- 3.1.4.3 They shall be the Standing Credentials Committee to deal with all credential matters between Conferences and shall be responsible for the examination and approval of all candidates for the ministry, and discipline of all credential holders, which decisions shall be ratified by District Conference.
- 3.1.4.4 They shall serve as Directors of the Society in accordance with By-Law 3.8.
- 3.1.4.5 They shall present to the District Conference one name in nomination for each of the positions of Assistant to the Superintendent and Secretary-Treasurer.

## **3.2 DISTRICT OFFICERS**

### **3.2.1 Qualifications**

The Officers of this District Conference shall be ordained credential holders of mature experience, sound character and recognized ability, who have ministered for at least five consecutive years as ordained ministers before their election. In the cases of the Assistant to the Superintendent and the Secretary Treasurer the requirement of a five year ordination prerequisite would be desired but if no such candidate was available then the following prerequisites would apply, they shall be an individual of mature experience, sound character and recognized ability, who is either credentialed, or a member in good standing of a local assembly of the Québec District of The Pentecostal Assemblies of Canada. They shall be chosen from the membership, and shall have been ministering within the District for at least one year.

### **3.2.2 Term of Office**

The term of office for all District Officers shall be four (4) years from the conference of election.

## **3.3 SUPERINTENDENT**

### **3.3.1 Nominations and Elections**

- 3.3.1.1 A pre-conference ballot for the position of District Superintendent shall be mailed 60 days prior to District Conference to all members eligible to vote at District Conference, as described in Article VIII, Sections 2 and 3, to be returned postmarked no later than 30 days prior to District Conference. The pre-conference nomination ballot shall be mailed together with a description of

the qualifications, responsibilities and duties of the Superintendent and the District Leadership Team.

- 3.3.1.2 At a meeting of the District Leadership Team, no later than three months prior to the District Conference, the District Leadership Team shall appoint a Nominations Committee of three members. The members of the Nominations Committee shall declare themselves to be non-candidates.
- 3.3.1.3 Nominees receiving five per cent or more of ballots cast shall be contacted prior to District Conference for the purpose of accepting or declining the nomination. Only those standing candidates receiving more than five per cent of nomination ballots cast shall become nominees for election.
- 3.3.1.4 Should a nominee withdraw after receiving more than 50 per cent of the votes cast on the pre-conference nomination ballot, a second nomination ballot shall be conducted at District Conference at which time the District Conference shall be advised of all standing nominees who received more than five per cent of the votes cast in the pre-conference ballot. Further nominations from those present and voting shall be permitted on such a second nomination ballot only. Those who may have withdrawn after the pre-conference ballot shall be considered eligible for nomination. Those receiving three per cent or more of ballots cast shall be reported on the nomination ballot and shall become eligible nominees for election.
- 3.3.1.5 If fewer than three names are obtained by the pre-conference nomination ballot, a second nomination ballot shall be cast at the conference in session, as provided in By-Law 3.3.1.4.
- 3.3.1.6 In the event that there are fewer than three nominees standing after a second nomination ballot, the election procedure for this particular office shall be temporarily suspended, and the District Leadership Team shall be called into special session at the earliest possible time to consider the matter and report back to the conference at a later session with a nominee or nominees for the office to be filled. Following the announcement of the District Leadership Team nominee or nominees, an election ballot shall be cast and a simple majority vote shall constitute an election.
- 3.3.1.7 Except as provided in By-Law 3.3.1.4 there shall be no nominations from the conference floor.
- 3.3.1.8 In the event that a standing candidate receives the required two-thirds nominations on the pre-conference nomination ballot, a ratification vote shall be conducted at the District Conference, and a simple majority vote shall constitute election on this ratification ballot.
- 3.3.1.9 Two-thirds of the ballots cast in favour of any nominee shall constitute an election except when nominees have been reduced to only two on any election ballot and except as provided in By-Law 3.3.1.6.
- 3.3.1.10 If no election is declared as a result of the first election ballot, the three candidates receiving the highest number of votes shall be nominees to be further voted upon. All others shall be eliminated. If no election is declared as a result of the second election ballot, the name of the candidate receiving the lowest number of votes shall be eliminated and, on the succeeding ballot for the two remaining candidates, a majority vote shall constitute an election. In the event that there should be a tie, the election shall be determined by lot.

### **3.3.2 Functions of the District Superintendent**

- 3.3.2.1 The District Superintendent shall be the chief executive of the District Conference, and shall preside at all meetings of the District Conference, District Leadership Team, Officers Committee, and the Pastoral College.
- 3.3.2.2 The District Superintendent shall act in a supervisory capacity over all the ministers of the District and assist assemblies with advice and ministry as the need may require, at the request of the pastor, or the local church board.
- 3.3.2.3 The District Superintendent shall be responsible for the administration of discipline in all cases when requested to do so by the District Leadership Team in accordance with the respective Local, District and General Constitutions.
- 3.3.2.4 The District Superintendent shall present an annual report at the District Conference.
- 3.3.2.5 The District Superintendent shall be ex-officio, a member of all District Committees.
- 3.3.2.6 The District Superintendent shall be in regular contact with the members of the Pastoral College in order to offer them the same kind of support they themselves offer to others and to take the pulse on each section. He shall work, among other things, in cooperation with the Sectional Pastoral Representatives (SPR), on pastoral transitions. He shall perform such other functions as are usual and customary for presiding officers to perform or such as may be designated by the District Conference.

## **3.4 ASSISTANT TO THE SUPERINTENDENT**

### **3.4.1 Nominations and Election**

- 3.4.1.1 The Assistant to the Superintendent shall be elected by the District Conference after at least one name has been presented in nomination to the Conference by the District Leadership Team, with further nominations accepted from the floor in a nominating ballot. All votes shall be publicly recorded.
- 3.4.1.2 Voting Procedure
- 3.4.1.3 The First Ballot shall be a nominating ballot and a two-thirds majority vote on this or successive ballots shall constitute an election, except where candidates may have been reduced to two only, when a majority vote shall determine the election.
- 3.4.1.4 Five percent of the votes cast on the nomination ballot must be obtained to nominate a candidate for election. If a nominee does not wish to stand for election, the nominee must withdraw their name before the casting of the first election ballot.
- 3.4.1.5 Where a nominee, who has received as high as 51% of the nominations, refuses to stand for election, the members of the Conference shall have the right to cast a new nomination ballot.
- 3.4.1.6 If no election is declared as a result of the first nominating ballot, at least three names must be presented for the first election ballot.
- 3.4.1.7 Where a second nominating ballot has been cast, and this ballot results in only two names being presented for election, the names thus nominated shall constitute the nomination slate, and a simple majority of ballots cast on the following election ballot shall determine the election.

- 3.4.1.8 If no election is declared as a result of the first election ballot, the three candidates receiving the highest number of votes shall be nominees to be further voted on, and the names of all other candidates shall be eliminated.
- 3.4.1.9 If no election is declared after the second election ballot, the name of the candidate receiving the lowest number of votes shall be eliminated, and on the succeeding ballot, a majority vote shall constitute an election.

#### **3.4.2 Function of the Assistant to the Superintendent**

The Assistant to the Superintendent shall perform such functions as are usual and customary for an Assistant to the Superintendent to perform, or as may be designated by the District Conference or District Leadership Team.

### **3.5 SECRETARY-TREASURER**

#### **3.5.1 Nominations and Election**

- 3.5.1.1 The District Secretary-Treasurer shall be elected by the District Conference after at least one name has been presented in nomination to the Conference by the District Leadership Team with further nominations accepted from the floor in a Nominating Ballot. All votes shall be publicly recorded.
- 3.5.1.2 The voting shall follow the same procedure as for the Assistant to the Superintendent.

#### **3.5.2 Functions of the Secretary-Treasurer**

- 3.5.2.1 The Secretary-Treasurer shall be responsible for Resource Management, Credentials Management and Resource Development for the District.
- 3.5.2.2 The Secretary-Treasurer shall make and keep true records of the proceedings of the District Conference and shall publish the same as directed by the Conference.
- 3.5.2.3 The Secretary-Treasurer shall keep a record of all credential holders and Assemblies in the District.
- 3.5.2.4 The Secretary-Treasurer shall present an annual report at the District Conference.
- 3.5.2.5 The Secretary-Treasurer shall be custodian of all District funds and all such funds shall be deposited in a chartered bank in the name of the District Conference.
- 3.5.2.6 The Secretary-Treasurer shall keep an accurate record of all receipts and disbursements, and shall conduct the work of this office according to accepted business practices.
- 3.5.2.7 The Secretary-Treasurer shall expend District funds as directed by the District Leadership Team.
- 3.5.2.8 The Secretary-Treasurer shall give a report from time to time as may be requested by the District Leadership Team. The District books shall be audited annually and the Auditor's Report shall be read at the District Conference.
- 3.5.2.9 The Secretary-Treasurer shall perform such other functions as are customary to the office, or as instructed by the District Leadership Team, or District Conference.

3.5.2.10 The Secretary-Treasure shall preside at meetings in the absence of the Superintendent.

### **3.6 EXECUTIVE OFFICERS COMMITTEE**

- 3.6.1 The Executive Officers (the District Superintendent, Assistant to the Superintendent and District Secretary-Treasurer), under the direction of the District Superintendent, shall assist the District Superintendent in giving general oversight to all credential holders and departments between meetings of the District Leadership Team. The District Superintendent, with the assistance of the Executive Officers Committee, is authorized to act for the corporation in all matters that affect its interest while the District Conference and District Leadership Team are not in session.
- 3.6.2 This committee shall have the right to buy, take, lease or otherwise acquire, own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of real property, personal and mixed, tangible and intangible, of whatsoever kind as may be useful for the prosecution of their work as directed by the District Leadership Team.
- 3.6.3 They shall hold in trust such funds as may be committed to them or dispose of the same as they may be directed.
- 3.6.4 They shall communicate with members of the District Leadership Team in matters of significance (as defined by the District Leadership Team) before final action shall be taken.
- 3.6.5 They shall report to the District Leadership Team their activities on behalf of the society as they may be directed.
- 3.6.6 They shall have oversight of the District budget according to the policies established by the District Leadership Team.
- 3.6.7 They shall undertake such responsibilities as may be assigned to them from time to time by the District Conference or the District Leadership Team.
- 3.6.8 Each officer will assume certain other duties in fulfilling the vision of the District Office as assigned by the District Superintendent in consultation with the Officers Committee.

### **3.7 SIGNING OFFICERS**

- 3.7.1 In accordance with the Purposes as outlined in Article 7, Section 6 the District Leadership Team shall have the right to buy, take, lease or otherwise acquire, own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of real property, personal and mixed, tangible and intangible, of whatsoever kind as may be useful for the prosecution of its work, and as directed by the District Conference.
- 3.7.2 Contracts, documents, or instruments in writing requiring the signatures of the District shall be signed by the District Superintendent and by the District Secretary-Treasurer, or in the absence of any one of them, the Assistant to the Superintendent shall be authorized to sign with the District Superintendent or the District Secretary-Treasurer.
- 3.7.3 Signatories required for the deposit, investment, and disbursement of all District Funds shall be as authorized from time to time by the District Leadership Team.
- 3.7.4 All property, both real and personal, acquired by or in the name of, or for the purpose of the Québec District of The Pentecostal Assemblies of Canada, shall be vested in the corporation subject to any Declaration of Trust that may be executed by the corporation. All property, whether real or personal, acquired in the opening of new

assemblies where funds of the corporation are used and employed, shall be known as the property of the corporation or as the property of The Pentecostal Assemblies of Canada and shall not be transferred or disposed of without written consent under seal of the corporation in the hands of the proper officers thereof.

### **3.8 DUTIES OF THE DIRECTORS AND OFFICERS**

- 3.8.1** The directors may exercise all such powers and do all such acts and things that are not required to be exercised or done by the Corporation in general meeting, provided such acts or things are otherwise lawful.
- 3.8.2** No rule, made by the Corporation in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
- 3.8.3** The members of the District Leadership Team are the Directors of the Corporation.
- 3.8.4** The number of Directors must be three (3) or a greater number determined from time to time at a General Meeting.
- 3.8.5** A Director may be remunerated as determined by the Corporation from time to time.

### **3.9 PASTORAL COLLEGE**

#### **3.9.1 Definition**

The Pastoral College is composed of elected Sectional Pastors.

#### **3.9.2 Qualifications**

- 3.9.2.1** The section pastors shall be credential holders of mature experience, sound character and recognized ability, who are either ordained, or have been credentialed for a period of not less than five consecutive years with The Pentecostal Assemblies of Canada. They must have served at least one year in the Québec District immediately prior to election.
- 3.9.2.2** They shall demonstrate an aptitude and availability to give pastoral care to credential holders and churches within their respective section.
- 3.9.2.3** They shall possess an ability to facilitate and coordinate small group ministry among credential holders in their respective section.
- 3.9.2.4** They shall be accountable to the Executive Officers Committee through the District Superintendent.
- 3.9.2.5** Members of the District Leadership Team shall be considered ineligible for the position of Section Pastor.

#### **3.9.3 Nominations and Elections**

- 3.9.3.1** One section pastor shall be elected from each section of the District, as set forth by the District Conference from time to time, and in accordance with By-Law 3.9.1.
- 3.9.3.2** Each section shall conduct a nomination vote. Each eligible voter, as described in Article VIII, Section 2 and 3, shall be eligible to cast a nomination ballot for a section pastor for his or her respective section. This vote shall take place no less than 30 day prior to the District Conference.
- 3.9.3.3** From the nomination ballot, the candidates receiving the two highest numbers of votes shall form an election ballot that shall be presented at the District Conference to all eligible voters. The person receiving the highest number of votes shall be declared elected.

3.9.3.4 The term of office for the section pastors shall be two years.

#### **3.9.4 Functions of the Section Pastors**

- 3.9.4.1 Their number shall be as determined by the District Conference from time to time.
- 3.9.4.2 They shall coordinate meaningful community among churches and leaders.
- 3.9.4.3 They shall participate in the clergy care ministry of the District, providing for the support needs of the workers in their section.
- 3.9.4.4 They shall meet regularly as determined by policy.
- 3.9.4.5 They shall counsel with the pastors of the assemblies in their section as they have opportunity to contact them and endeavour to foster a spirit of close relationship between the individual assemblies and the District.
- 3.9.4.6 Any pastor or assembly desiring advice or aid shall be urged to appeal to the Section Pastor, who shall investigate and, if possible, bring about an adjustment. In the event that they are unable to satisfactorily settle a matter, it shall be referred to the District Superintendent and the District Leadership Team for further action.
- 3.9.4.7 The Section Pastor shall work in harmony with and under the District Superintendent in the oversight of the general business and work of the District as determined by the District Conference and/or District Leadership Team. They shall be consulted by the Superintendent as to pastoral changes with the respective sections.
- 3.9.4.8 They shall bi-annually nominate candidates to serve on the District Leadership Team as provided for in By-Law 3.1.2.1.
- 3.9.4.9 In order to avoid overloading the Sectional Pastor, each section could choose, as needed, one assistant or more who would be responsible for no more than eight (8) workers each.
- 3.9.4.10 They undertake to nurture a spirit of close relationships between them and the workers in their section and, if applicable, with their assistant(s).
- 3.9.4.11 The Pastoral College will meet once a year with the District Leadership Team.

#### **3.10 TAKING OF OFFICE, VACANCIES AND REMOVAL**

- 3.10.1** All positions shall take office at the close of the Conference at which they are elected, or in the case of section pastors, within sixty (60) days of Conference. Where other than the present incumbent District Officer shall be elected to a full-time office, the newly elected officer shall assume office three months after the election, or earlier at the discretion of the District Leadership Team.
- 3.10.2** Should a vacancy occur in any position through resignation, transfer from the District or Section, death, or disqualification, power shall be vested in the remaining members of the District Leadership Team to fill the office until the close of the next meeting of the District Conference.
- 3.10.3** Violation of principles as stated in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada may give just cause for disqualification and removal from a District leadership position. Without limiting the generality of the foregoing, among such causes for action shall be:

- 3.10.3.1 Any moral failure involving sexual misconduct or sexual deviation (including but not limited to adultery, homosexuality, incest and sexual assault).
- 3.10.3.2 Any moral failure of a sexual nature (including but not limited to improper contact with the opposite sex, sexual harassment, pornography, and any sexual conduct unbecoming a Director or Officer).
- 3.10.3.3 Any moral or ethical failure other than sexual misconduct or any conduct unbecoming to a Director or Officer (including but not limited to deception, fraud, theft, assault, the use of tobacco, alcohol, and the non-medical use of mood altering substances).
- 3.10.3.4 General inefficiency in the conduct of duties.
- 3.10.3.5 The propagation of doctrines and practices contrary to those set forth in the Statement of Fundamental and Essential Truths of The Pentecostal Assemblies of Canada.
- 3.10.3.6 A contentious or non-cooperative spirit.
- 3.10.3.7 An assumption of dictatorial authority.
- 3.10.3.8 An arbitrary rejection of district counsel.
- 3.10.3.9 The mismanagement of finances that brings reproach upon the cause.
- 3.10.3.10 Violations of The Pentecostal Assemblies of Canada Ministers' Code of Ethics.
- 3.10.3.11 Any proven act or conduct which after a full investigation of the evidence is determined to be in violation of By-Law 10.2 qualifications as set forth in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

#### **BY-LAW 4 SECTION BOUNDARIES**

##### **4.1 THE SECTIONS OF THE DISTRICT OF QUÉBEC SHALL BE:**

###### **4.1.1 The St. Lawrence Section**

It shall include those assemblies in the Province of Quebec which conduct their worship in the English language or, if the language of worship is other than French or English, would prefer to be part of an English language section.

###### **4.1.2 The First Nations Section**

It shall include all First Nations assemblies in the Province of Québec.

###### **4.1.3 The remaining sections and their boundaries will be determined by policy of the District Leadership Team.**

#### **BY-LAW 5 DISTRICT COMMITTEES**

##### **5.1 THE DISTRICT LEADERSHIP TEAM**

**5.1.1** They shall establish vision, mission and policy for the District subject to the District Conference.

**5.1.2** They shall be responsible for the supervision of all District matters subject to the ultimate approval of the District Conference.

**5.1.3** They shall be responsible to give oversight to the management and development of all District resources.



- 5.1.4 They shall be responsible for the discipline of members of the District Conference according to the standards set out in the district and general constitutions.
- 5.1.5 They shall appoint special committees as the need arises.
- 5.1.6 They shall set in order Assemblies that have met the prescribed requirements.
- 5.1.7 They shall have authority to approve applications for credentials between Conferences in special cases, subject to ratification of the District Conference at its subsequent session.
- 5.1.8 The District Leadership Team meetings shall be called from time to time at the discretion of the District Superintendent or by authorization of a majority of the District Leadership Team. They shall meet at least twice a year.
- 5.1.9 They shall appoint members to sit on the Boards of Governors of Masters College and Seminary and Institut Biblique du Québec, in accordance with their respective constitutions.

## **5.2 OFFICERS COMMITTEE**

- 5.2.1 The Officers Committee shall be made up of the Officers (District Superintendent, Assistant to the Superintendent and District Secretary-Treasurer).
- 5.2.2 This committee shall be responsible to represent the District Office of the Québec District of The Pentecostal Assemblies of Canada to the District Leadership Team and shall work with various sub-committees of the District Office which facilitate and coordinate the work of that office, and such other committees as would be determined by the District Leadership Team from time to time.
- 5.2.3 This committee shall also give oversight to the ministries and administration of the District Office with each of the officers assuming various areas of responsibility as designated from time to time by the District Superintendent in consultation with the Executive Officers Committee.

## **5.3 CONFERENCE COMMITTEES**

- 5.3.1 Such committees as may be necessary for the conduct of Conference business shall be appointed by the Officers Committee in consultation with the District Leadership Team before each District Conference.
- 5.3.2 These Conference Committee appointments shall be a minimum of three persons, and all such committees shall constitute the Conference committees to function at any time between appointment and the following Conference. The Conference shall have the privilege of adding not more than five additional members to any Conference committee from the Conference floor.

## **5.4 OTHER COMMITTEES**

From time to time the District Conference and/or the District Leadership Team may constitute any other such committees as may be necessary to fulfil the purposes of the Corporation.

## **BY-LAW 6 DISTRICT LEADERSHIP TEAM APPOINTMENTS**

- 6.1 The District Leadership Team shall be responsible to make all District appointments as may be authorized by the Conference from time to time. They may make other appointments as they deem necessary to carry out the business of the District.

- 6.2 The District Leadership Team shall be responsible to detail the duties and terms of reference of all individual and committee appointments.
- 6.3 The appointee or committee appointments shall report to and be responsible to the District Leadership Team as they may require and ultimately to the District Conference.

#### **BY-LAW 7 DISTRICT MINISTRIES**

- 7.1 All District Ministries established by the District Conference or the District Leadership Team shall be recognized as an integral part of the District vision and mission and shall function for the benefit of the District as a whole.
- 7.2 District Ministries' activities shall be conducted under the general supervision of the District Leadership Team through the District Officers, and in accordance with District policy, including appointment of leadership.
- 7.3 These ministries shall work in cooperation with their National counterpart where such exist.

#### **BY-LAW 8 MINISTRY EDUCATION**

##### **8.1 MASTER'S COLLEGE AND SEMINARY AND INSTITUT BIBLIQUE QUÉBEC**

- 8.1.1 The Québec District Conference, together with any other sponsoring District Conferences, shall be the legal body responsible for our District Bible Colleges and the management shall be in accordance with the constitutions of Master's College and Seminary and Institut Biblique Québec
- 8.1.2 Financial support for the College shall be in accordance with procedure as approved by the District Conference from time to time.

#### **BY-LAW 9 MINISTERIAL CREDENTIALS**

##### **9.1 MINISTRY DESCRIBED**

Recognition of candidates for the ministry within the jurisdiction of the District Conference shall be granted to those who meet the requirements prescribed in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada. There shall be the following categories of Credentials:

1. Ordained
2. Ministerial License for Women (issued prior to 1985)
3. Licensed Minister
4. Deaconess (issued prior to 1996)
5. Recognition of Ministry
6. Church Related Certificate

A letter of recommendation for the calendar year may be issued by the District Leadership Team, where circumstances would indicate this to be advisable.

##### **9.2 CREDENTIALS**

- 9.2.1 All candidates for credentials shall complete the official application form as approved by the General Executive of The Pentecostal Assemblies of Canada and forward the same to the District Secretary Treasurer. They shall appear in person before the Credentials Committee at a time before appointed by the Committee and shall be prepared to be examined as to doctrine, ability and conduct.

- 9.2.2 The granting of credentials recommended by the Credentials Committee shall be subject to the approval of the District Conference.
- 9.2.3 The time and place of ordination ceremonies and the officiating ministers shall be decided by the District Leadership Team, consideration being given to the wishes of the candidate.

### **9.3 CREDENTIAL TRANSFER**

All credential holders who transfer their residence from another district into the Québec District shall obtain a Certificate of Transfer from their former District Executive and shall present it to the District Leadership Team for acceptance. No credential holder shall exercise the privileges of membership in the District Conference until the transfer of credentials has been completed.

### **9.4 PASTORAL RESIGNATIONS**

Any pastor resigning their pastoral charge shall be required to give at least thirty (30) days notice to the Secretary of the Church Board, to the congregation, and to the District Superintendent.

### **9.5 CREDENTIAL HOLDERS' TITHES**

All those holding credentials with the Québec District of The Pentecostal Assemblies of Canada shall be required to give fifty per cent (50%) of their personal tithes to the District Office.

### **9.6 DISCIPLINE OF MINISTERS**

The District Conference, through the District Leadership Team, shall avail itself of the prerogatives conferred upon it, in the matter of the discipline of members, as defined by the General Constitution and By-Laws of The Pentecostal Assemblies of Canada in By-Law 10.

### **9.7 PASTOR/CONGREGATION RELATIONSHIPS**

- 9.7.1 Assemblies seeking the help of District Leadership Team in solving difficulties between the pastor and the assembly, which do not involve the pastor's credentials but do involve their position as pastor, must give bona fide evidence that every Scriptural effort has been made in effect a solution at a meeting of the local Church Board duly convened by the pastor.
- 9.7.2 In the event of not affecting reconciliation either the pastor or a majority of the Board shall have the right of appeal to the District Leadership Team. The refusal of the pastor to call a Board meeting when requested by a majority of the Board shall constitute the right of appeal by the Church Board to the District Leadership Team.
- 9.7.3 No official representation from either the local Church Board or local assembly will be heard by the District Leadership Team when the above procedure is not followed.
- 9.7.4 Should the difficulties between the Pastor and the Board or the Pastor and the Church congregation not be satisfactorily resolved by reconciliation through the good offices of the District Leadership Team, the matter shall be finally disposed of by the District Leadership Team instructing the Pastor to duly call a congregational business meeting to be presided over by the District Superintendent or he the District Superintendent's authorized representative. A simple majority of the voting members present shall be required to remove the pastor. In such an event, the retiring Pastor shall be given one month's salary and allowances and the use of the parsonage during that time.

- 9.7.5** Notwithstanding the foregoing; when in the considered opinion of the District Leadership Team Committee, there exists an unresolved deteriorating situation within a local assembly such as an evident exodus of people or a decrease of finances to the point where the solvency of the church is in jeopardy or a serious deterioration of pastor-congregation relations, that in such cases the District Leadership Team be authorized and empowered to bring together the Pastor and Board with the District Leadership Team to take positive steps to resolve the situation within the local assembly.

## **BY-LAW 10 LOCAL ASSEMBLIES**

### **10.1 AFFILIATION**

All assemblies established by ministers of The Pentecostal Assemblies of Canada and approved for affiliation by the District Leadership Team, shall be known and recognized as affiliated assemblies of The Pentecostal Assemblies of Canada without the necessity of a vote.

### **10.2 CONSTITUTION**

- 10.2.1** Any church or congregation that may be started by action of the District Leadership Team or by District finances or by any minister of The Pentecostal Assemblies of Canada or as a Branch of any Pentecostal Assemblies of Canada church, shall automatically be organized and ruled by the approved Local Church Constitution as passed by the General Conference of The Pentecostal Assemblies of Canada and as amended from time to time. They shall co-operate with the District and General Conferences in accordance with the Constitution and By-Laws of those bodies.
- 10.2.2** When a church does not have a constitution and wishes to adopt a constitution, the District Superintendent or any authorized representative shall be present at the meeting where such a constitution is discussed and voted upon, and the approved Local Church Constitution of The Pentecostal Assemblies of Canada shall be the only constitution accepted.
- 10.2.3** All affiliated assemblies shall have as a Pastor a credential holder of The Pentecostal Assemblies of Canada.

### **10.3 APPLICATION FOR AFFILIATION**

Any assembly desiring to affiliate with The Pentecostal Assemblies of Canada may apply to the District Superintendent for information regarding the procedure required for affiliation or setting the church in order as established by the General Conference, which is as follows:

- 10.3.1** The local congregation shall, at a regularly convened meeting, pass a resolution adopting the Statement of Fundamental and Essential Truths approved by the General Conference of The Pentecostal Assemblies of Canada.
- 10.3.2** The said congregation shall, at a regularly convened meeting, pass a resolution authorizing the officers of the local assembly to petition The Pentecostal Assemblies of Canada for affiliation.
- 10.3.3** Any church desiring affiliation with the Québec District of The Pentecostal Assemblies of Canada shall be required to rescind its present constitution, if any, and surrender its individual charter, if any, and shall be required to accept in total the approved Local Church Constitution of The Pentecostal Assemblies of Canada.

**10.3.4** The General Executive of The Pentecostal Assemblies of Canada, on recommendation of the District Leadership Team may grant the petition of affiliation and shall, forthwith, notify the local congregation of its direction.

#### **10.4 STATEMENT OF FAITH**

All affiliated assemblies shall accept the Statement of Fundamental and Essential Truths of The Pentecostal Assemblies of Canada.

#### **10.5 CHARTER AND/OR INCORPORATION**

A church that is already a member congregation of the Québec District of The Pentecostal Assemblies of Canada shall not be permitted to apply for an individual charter or incorporation for itself or any other church or branch church excepting by a resolution of the District Leadership Team.

#### **10.6 AFFILIATED ASSEMBLIES**

**10.6.1** Local assemblies which have matured sufficiently to accept their full share of responsibility for the maintenance of scriptural order, and which have been properly set in order, and are essentially self-supporting, shall be entitled to recognition as Affiliated Assemblies.

**10.6.2** A self-supporting assembly shall be understood to mean one that meets all financial obligations in providing a place of worship and its operation; an adequate salary for its pastor including an adequate dwelling, together with utilities such as heat, water, hydro and telephone, or financial provision for such services, and a car allowance; support for the District, World Missions, Bible College; and other such responsibilities as may be determined by the General Conference of The Pentecostal Assemblies of Canada or the Québec District Conference.

#### **10.7 PRIVILEGES AND RESPONSIBILITIES OF AFFILIATED ASSEMBLIES**

**10.7.1** They shall be amenable to the District Conference in doctrine, conduct, practice and in all matters which affect the peace and harmony of The Pentecostal Assemblies of Canada.

**10.7.2** They shall have the right to choose their own pastor, elect their own officers and hold property, either by Local Trustees or by The Pentecostal Assemblies of Canada as Trustees.

**10.7.3** They shall be entitled to representation in the General and District Conferences through accredited delegates according to the provisions of those bodies.

**10.7.4** They shall have the consideration of the District Leadership Team when it plans for Conventions, Fellowship Meetings, and Conferences and shall be entitled to the services of evangelists and missionaries on furlough.

**10.7.5** They shall have the advice and help of the District Leadership Team in all vital matters which affect them.

**10.7.6** They shall be expected to co-operate in the promotion of departmental activities of The Pentecostal Assemblies of Canada.

**10.7.7** They shall be expected to assume voluntarily their co-operative share in the expense of the District work by remitting a tithing of their general fund to the District office. They shall forward to the District office annually a copy of their financial statements.

**10.7.8** Nominations for pastor shall be submitted to the congregation by the church board after consultation with the District Superintendent with one name only to be presented for consideration by the congregation at one time.

**10.7.9** Assemblies shall recognize their responsibility to defray the moving expenses of an incoming pastor and to co-operate in making possible the pastor's attendance at the Annual District Conference and, when feasible, at the General Conference.

#### **10.8 CONFERENCE REPRESENTATION**

**10.8.1** Lay representation of Affiliated Assemblies at District Conference meetings shall be based on the membership of the assembly. Those assemblies having a membership of fifty (50) or less shall be entitled to one (1) lay delegate, and those having a membership of more than fifty (50) shall be entitled to two (2) lay delegates.

**10.8.2** Each lay delegate shall procure a letter from the Secretary or the Pastor of the assembly which certifies his/her appointment by the church board to represent the assembly in the District Conference. This letter shall be sent to the Roster Committee of the District Conference, prior to the Conference.

#### **10.9 BUILDING PROJECTS**

All building projects and/or acquisition or disposal of real property by local assemblies in the District exceeding 10% of their annual income shall be submitted to the District Leadership Team for approval.

#### **BY-LAW 11 MISSIONS**

We believe in World Missions and purpose as a District to work in harmony with the plans and methods of the World Missions Division of The Pentecostal Assemblies of Canada. It is recommended that all assemblies adopt a World Missions program, making provision for overseas, national, district and local community based on missions' endeavours.

#### **BY-LAW 12 AMENDMENTS**

Amendments to these By-Laws may be made by resolution of the District Leadership Team but shall not be effective until confirmed by at least two thirds of the votes cast at a regular or special meeting of the District Conference, provided that notice of the proposed amendment has been given in writing to the membership at least thirty (30) days before such meeting.