

# California Association of Free Will Baptists



## Constitution & Bylaws



PREAMBLE

From long experience, we the members of the Free Will Baptist denomination, being regularly baptized upon profession of faith in Christ, and realizing the necessity of a bond of union and fellowship among us as an association of churches, and to preserve and maintain correspondence and coordination among us, do therefore, ordain this constitution for our better denominational government.

ARTICLE I      NAME

The name of this organization shall be the California State Association of Free Will Baptists.

ARTICLE II      PURPOSE

The purpose of this organization shall be to coordinate efforts and policy for the primary cause of the evangelical and unifying the efforts of its constituency in denominational work in the State of California and to aid in the spreading of the gospel of Jesus Christ into the “uttermost parts of the earth.”

ARTICLE III      DELEGATION

**A. Types of Delegates**

**1. Standing Delegates**

- a. All the ordained members of any district association being a constituent part of this association, and in good standing with the association of which they are members.
- b. Wives of ordained members of any district association.
- c. All officers of the CAFWB.
- d. Members of standing boards of this association.

**2. Elected Delegates**

- a. Elected delegates shall be those delegates duly appointed or elected by the affiliate association which they represent.
- b. They shall in all cases be members in good standing in the affiliated association from which they come.

**B. Representation**

1. **Affiliation.** Representation in this association shall be by affiliated district associations.
2. **Allocation.** Each affiliated association shall be entitled to one (1) delegate per fifty (50) members.
3. **Required Documentation.** Each affiliated association shall represent by a letter, giving all of the statistical information called for by this body and listing delegates by name.
4. **Required Fees.** Representation fees as set by this association shall accompany the letter of information.

ARTICLE IV      MEETINGS

- A. **Scheduled Meetings.** This association shall meet annually on a date and at a place chosen by the association.
  
- B. **Emergency Meetings.** In the event of an emergency, the General Board shall set the date and place on the annual meeting.
  
- C. **Meeting Committees**
  - 1. **Appointment**
    - a. Committees are appointed by the Moderator and the General Board prior to the opening service of each annual meeting to accomplish specific tasks for that meeting.
    - b. The Moderator may appoint a committee on committees to select personnel for these committees.
  - 2. **List of Meeting Committees**
    - a. **Credentials Committee**
      - i. Examine association letters (obtained from Clerk) for listing personnel.
      - ii. Review nominations for offices and appointments to verify that nominees are members in good standing with their Free Will Baptist Church of membership. This may include contacting the pastors of nominees to determine their suitability for offices, or committee, commission, or board positions.
      - iii. Submit written report due at beginning of opening business session.
    - b. **Resolutions Committee**
      - i. Receive resolutions from the Clerk and delegates of the California State Association of Free Will Baptists.
      - ii. Review resolutions in light of constitutionality, redundancy, legality, appropriate grammar, etc.
      - iii. Submit a written report to the Clerk by the opening of the ~~first~~ last business session.
    - c. **Nominating Committee**
      - i. Receive nominations from association letters (via the Clerk) and from delegates in good standing.
      - ii. Receive nominations from all offices, including delegate to NAFWB annual meeting.
      - iii. Review nominations in light of good standing in Free Will Baptist Churches which are in good standing with their respective associations.
      - iv. Make recommendations to CAFWB in a written report to the Clerk due at the beginning of closing business session.

**D. Rules of Order**

CAFWB business shall be conducted in accordance with these documents:

1. *A Treatise of the Faith and Practices of the Original Free Will Baptists*
2. CAFWB Constitution and Bylaws
3. *Robert's Rules of Order*
4. CAFWB Rules of Assembly

## ARTICLE V      VOTING

### A. **Regular Session**

1. Votes in regular session shall follow generally accepted rules, consistent with *Robert's* and ARTICLE X of this document.
2. Delegates must be present to vote.

### B. **Boards and Committees**

1. Regularly Scheduled Meetings
  - a. Votes of all boards and committees in regularly scheduled meetings shall follow generally accepted rules, consistent with *Robert's* and ARTICLE X of this document.
  - b. Delegates must be present to vote.
2. **Emergency Votes**
  - a. **Rationale.** From time to time, issues may arise requiring a single vote, for which the issues have been sufficiently discussed, and information has been thoroughly disseminated; or, emergencies may arise requiring immediate plan adjustments (approval to sign contracts, payments, etc.). In such cases, it would be poor stewardship to require a physical site meeting for members spread out over hundreds of miles.
  - b. **Options for alternate forms of voting**
    - i. Conference Call
    - ii. Teleconference
    - iii. Electronic mail
    - iv. Text messages
  - c. **Non-options**
    - i. Voice mail
    - ii. Public options, such as Twitter, Facebook, MySpace, etc.
  - d. **Authorized Situations**
    - i. Pre-scheduling. Boards may set dates for conference calls or electronic votes in regular meetings.
    - ii. Special called votes. The chair of any board may set up a conference call or teleconference, or call for an electronic vote at any time between scheduled meetings.
  - e. **Requirements**
    - i. All board members must be advised of the vote in writing (hard copy / electronic mail / text).
    - ii. Board members must verify in writing that they have received the notice.
    - iii. A quorum is necessary for valid votes.
    - iv. All members must receive written minutes of the vote.

**C. Quorum**

1. **General Session.** A simple majority of registered delegates shall be considered a quorum at General Sessions.
2. **Board Meetings.** A simple majority of board members shall be considered a quorum at board meetings.

**D. Proxies**

1. **Definition.** A proxy is voting power given by one person to another to vote in his stead and it is also used to designate the person who holds the power.
2. **Limitation.** Proxy votes are limited to board deliberations, and may not be extended to anyone voting in general assemblies. (There is little use for debate where one members has more votes than another, possibly more than all the others combined.)
3. **Notification.** Proxies should be designated in writing, if at all possible (including electronic mail, instant messaging, or text messages). If not possible, the proxy designation must be verifiable by telephone.
4. **Authorization**
  - a. District Association General Board member proxies may be assigned by either the absentee member or the district association.
  - b. Any board may designate any member as proxy representative to the General Board meeting.
  - c. If a board member is in attendance at the board meeting, s/he may not be supplanted by a proxy unless the member has been removed from office by the district association.

**ARTICLE VI      STANDING BOARDS, COMMISSIONS, & COMMITTEES**

**A. Appointment**

1. Members of boards shall be elected at-large by majority vote of the CAFWB while in General Session.
2. Nominations may be received through two venues:
  - a. Through the Nominating Committee, to include nominations received from District Associations in official correspondence.
  - b. From the floor when in the CAFWB is in General Session
3. The Moderator shall explain the qualifications for serving on particular boards when presenting the position to the body for nomination.
4. Each board shall make position descriptions available for review to the general Assembly.
5. All nominations to fill positions on standing boards, commissions or committees in the CAFWB shall be reviewed by the Credentials Committee to determine that s/he is a member in good standing of a congregation in good standing with the CAFWB.
6. If it is found that a person elected from the floor is not in good standing, the board shall notify him/her of the decision and the rationale for the decision, and shall appoint a substitute member to fill the vacancy until the next regular session of the CAFWB.

**B. Staggered Terms**

1. Each board shall be composed of five (5) members serving five-year staggered terms.
2. Each board shall be composed of one five-year member, one four-year member, one three-year member, one two-year member, and one one-year member.
3. One five-year member shall be elected each year; if necessary, the assembly shall fill unfinished terms.
4. When launching a new board, five (5) individuals shall be nominated in the following manner: one five-year member, one four-year member, one three-year member, one two-year member, and one one-year member. Thereafter, one five-year member shall be elected each year, and if necessary, the assembly shall fill unfinished terms.

**C. Qualifications for Service on Boards**

1. All persons elected by affiliated associations to fill positions on standing boards, commissions or committees in the CAFWB shall be confirmed by the CAFWB, unless the Credentials Committee determines that s/he is not a member in good standing.
2. All board members shall pledge to adhere to:
  - a. *Treatise of the Faith and Practice of the Original Free Will Baptists*
  - b. FWB Church Covenant
  - c. Constitution and Bylaws of the CAFWB
3. Nominees must be members in good standing of FWB Churches that are members of and in good standing with the CAAFWB.
4. Nominees shall be physically capable of attending meetings and performing assigned tasks.
5. Nominees shall have sufficient time available (and approval from home congregation, if necessary) to attend board meetings, attend CAFWB events and meetings, and perform assigned tasks.
6. Nominees must have the following personal qualifications to serve on particular boards (see board member job descriptions):
  - a. Passion for the board's mission.
  - b. Appropriate spiritual gifts to expedite the board's mission.
  - c. Suitable experience, education, abilities, talents and expertise (including technology, if necessary) to enable him/her to function successfully in expediting the board's mission.
  - d. Team spirit
  - e. History of financial support for the mission of the board.
  - f. Above all, the nominee must exhibit a Christ-like spirit at all times.

**D. Vacancies**

1. **Cause.** Vacancies occurring on any board shall come by reason of:
  - a. **Resignation.** Any member of any board shall be allowed to resign at his pleasure except in cases where resignation would be to avoid discipline or on account of the stewardship of his office
  - b. **Death.**

- c. **Removal from the territorial bounds.** Any member who united with a church outside the territorial bounds of this association shall be considered automatically dismissed from membership on the board on which he serves, except as specified in this constitution.
  - d. **Failure to serve.** Members of boards who fail to serve in the capacity allotted them shall upon approval of this association be dismissed from the board.
  - e. **Failure to maintain good standing:**
    - i. Membership in good standing in a California Free Will Baptist Church.
    - ii. Member of church not in good standing with District Association
    - iii. Member District Association not in good standing with State Association.
  - f. **Improper conduct**
    - i. **Definition.** Members of boards may be dismissed by this association for unchristian conduct or conduct detrimental to the general welfare of this association or departure from FWB doctrine as specified in the FWB Treatise Statement of Faith.
    - ii. **Suspension process.** Any member who declared out of fellowship or against whom charges of heresy or unchristian conduct are being pressed, shall be suspended from active service on the board of which he is a member until the consummation of the charges made in the affiliated association by which he is disciplined.
    - iii. **Guilt.** If found guilty of charges as described above, he shall be dismissed from this board and his position shall be declared vacant.
2. **Filling vacancies.** Members of the board in question shall elect a substitute to fill the position until the next regularly scheduled meeting of the State Association.

**E. Board Service Limitation**

- 1. **Standard.** No member of this association shall serve on more than one standing board at any time.
- 2. **Exception.** Chairs of standing boards are also members of the General Board.

**F. Board and Committee List**

- 1. **Boards**
  - a. General Board
  - b. Mission Board
  - c. California Christian College Board of Trustees
  - d. Youth Ministries Board
- 2. **Committees and Commissions**
  - a. Executive Committee
  - b. Historical Commission
  - c. Financial Review Committee
  - d. Constitutional and Bylaws Review Committee

**G. Board, Commission and Committee Authority and Accountability**

- 1. **Board Constitutions**



- a. Standing boards and commissions, as agencies of this association, shall be empowered to have their own constitutions and bylaws, which shall not be repugnant to this constitution or the general policy of this association.
  - b. Any standing board must notify the State Association of any intended constitutional changes.
2. **Meetings**
- a. All boards, commissions and committees shall meet at the request of the chairman or a prearranged date.
  - b. All boards, commissions and committees shall have an annual meeting prior to the session of this association.
3. **Financial Integrity**
- a. **Audits**
    - i. **Mandatory Threshold for Audits.** All boards and officers of the State Association handling over \$200,000.00 annually shall be required to employ a CPA each year to audit their books and present a written report at each State Association annual meeting.
    - ii. **Exception Allowance for Audits.** If the Executive Board deems that such an audit would place an undue financial burden on a particular Associational entity, the Executive Committee shall be empowered to exclude said entity from a certified audit as they deem appropriate, electing instead for the entity to engage an accountant who uses an accurate balance sheet of approved standards of accounting of all funds received and disbursed, and signed by the officer or chairman of said Associational entity.
    - iii. **Review of Amounts Less Than Mandatory Threshold.** Those boards/committees handling \$200,000.00 or less per year shall be reviewed annually by the Financial Review Committee.
  - b. **Financial Practices**
    - i. The treasurer of this board shall receive and receipt all monies coming to it from all sources.
    - ii. Monies shall be deposited in a bank or banks.
    - iii. All debts and accounts of this board shall be paid by check drawn against this treasury and signed by the treasurer.
4. **Records**
- a. All boards, commissions and committees shall keep accurate minutes of all meetings which shall be available for reading at the request of this association.
  - b. An accurate balance sheet of approved standards of accounting of all funds received and disbursed shall accompany this report and shall be signed by the officers of this board.
  - c. A complete report of all activities of each board shall be made in writing at each annual session of this association.
5. **Cooperation.** Each board shall seek to work harmoniously with all district associations, boards, commissions, and committees within the CAFWB and with the NAFWB and all its agencies.

## H. Board and Committee Membership and Accountability

1. **General Board**

- a. Personnel of the General Board shall be:
  - i. Moderator
  - ii. Assistant Moderator
  - iii. Clerk
  - iv. District Association Representatives
  - v. Standing Board Chairs
  - vi. Executive Secretary of this association (non-voting)
  - vii. President of the California State Women's Auxiliary Convention (non-voting)
- b. **Election.** The General Board will be elected annually.
- c. **Authority and Accountability**
  - i. The General Board may not enact its own constitution and bylaws. It is bound by the Constitution and Bylaws of the California State Association of Free Will Baptists.
  - ii. The General Board shall have the power to act on behalf of, and for, this association from one regular session to another.
  - iii. This board shall stand liable to this body for discipline or dismissal for actions contrary to the general policy and intent of this association and these Articles and Bylaws.
  - iv. No decision shall be rendered by this board that will affect this association which could normally be detained and decided by this body in session.

2. **Executive Committee**

- a. **Personnel**
  - i. Moderator
  - ii. Assistant Moderator
  - iii. Clerk
  - iv. Executive Secretary
  - v. Chairs of the Mission, California Christian College and Youth Boards
- b. **Duties**
  - i. Act on all matters coming within the scope of the work of the General Board when said board is not in session.
  - ii. This committee shall fulfill responsibilities for scheduling and securing facilities for CAFWB events.
  - iii. In case of disputes from, or within an affiliated association, this committee shall serve as mediator.
  - iv. This committee shall hear all disputes or question of discipline, doctrine, or practice that may properly come before it from any of the bodies composing this association.
  - v. This committee shall hear any appeal that may be made by any association, church or individual person which is a component part of this body. Said appeal shall have been made in writing and properly signed by the constituent body or bodies or person making such appeal from the lower to the higher body.
- c. **Authority and Accountability**

- i. This committee shall have no dictatorial power whatever, but shall mediate attempts to settle such disputes as may be referred to this body in session.
    - ii. This committee shall be limited to make recommendations to these affected parties.
    - iii. If the recommendations are not accepted by all concerned, the committee shall refer the signed allegation to the General Board.
    - iv. If mediation proves unsuccessful the committee shall in turn refer the signed allegation to this association for final action.
    - v. In no case shall either the General Board or the Executive Committee issue a verdict of edict that could or would supersede this association in its decision.
3. **Mission Board**
  - a. One member elected by each affiliated association and confirmed by this association. One member elected by popular vote of the body.
  - b. **Duties**
    - i. Further the gospel of Jesus Christ “unto the uttermost parts of the earth.”
    - ii. Endeavor to establish missions and churches in communities within the bounds of this association with whatever assistance deemed necessary.
    - iii. In case of small churches failing to function, every possible assistance shall be rendered to maintain the effective witness of that church.
    - iv. Promote missionary endeavors from a local, state and denominational missionary program.
4. **California Christian College Board of Trustees**
  - a. **Personnel.** Five (5) members to this board shall be elected at-large by majority vote of the body to 5-year staggered terms.
  - b. **Special Requirement.** All elected members must sign the affidavit of service before taking office.
  - c. **Duties**
    - i. Establish and promote a high standard of Christian education within the framework of this association.
    - ii. Promote a high level academic institution wherein fundamental, orthodox, evangelical training may be obtained.
    - iii. Affirm the doctrine of Free Will Baptist as defined in the “Treatise of Faith and Practice of the Original Free Will Baptists” published by the National Association of Free Will Baptists as the guiding theological position of the institution.
  - d. **Authority.** This board shall orient itself and elect its own officers.
5. **Youth Ministries Board**
  - a. ~~Personnel. Five members to this board shall be elected at-large by majority vote of the body to 5-year staggered terms.~~ One member elected by each affiliated association and confirmed by this association, to serve 5-year staggered terms. (Revised in General Session 5/5/2015)
  - b. **Duties**

- i. Coordinate youth activities for the California State Association of Free Will Baptists (including camps, seminars, training, etc.).
    - ii. Assist district associations with youth activities as requested.
    - iii. Promote NYC activities and coordinate annual competition.
6. **Historical Commission**
  - a. **Personnel.** The Historical Commission shall be composed of three (3) members elected by popular vote of this body from the affiliated associations.
  - b. **Duties**
    - i. The Historical Commission will be responsible for functions of Historical Society among Free Will Baptists of California, to multiply the usefulness of the commission and its purpose.
    - ii. The purpose of the commission shall be to encourage, promote and support the gathering, preservation and utilization of historical materials concerning Free Will Baptists in general and California Free Will Baptists in particular.
  - c. **Authority.** The Commission shall orient itself and elect its own officers.
  - d. **Meetings.** It shall meet upon call of the chairman at any time.
7. **Finance Review Committee**
  - a. **Personnel**
    - i. A three (3) member Finance Review Committee shall be elected at-large by the State Association.
    - ii. Each member shall serve a three (3) year term with one member rotating off each year.
    - iii. No member shall serve more than two (2) consecutive full terms.
  - b. **Duties**
    - i. All boards and officers of the State Association handling over \$200,000.00 annually shall be required to employ a CPA each year to audit their books and present a written report at each Association meeting.
    - ii. Those boards / committees handling \$200,000.00 or less per year shall be reviewed annually by the Finance Review Committee.
8. **Constitutional & Bylaws Review Committee**
  - a. **Personnel**
    - i. Executive Secretary (standing member)
    - ii. Clerk (standing member)
    - iii. One member elected by popular vote of this association to serve annually.
  - b. **Duties.** This committee shall review and correct all grammatical errors, and update current titles and practices.
  - c. **Meetings.** This committee shall meet at least once annually or as directed by the State Association.
9. **Special Committees**
  - a. Committees, as necessary, shall be appointed or elected as this association shall approve.
  - b. Members shall hold office until their work is completed or their successors are appointed.

- c. Special Committees may be designated as permanent standing boards, commissions, or committees by amending these Constitution and Bylaws.

## ARTICLE VII      OFFICERS

### A. Officers Listing

1. Moderator
2. Assistant Moderator
3. Clerk
4. Assistant Clerk
5. Treasurer
6. Assistant Treasurer
7. Executive Secretary

### B. Officer Duties

#### 1. Moderator

- a. **Election.** The Moderator shall be chosen by majority vote of the delegates present and voting at the closing session of the association to service a term of one year.
- b. **Presidential Duties**
  - i. He shall be the presiding officer at all business sessions of this association.
  - ii. He shall maintain order in all business sessions and allow full and free debate on all issues, but recognize no one or allow debate by any demonstrating an unchristian spirit.
- c. **Ex Officio Duties**
  - i. He shall be a non-voting ex officio member of all committees, auxiliaries and boards of this association.
  - ii. In the event of a tie vote on the General Board, the Moderator has the option of voting to break the tie.
- d. **Chair Duties.** He shall service as chair of the General Board and Executive Committee.

#### 2. Assistant Moderator

- a. **Election.** The Assistant Moderator shall be chosen by majority vote of the delegates present and voting at the closing session of the association.
- b. **Term.** He shall service a term of one year.
- c. **Duties.**
- d. **Assistant.** He shall assist the Moderator in all business of this association.
- e. **Proxy.** In the absence of the Moderator, the Assistant Moderator shall act as moderator and be governed by the duties allotted to the Moderator.
- f. **Parliamentarian.** Service as parliamentarian at all sessions of this association.
- g. **Board and Committee Memberships**
  - i. Service as a member of the General Board and the Executive Committee.

- ii. In the event that the Executive Secretary position is vacant, the Assistant Moderator shall fill in as ex officio member on all standing boards and committees.
- 3. **Clerk**
  - a. **Election.** The Clerk shall be elected by the majority vote of the delegates present and voting at the closing session of this association.
  - b. **Term.** The Clerk shall service a term of one (1) year.
  - c. **Duties**
    - i. **Maintain Minutes**
      - 1. Keep a true and accurate record of the proceedings of the associational meetings.
      - 2. Print in book form and distribute associational minutes to all affiliated associations.
    - ii. **Service as Keeper of Official Documents.** Keep all papers and documents of this association, unless otherwise ordered, and shall conduct all correspondence for the association.
    - iii. **Board and Committee Duties.** Serve as Clerk of the General Board and the Executive Committee.
- 4. **Assistant Clerk**
  - a. **Election.** The Assistant Clerk shall be elected by the majority vote of the delegates present and voting at the closing session of this association.
  - b. **Term.** The Assistant Clerk shall service a term of one (1) year.
  - c. **Duties**
    - i. **Minutes.** Assist the Clerk in recording the minutes of the proceeding and shall make himself/herself available to assist in any of the labors of the Clerk.
    - ii. **Proxy.** In the absence of the Clerk, the Assistant Clerk shall become the Clerk and the duties of the Clerk shall then be applied to him/her.
- 5. **Treasurer**
  - a. **Appointment**
    - i. The Treasurer is not an elected position
    - ii. The Treasurer is recommended by the Executive Committee and approved by the General Board.
  - b. **Qualifications**
    - i. The Treasurer shall be selected from the ranks of the CAFWB.
    - ii. S/he must be a member in good standing of a Free Will Baptist Church.
    - iii. S/he must be qualified to fulfill the duties enumerated under the approved position description.
  - c. **Duties**
    - i. Receive all monies from donations, either given cooperatively, designated, or by other manners of income with receipts to donors.
    - ii. Pay all routine bills and other such bills as approved by the General Board.

- iii. Prepare a financial report for each General Board meeting, showing in detail all income and expenses, and disseminate to General Board members quarterly.
  - iv. Coalesce income and payments, and submit reports as needed or requested.
  - v. Prepare annual financial report for publication in the CAFWB Annual Digest of Reports.
  - vi. Notify the General Board in the event of a financial crisis.
  - vii. Maintain policies and procedures to ensure financial integrity.
  - d. **Meetings.** Attend all meetings of the General Board, Executive Committee and other called meetings as directed by the General Board.
  - e. **Non-voting Status**
    - i. The Treasurer is not a voting member of the General Board or Executive Committee.
    - ii. The Treasurer serves as consultant to board and committee meetings
6. **Assistant Treasurer**
- a. **Appointment**
    - i. The Assistant Treasurer is not an elected position.
    - ii. The Assistant Treasurer is recommended by the Executive Committee and approved by the General Board.
  - b. **Qualifications**
    - i. The Assistant Treasurer shall be selected from the ranks of the CAFWB.
    - ii. S/he must be a member in good standing of a Free Will Baptist Church.
    - iii. S/he must be qualified to fulfill the duties enumerated under the approved position description.
  - c. **Duties.** Assist the Treasurer in all these functions as needed:
    - i. Receive all monies from donations, either given cooperatively, designated, or by other manners of income with receipts to donors.
    - ii. Pay all routine bills and other such bills as approved by the General Board.
    - iii. Prepare a financial report for each General Board meeting, showing in detail all income and expenses and disseminate to General Board members quarterly.
    - iv. Coalesce income and payments, and submit reports as needed or requested.
    - v. Prepare annual financial report for publication in the CAFWB Annual Digest of Reports.
    - vi. Notify the General Board in the event of a financial crisis.
    - vii. Maintain policies and procedures to ensure financial integrity.
  - d. **Meetings.** Attend meetings of the General Board, Executive Committee and other called meetings as directed by the General Board.
  - e. **Non-voting Status**
    - i. The Assistant Treasurer is not a voting member of the General Board or Executive Committee.

- ii. The Assistant Treasurer serves as consultant to board and committee meetings.
7. **Executive Secretary**
- a. **Term of Service**
    - i. He shall be nominated by the General Board, and elected by the General Session of the CAFWB.
    - ii. He shall be elected for an indefinite term of office.
    - iii. Upon acceptance of this position the Executive Secretary shall service a minimum of six (6) months, the sole exception being for reason of health.
  - b. **Resignation or Termination**
    - i. In the event of his resignation or termination of office by the General Board, he shall give or be given a minimum of sixty (60) days notice.
    - ii. In the event of resignation or disciplinary action requiring termination, it shall become the duty of the General Board to effect the dismissal and/or replace the Executive Secretary until the next regular Association Meeting.
  - c. **Duties**
    - i. **Board and Committee Membership**
      - 1. He shall be a non-voting ex officio member of all committees and boards.
      - 2. In the event that the position is vacant, the Assistant Moderator shall fill the ex officio positions in the Executive Secretary's place.
    - ii. **General Promotion**
      - 1. The Executive Secretary shall be responsible for the general promotion of all branches and departments of this association where designated offerings are needed or sought.
      - 2. Although some other agencies may have executive secretaries, it shall be his duty to promote these agencies in the coordinated denominational effort.
      - 3. He shall make every effort to enlist all churches within the general framework of this association to support the cooperative plan of support with a tithe. All offerings received shall be forwarded to the Treasurer for distribution to the designated agency.
      - 4. He shall work closely with the Moderator in coordinating denominational efforts.
      - 5. He shall make periodic visits to each association and there inform them of the progress of the overall work of the association.
      - 6. It shall be his duty to promote the general welfare of this association with regular reports of the work made to the general membership of this body.
      - 7. Make known, by publication, denominational efforts and their successes.



8. He shall service as managing editor of the “Voice” or other publications.

**d. Operational Authority**

- i. The Executive Secretary is an employee of the CAFWB.
- ii. The Executive Secretary works under the authority of the General Board.
- iii. The Executive Secretary provides day-to-day leadership for the CAFWB, but makes all day-to-day decisions with the advisement of the Executive Committee, other than following standing policy and procedures.

**ARTICLE VIII      CHURCH GOVERNMENT**

A. **Congregational/Democratic.** The government of this association shall be congregational in form and democratic in its practice.

B. **Definition.** Congregational church government shall be defined as: “The local church is an independent body, as far as it relates to its own government, the transaction of its business, the choice of its officers, and the disciplining of its members. The local church holds the deeds of its own property and is responsible for its own financial obligations, and there is no authority by any ecclesiastical power that can revert or change the decision of the local church. When a majority of a congregation in regular conference votes for or against, their decision cannot be reversed by any denominational authority.”

**C. Appeals**

1. An appeal may be made by common consent by an aggrieved minority to the quarterly meeting for mediation.
2. If the quarterly meeting or other associations are dissatisfied with the ruling of the majority of a local church, they may withdraw the hand of fellowship from the local church, but it still leaves the local congregation in full charge of the church property and cannot interfere with its decisions any further.

**ARTICLE IX      DISCIPLINE**

This association shall have the right and authority to discipline its members and shall be recognized as the final ecclesiastical tribunal within the State of California for Free Will Baptists.

**ARTICLE X      CONFIDENTIALITY**

**A. Provision**

Ordained ministers and deacons and licensed ministers who are members in good standing of Free Will Baptist Churches are, in turn, in good standing with their District Association of the California State Association of Free Will Baptists are authorized under

this Constitution and Bylaws to receive privileged, private, confidential communications as “confessors.”

**B. Exceptions**

1. **Child Abuse.** Proven or suspected child abuse must be reported immediately.
2. **Intent to Do Bodily Harm to Another** (i.e., intended abuse, assault, kidnapping, homicide, etc.)
3. **Intent to Do Bodily Harm to Oneself** (i.e., suicide)

**ARTICLE XI      AMENDMENTS**

These bylaws may be amended by a two-thirds majority vote of the delegates present and voting at any session of this association provided that all proposed amendments are presented in writing to the association one day in advance of the action upon the proposed amendments.

**ARTICLE XII      PRINCIPLES OF BUSINESS AND RULES OF DEBATE AND DISCUSSION**

(Summarized/adapted from Robert’s Rules of Order)

**A. Principles of Business**

1. The conduct of business is determined by the right of a deliberate majority to decide.
2. The minority has the right to require the majority to abide decisions made by the body.
3. Undue strictness should never be allowed to intimidate members or limit full participation.
4. The right of deliberation requires all questions to be thoroughly discussed before taking action.
5. Silence signifies consent.
6. Assembly rules have the final say on everything.
7. Assembly rules may be suspended during an individual session by a two-thirds majority vote.

**B. Rules of Debate and Discussion**

1. **Beginning the Session**
  - a. The session shall begin with the Moderator calling the session to order.
  - b. The Moderator shall refer the assembly to the agenda (order of the day).
  - c. The Moderator shall refer the assembly to the rules of debate.
  - d. The Moderator and committee reports are merely recommendations and are not binding on the assembly.
  - e. The Moderator shall initiate the process for seating delegates.
  - f. Business begins.
2. **Obtaining the Floor**
  - a. The floor (the right to speak) is obtained by being the first to stand when the member speaking has finished.
  - b. Raising a hand is not sufficient to obtain the floor.

- c. Standing while another has the floor is out of order.
- d. Members must be recognized by the Chair before speaking.
- e. Proper address: state “Brother Moderator...”
- 3. **Motion Discussion and Debate**
  - a. No discussion may take place without a motion/resolution and second on the floor.
  - b. Debate cannot begin until the Moderator has stated the motion or resolution and opened the floor for discussion/debate.
  - c. When presented to the assembly and the question is stated, debate begins and changes occur.
  - d. Before the motion is stated by the Moderator (the question) members may suggest modification of the motion.
  - e. The mover can modify as he pleases, or even withdraw the motion without consent of the secondary.
  - f. If the mover modifies, the secondary can withdraw the second.
  - g. The “immediately pending question” is the last question stated by the Moderator.
  - h. If no member stands for discussion/debate, the Moderator calls for the vote.

#### C. **Resolutions**

- 1. Resolutions may come to the body through annual district association letters.
- 2. Resolutions may also come from the floor, but must be submitted to the Clerk by noon on Friday in order to be reviewed sufficiently by the Resolutions Committee.

#### D. **Decorum**

- 1. The member moving the “immediately pending question” is entitled to preference to the floor.
- 2. No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- 3. Members may not speak longer than five (5) minutes unless granted special forbearance by the Moderator.
- 4. All remarks must be directed to the Moderator.
- 5. Remarks must be courteous in language and deportment, avoiding personal references, never alluding to others by name or implying motives.

Approved 6/2012