



vernonalliance
church

2021 - 2022
ANNUAL GENERAL MEETING
SUPPLEMENT PACKAGE



Vernon Alliance
CHURCH



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VERNON ALLIANCE CHURCH ANNUAL GENERAL MEETING 6PM, SUNDAY, SEPTEMBER 25, 2022

1. **Welcome, Opening Comments, and Prayer** (Jas Parr)

2. **Adopt Agenda**

Motion: "To adopt the agenda of the 2022 VAC Annual General Meeting"

3. **Approval of Minutes** (Jas Parr)

VAC AGM June 16, 2021

Motion: "To approve the minutes of the 2021 VAC Annual General Meeting as recorded."

VAC SGM Nov 24, 2021 SGM

Motion: "To approve the minutes of the Nov 24, 2021 VAC Special General Meeting as recorded"

4. **Nominating Committee Report** (Jason Koleba)

5. **Elections**

6. **Lead Pastor Report** (Jason Koleba)

7. **Approval of Reports:** Lead Pastor, Elders, Treasurer, and Nominating Committee (Jas Parr)

Motion: "To adopt the 2022 annual report as presented"

8. **Present Financial Statement for Year Ending June 30th, 2021 and June 30th, 2022** (Wilf Haak)

Motion: “To adopt the (unaudited) KPMG financial statements for the fiscal year ending June 30, 2021, and June 30th, 2022.”

9. Appoint external financial Review (Wilf Haak)

Motion: “To accept the recommendation from the financial review committee to appoint KPMG as our Independent Review Practitioners for the purpose of reviewing our annual financial statements for the July, 2022–June, 2023 fiscal year”

10. Present Financial Update and Budget 2022-2023 (Wilf Haak)

11. Election results

12. Destroy Ballots (Jas Parr)

Motion: “To destroy the ballots“

13. Commissioning Prayer for Newly Elected Elders

14. Adjournment of AGM (Jas Parr)

Motion: “To adjourn the 2022 VAC Annual General Meeting”

15. Closing Prayer (Jason Koleba)



ANNUAL CONGREGATIONAL MEETING MINUTES OF VERNON ALLIANCE CHURCH JUNE 16, 2021 @ 7PM – ZOOM WEBINAR

Meeting Host: Glenn Lewis and Jason Koleba

Meeting Panelist: Tyler Lewis, Kim Severson, Wilf Haak, Len Wedel Darren Kroeker, Gary Hertgers

Agenda & Presenters

Presentation Method

1. Welcome, Opening Comments and Prayer – 7:03pm, Glenn

(Zoom)

Glenn gave a breakdown and outlined the process for the evening meeting. Thoughts were shared of gratitude. There was also a brief test vote to make sure everything was functioning properly.

2. Adopt Agenda – 7:24pm, Glenn

(Zoom)

Motion – “to adopt the agenda of the 2021 VAC Annual General Meeting”

Secunder: Trudy Kemper

Questions: none noted.

Vote: 46 of 47 (97.9%)

Results: **Carried**

3. Approval of Minutes - 7:32pm, Glenn

VAC AGM July 22nd 2020

a) Motion – “to approve the minutes of the 2020 VAC Annual General Meeting as recorded”

Secunder: Dixie Bennett

Questions: none noted.

Vote: 51 of 52 (98.1%)

Results: **Carried**

b) Motion – “to approve the minutes of the March 2021 VAC Special General Meeting as recorded”

Secunder: Caroline Bouman

Questions: none noted.

Vote: 55 of 56 (98.2%)

Results: **Carried**

4. Lead Pastor Report – 7:40pm, Jason

Jason highlighted the many good meetings he's been apart of the last year. He was thankful for the hospitality he and his family received. Notable highlights were baptisms, ministry events and prayer. Other highlights include upcoming events, and a time of Prayer in the Arbour June 26 & 27. In the future the church will be moving into a new vision with opportunities to serve. For Jason's closing thoughts he addressed the season we are currently in, and asked if the church community would be interested to gather to discuss this past season. There was agreement from some that this would be warranted.

5. Approval of Reports - 7:31pm, Glenn

Motion – “to adopt the 2021 annual reports as presented”

Seconder: Ryan Young

Questions: none noted.

Vote: 56 of 57 (98.2%)

Results: **Carried**

6. Nominating Committee Report - 8:02pm, Jason

Jason provided an update from the nominating committee, as well as thanking Len Wedel for his contribution.

7: Elections: 8:04pm

Elder nominees to address AGM;

1. Keith Schiehl 2. Jasmain Parr

Motion – “to affirm Keith Schiehl and Jasmain Parr to the Elder board and re-affirm Shelley Reeves to a second term on the Elder board”

Seconder: Evan Winkelaar

Questions: none noted

Results: **Carried**

Motion – “to affirm Leslie Warner and Trudy Ramsey as member representatives on the 2021-2022 Nomination Committee.”

Seconder: Mya Parr

Questions: none recorded

Results: **Carried**

8. Present Financial Statement for Year Ending June 30th, 2020 – 8:20pm, Wilf

Motion – “to adopt the (unaudited) KPMG Financial Statements for the fiscal year ending June 30, 2020”

Seconder: Lars Gilmhagen

Questions: none noted

Vote: 51 of 52 (98%)

Results: **Carried**

9. Appoint external financial Review - 8:26pm, Wilf

Motion – “VAC to engage KPMG as our Independent Review Practitioners for the purpose of reviewing our annual financial statements for the July 2020 – June 2021 fiscal year.”

Seconder: Evan Winkelaar

Questions: none noted

Vote: 52 of 53 (98.1%)

Results: **Carried**

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10. Present Financial Update and Budget 2021/2022 – 8:30pm, Wilf

Motion – “To approve the VAC General fund budget of \$1,341,000.00 for the 2021/2022 fiscal year”

Seconder: Lars Glimhagen

Questions: none noted

Vote: 50 of 53 (94.3%)

Results: **Carried**

11. Destroy Ballots Digitally – 8:40pm, Glenn & Tyler

Motion: “to digitally destroy the ballots”

Seconder: Tim Sproule

Questions: none noted

Vote: 50 of 50 (100%)

Results: **Carried**

12. Commissioning Prayer & Gratitude – 8:45pm, Roy Bouman

Roy prayed a blessing for Keith, Jasmain and Shelley

Motion: “To accept the recommendation from the financial review committee to appoint KPMG as our Independent Review Practitioners for the purpose of reviewing our annual financial statements for the July, 2022–June, 2023 fiscal year”

13. Bylaw Update - 8:50PM, Gary

Gary gave a brief background of our bylaw process of revision for the purpose of updating. This has been quite an involved process with feedback from Dexcom.

14. Adjournment of AGM – 8:55PM, Glenn

Motion: “to adjourn the 2020 VAC Annual General Meeting.”

Seconder: Tony Schnare

Questions: none noted

Vote: 48 of 49 (98%)

Results: **Carried**

15. Closing Prayer - Jason

Adjournment at: 9:01pm



SPECIAL GENERAL MEETING OF VERNON ALLIANCE CHURCH NOVEMBER 24 @ 7 PM - ZOOM WEBINAR

1. Welcome and Prayer: 7:02pm – Glenn Lewis

Opened our SGM with a welcome and a word of prayer.

2. Adoption of Agenda: 7:03pm

Motion #1: "to adopt the agenda of the 2021 VAC Special General Meeting."

Seconded: Dixie Bennett

49 plus 1 (in person) vote – 100% approved Motion Carried. (55 signed in during the vote)

3. Adoption of DEXCOM Approved Bylaws:

Motion #2: "To Adopt the DEXCOM approved bylaws as presented."

Seconded: Evan Winkelaar

Question 2.5d - Dixie Bennett, re what are the qualifications of membership. 7.5 and 7.6 - the question pertains to the lack of time within timeframe for NomCom to interview those nominated from the floor.

52 plus 1 (in person) vote – 98.1% **Motion carried.**

4. Lead Pastor's Update 7:43pm

Jason welcomed our new members to the VAC family. He also spoke into our attendance and shared statistics of how many have been attending physically and virtually; these numbers are very encouraging. Jason also provided updates on our youth ministry, some mission projects and budgets. He also shared the exciting news that Dr. Keith Taylor will be acting as interim president of the C&MA in replacement of recently departed David Hearn.

5. Closing Prayer – 8:03pm

Jason closed off our meeting in prayer.

6. Adjournment – 8:07 pm

Motion #3: "to adjourn the 2021 VAC Special General Meeting."

Seconded: Caroline Bouman

38 plus 1 in favour, 2 no votes....95%

Participants – 52 @ 7pm

REPORT OF THE 2022 NOMINATING COMMITTEE

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Overview

The 2022 Nominating Committee consisted of Roy Bouman, Keith Schiehl, Trudy Ramsey, Leslie Warner and was chaired by Jason Koleba. We reviewed all relevant documentation for the nomination of elders; including key scriptures, bylaws, and recommended best practices. In our meetings we also had a season of prayer and invited many people of prayer within the church to support us.

Our bylaws stipulate that a board member may serve a maximum of two consecutive terms of three years. At the conclusion of their second term, an elder is not eligible for re-election for one year.

Elder concluding second three-year term:

- Gary Hertgers

Elder resigning from the board mid-term:

- Glenn Lewis

Current Elders:

- Darren Kroeker – Second term (3rd year)
- Shelley Reeves – Second term (2nd year)
- Roy Bouman – First term (3rd year)
- Wilf Haak – First term (3rd year)
- Jas Parr – First term (2nd year)
- Keith Schiehl—First term (2nd year)
- Jason Koleba – Lead Pastor

Nominations to the Board of Elders

The current board has set the number of elders at nine (9) including the Lead Pastor. They directed the Nominating Committee to search for 2 eligible members willing to serve a 3-year term. After prayer and discernment, the Nominating Committee would like to recommend the following members as nominees to the Board of Elders

- Len Wedel
- Barbara Nudd

According to our bylaws, additional nominations may be made by any two or more active members by submitting the name in writing on an approved nomination form to the Lead Pastor for posting by September 11, 2022 (two weeks prior to the AGM). The proposed nominee must consent to being nominated before a nomination form is submitted.

Nominations to the 2023 Nomination Committee

The Nomination Committee also nominates the following two members to serve on the 2023 nomination committee:

- Helen Gutknecht
- Alison Witvoet

Conclusion

I want to thank the Nominating Committee for their diligence and prayer throughout this process. I would also like to thank the Board of Elders for their consistent service and prayer on behalf of our church family—especially in a time of pandemic and leadership transition. Of special note, I would like to express our deep appreciation to Gary Hertgers and Glenn Lewis for their leadership and commitment to this body. We are deeply grateful for you both.

Respectfully submitted,
Jason Koleba
Chair of the 2022 Nominating Committee

2022 ELDER NOMINEES

Barbara Nudd

Barb was raised in a Christian home in Elm Creek, Manitoba, and committed her life to Christ at the age of six. After high school, she completed three years at Bethany Bible College in Hepburn, Sask. After graduating, she moved to Banff for the summer, met Dave, and 48 years later, here they are. Dave and Barb, along with their 4 children, moved to Vernon 35 years ago and VAC quickly became their home church. Their family has now grown to 19 – including 9 grandchildren - who fill their lives with much joy. Over the years at VAC, Barb has served as Alliance Women's President, sat on the Finance Committee, facilitated Marriage Encounter weekends, participated in two Senior Pastor search committees, ushered, and helped out whenever needed.

After moving to Vernon, Barb began her post-secondary education at OUC. She completed her CGA designation and MBA. As an accountant, she worked in both public practice and as Administrator of the Spltasin First Nation. For the past 19 years, Barb has enjoyed a fulfilling career as a Business Professor at Okanagan College, having the opportunity to use her gift of teaching to impact many students' lives. She has also served as a Director on the Board of NexusBC, Vernon for the past seven years.



Len Wedel

Doreen and I have been married for 32 years. We have 2 adult children, Brent and Lindsay. Brent is married and he and Tiffany live in Chilliwack with our two grandchildren. Lindsay lives here in Vernon.

All my working years have been in the transportation industry. For the first 25 years I was a truck driver and for the past 22 years I have been employed as an operations manager. I am currently transitioning into retirement.

Over the years we have been involved in many parts of church life. Currently we both serve in prayer ministry and Doreen in the worship ministry and I as an usher. I also had the privilege of serving on two search committees, one being for our current lead pastor and more recently on the team for the Senior Associate pastor. I have previously served on the elder's board.

My spiritual journey began just over 38 years ago and can be described as the following: The first 10 years was all about Jesus rebuilding and restoring my life from many years of wayward living. The next 15 years were all about raising a family, working way too much, and having a few spiritual highlights with many days of plodding along with Jesus. These last 13 years have become days of very intentionally living with Jesus and daily spending time with Him and in His Word and allowing Him to refine my character, listening to His voice, and then moving forward each day in faith trusting and obeying Him to show me the path for the day and expecting that He will provide everything that I will need for that day. Jesus is my Lord and Savior, my Friend and Guide, Provider and Protector. The old hymn "Trust and Obey" has become a theme song these last years as I journey with Jesus. This has been and continues to be an awesome, difficult, challenging journey that I would not trade for anything knowing that my life here on earth is but a dot on the line of eternity. Jesus is returning for His bride (the church). We must ready ourselves.





KPMG FINANCIAL REVIEW 2021 - 2022

REPORT ENDING JUNE 30, 2021

- Available for download at vernonalliance.org/annualreport
- Printed copy (16 pages) available at main office of Vernon Alliance Church
 - please call ahead to ensure copy is available (250.545.7105)

REPORT ENDING JUNE 30, 2022

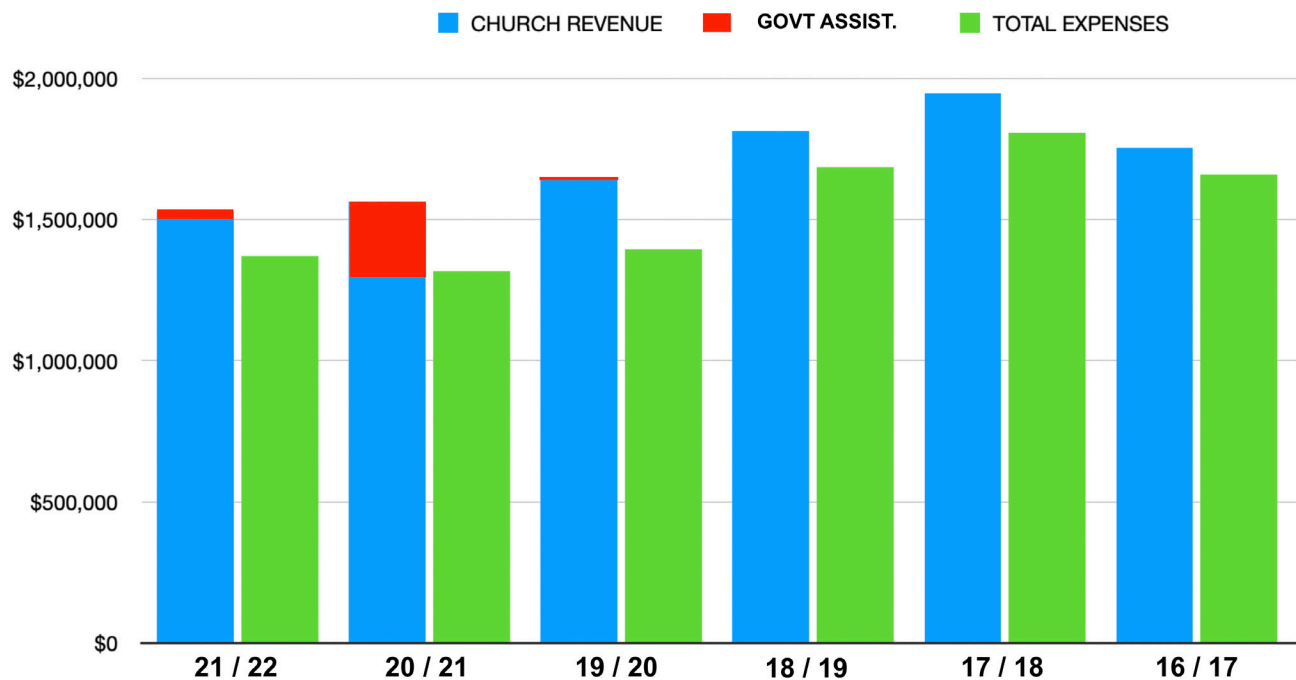
- Available for download at vernonalliance.org/annualreport
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FINANCE REVIEW COMMITTEE REPORT - AGM 2022

REVIEW OF THE JUNE 30, 2021 AND 2022 FINANCIAL STATEMENTS

Each year, a Financial Review Committee is established by the Board to review the annual financial statements and findings letter provided by an AGM appointed Independent Review Practitioner, in this case KPMG. The Financial Review Committee met and reviewed Vernon Alliance's financial statements, which are available on our website; links on previous page. KPMG have concluded that no errors have come to their attention while performing our Review Engagement for the years ending June 30, 2021, and 2022. There are a number of points that the Review Committee would like to bring to your attention:

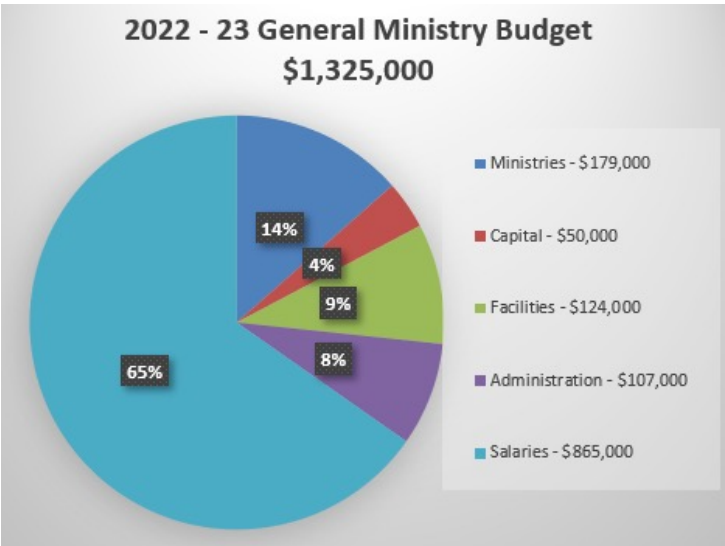
- We can celebrate the judicious management of expenses to align with available funds over these past few years
- During the year ending June 2021 amid the pandemic, expenses did marginally creep up above revenue however, the government subsidies more than made up for this
- We should rejoice as the year ending June 2022 reflects a significant turnaround of a four year trend of decreasing revenues; we hope to continue on this trend by encouraging giving for the work of Vernon Alliance both locally and globally
- We can give thanks that the mortgage was discharged as of last year
- We so greatly appreciate your generous giving, and we pray that as this continues God will enhance our capacity to reach people around the corner and around the world.



BUDGET 2022-2023

In accordance with the new governance policies and by-laws, this budget has been received by the Board and is now presented to the membership. Please note that:

- This budget is associated with the General Fund only and is based on the predicted cost of operations.
- There has been a conservative increase in the budget of approximately 2%.
- Due to the increase in our giving, the ratio of staff salaries and benefits to General Fund revenue has decreased slightly from last year and is well below the 70% limit established by the Board two years ago. This includes a reasonable cost of living allowance increase for staff.



RECOMMENDATION TO APPOINT EXTERNAL FINANCIAL REVIEW

It is the recommendation of the Financial Review Committee to appoint KPMG as our Independent Review Practitioners for the purpose of reviewing our annual financial statements for the July 2022 to June 2023 fiscal year.

Special thanks to the Financial Review Committee who took the time to thoughtfully assess the KPMG reviews and findings; Wilf Haak, Brian Kroeker, Jasmain Parr and Kelly Johnson.



VERNON ALLIANCE CHURCH BYLAWS

ADOPTED NOVEMBER 24, 2021

Preamble

The Local Church Constitution, the Manual of The Christian and Missionary Alliance in Canada, and these bylaws constitute the governing documents of the church.

Definitions and Interpretation

In these bylaws, unless the context otherwise requires:

“Annual General Meeting”	means the general meeting of the members held annually as specified in these bylaws
“Board”	means the Board of Elders of the church
“bylaws”	means the bylaws of the church
“Constitution”	means the Local Church Constitution contained in the Manual of The Christian and Missionary Alliance in Canada
“church”	means Vernon Alliance Church of The Christian and Missionary Alliance in Canada
“ordinary resolution”	means a resolution that requires a simple majority of the votes cast at a general meeting by the members eligible to vote or at a meeting of the Board.
“Special General Meeting”	is a meeting other than the Annual General Meeting in which special or urgent business may be conducted.
“special resolution”	means a resolution that requires a majority of no fewer than two thirds (2/3) of the votes cast at a general meeting by the members eligible to vote or at a meeting of the Board. It is required to make fundamental changes to the organization and governance of the church and decisions about major issues.
“officer “	means the positions of the Lead Pastor, the Board Chair, Vice Chair, Secretary, and Treasurer

Part 1 – Mission, Vision, and Core Values

1.1 The Board shall ensure that a current statement of mission, vision, and values exists for the church and is communicated appropriately.

Part 2 – Membership

2.1 In the absence of any other structure they approve, the Board is responsible for all matters related to membership.

2.2 Qualifications for membership are as stipulated in the Constitution and these bylaws.

2.3 There are three categories of membership:

2.3.1 Active Member

An Active Member is a member in good standing who has been officially confirmed as having met the requirements for membership outlined in the Constitution and these bylaws, and who regularly attends and actively supports the church in ways outlined in the membership covenant.

Active Members are eligible:

- a) to vote,
- b) to give primary leadership to church ministries, and
- c) unless otherwise restricted, to be elected to the Board.

2.3.2 Associate Member

An Associate Member is a former Active Member who is non-resident and/or for reasons acceptable to the Board, desires to retain membership in the church.

Associate Members may not vote at meetings of members, nor hold office in the church. An Associate Member may be returned to Active Member status at the discretion of the Board.

2.3.3 Member not in Good Standing

All members are in good standing except:

- a) a member who, in the opinion of the Board, has failed to remain active in the church, meaning that the member has been absent from the normal activities of the church for a period of twelve (12) months or more and has not communicated an interest in remaining a member of the church
- b) a member who is under discipline

A Member not in Good Standing may not vote at meetings of the members, nor hold office in the church.

A Member not in Good Standing may be returned to Active Member status at the discretion of the Board.

- 2.4 To become an Active Member of the church, an individual must participate in the church's application and orientation process. In addition:
- a) applicants for membership are expected to sign a membership covenant that identifies the commitments being made, and
 - b) an applicant for membership becomes a member when officially confirmed by the Board.

2.4.1 Membership in the church must be reaffirmed annually by a date set by the board.

- 2.5 A person ceases to be a member of the church:
- a) by delivering their resignation in writing to the secretary of the Board by mail, email, or personal delivery to the address of the Board.
 - b) upon death.
 - c) by transfer to another church.
 - d) upon having not been a member in good standing for 12 consecutive months.
 - e) upon being expelled as a result of any disciplinary process.
 - f) by the Board passing a special resolution which terminates membership upon the person failing to maintain the qualifications for membership or having accepted membership in another church. The person who is the subject of the special resolution for expulsion must be given an opportunity to be heard by the Board before the special resolution is put to a vote.

Part 3 – Government

- 3.1 The Annual General Meeting of the Members must be held within three (3) months of the end of the fiscal year on a date set by the Board.
- 3.1.1 The proposed agenda and written reports for the Annual General Meeting must be available on or before the Sunday, two (2) weeks prior to the Annual General Meeting.
 - 3.1.2 The reviewed or audited annual financial statements must be presented at the Annual General Meeting of the members.
 - 3.1.3 The Board must recommend an independent Chartered Professional Accountant to the members to review or audit the church's financial statements for the upcoming year.
 - 3.1.4 The members must appoint an independent Chartered Professional Accountant to review or audit the church's financial statements for the upcoming year.
- 3.2 Special meetings of members to consider special or urgent business:

- a) may be called by the Board.
- b) must be called by the Board when requested by at least 30% of the Active Members. Such request shall include a brief written statement of purpose.

3.3 Notice of Meeting must be given to members by verbal and/or print media and/or electronic media (email, church website, etc.) at least twenty-one (21) days and not more than sixty (60) days prior to any meeting of members. Such notice must indicate the purpose of the meeting.

3.4 The quorum for a duly called Meeting of the Members is the Active Members present.

3.5 Each Active Member is entitled to one vote and voting by proxy is not allowed.

3.5.1 The Chair must not cast a second vote in addition to the vote to which they may be entitled to as a member, and thus change the outcome of a vote.

3.6 The current edition of Robert's Rules of Order is the definitive resource on procedures at meetings of the members unless another procedure is otherwise provided by these bylaws.

Part 4 – Board of Elders

4.1 The Board must consist of the Lead Pastor, and at least three (3) and up to a maximum of 10 elected members. The number of elders must be set annually by the Board.

4.1.1 If the number of elders falls below three (3) plus the Lead Pastor, the Board must appoint an eligible Active Member to serve until the next Annual General Meeting.

4.1.2 Active Members who have attained the age of majority are eligible to serve on the Board.

4.1.3 Board members must annually sign a declaration of not being ineligible as defined by the Canada Income Tax Act.

4.1.4 Board members must declare any potential conflict of interest regarding any agenda item at the beginning of each meeting.

4.1.5 The length of term shall be three (3) years.

4.1.6 A Board member may serve a maximum of two (2) consecutive terms and will not be eligible for election for a period of one year.

4.2 The term of office begins at the conclusion of the Annual General Meeting at which the member is elected.

4.3 The Board must meet at least once per quarter. Meetings may be held at places the Board sees fit and attendance may include electronic means.

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- 4.4 The quorum for meetings of the Board is a majority of the serving members.
 - 4.5 A motion proposed at a Board meeting need not be seconded and the Chair of a meeting may move or propose a resolution.
 - 4.5.1 The Chair must not cast a second vote in addition to the vote to which they may be entitled to as a member, and thus change the outcome of a vote.
 - 4.5.2 The Board may pass a resolution without a meeting if a majority of the Board consents to the resolution in writing or by electronic means and it is recorded in the minutes.
 - 4.5.3 The Board must appoint the officers of the church, with the exception of the Lead Pastor, from among its members. The positions of Secretary and Treasurer may be held by one person, in which case the position must be identified as Secretary/Treasurer.
 - 4.5.4 At the request of the Lead Pastor, the Board may nominate a Chair for consideration by the Lead Pastor.
 - 4.5.5 If the Lead Pastor is not the Board Chair, the position of being an officer of the church is retained.
 - 4.6 Any two officers may sign documents on behalf of the church with the approval of the Board.
 - 4.7 The Board may delegate any, but not all, of their powers to committees consisting of one or more Board members as they see fit.
 - 4.7.1 A committee so formed in the exercise of powers so delegated must conform to any rules imposed on it by the Board and must report every act done in exercise of those powers to the earliest meeting of the Board after the act has been done.
 - 4.8 The Board must set and be the final interpreter of church policies.
 - 4.9 Unless stipulated in higher precedence legislation or these bylaws, the Board must determine the requirement for a special resolution.
 - 4.10 The Board must annually review the Lead Pastor's ministry and remuneration.
 - 4.11 Every member of the Board and officer of the church or other person who has taken or is about to undertake any liability on behalf of the church and their heirs, executors, and administrators, and estate and effects, respectively, must from time to time and at all times, be indemnified and saved harmless, out of the funds of the church or applicable insurance from and against:

- a) all costs, charges, and expenses whatsoever which the Board member, an officer, or other person sustains or incurs in or about any action, suit, or proceeding which is brought, commenced, or prosecuted against them in respect of any act, deed, matter, or thing whatsoever made, done, or permitted by them in or about the execution of the duties of their office or in respect of any such liability
- b) all other costs, charges, or expenses which are sustained or incur in or about in relation to the affair thereof, except the costs, charges, or expenses occasioned by willful neglect or default

4.12 A Board member may be removed from office by special resolution of the Board if the member:

- a) is absent for three (3) consecutive meetings without sufficient reason
- b) becomes ineligible under the Income Tax Act
- c) fails in their responsibilities as stipulated in the Constitution
- d) becomes a member not in good standing

4.12.1 If a Board member is removed from office under Part 4.12, an Active Member may be appointed, by ordinary resolution of the Board, to serve as a member until the next Annual General Meeting.

4.13 Persons who are not Board members may be present at a Board meeting or portion thereof at the invitation of the Board.

4.14 The current edition of Robert's Rules of Order is the definitive resource on procedures at meetings of the Board unless another procedure is otherwise provided by these bylaws.

Part 5 – Finances

5.1 The Treasurer and those appointed by the Board are the signing officers for the church bank accounts.

5.1.1 The Treasurer must be one of the signing officers of all church-related accounts.

5.2 The church shall not incur debt, with the exception of church credit card debt and capital leases not exceeding \$30,000 per item, without the approval of the District Executive Committee.

5.3 The Board may, upon approval of the District Executive Committee:

- a) borrow money upon the credit of the church by obtaining loans or advances or by way of overdrafts or otherwise
- b) issue, sell, or pledge securities of the church including bonds, debentures, and debenture stock for such sums on such items and at such prices as they may deem expedient

5.4 Any non-budgeted proposed capital expenditure exceeding 10% of the annual budget must be approved by special resolution at a duly called meeting of the members.

- 5.5 Real property may be acquired, disposed of, improved, or encumbered by order of the Board, subject to the approval of the members by special resolution and to the approval by the District Executive Committee.
- 5.6 The fiscal year of the church is from July 1 to June 30.
- 5.7 The annual financial statements must be reviewed or audited by an independent Chartered Professional Accountant. The reviewed or audited financial statements must be prepared in accordance with the Accounting Standards for Not-For-Profit Organizations.
- 5.8 The Board must establish a Financial Statement Review Committee that must:
 - a) be appointed by the Board and report to the Board.
 - b) consist of a minimum of two (2) Board Members (unless impractical), one being the Board Treasurer, with the majority of Committee members being Board members.
 - c) meet at least annually.
 - d) review the annual financial statements and the findings letter.
 - e) if necessary, meet in camera with the independent Chartered Professional Accountant who reported on the annual financial statements.
 - f) report its findings and recommendations to the Board prior to the first Annual General Meeting following the end of the fiscal year.
 - g) review other matters assigned by the Board such as, but not limited to, larger projects and purchases, proposed yearly budget, financial policies, and adequacy of insurance.

Part 6 – Church Ministries

- 6.1 The Board must ensure that there is an effective organizational structure for the church and its ministries.
- 6.2 The Board must ensure that policies and procedures are established for the affirmation, appointment, and potential removal of leaders in all church ministries.
- 6.3 Each ministry leader or committee must function with a ministry description that describes both responsibilities and accountability. The group or individual that appoints the person or committee must be responsible to ensure the ministry description is in place.

Part 7 – Elections

Nominating Committee

- 7.1 The Nominating Committee must consist of the Lead Pastor, a minimum of two (2) board members appointed by the Board, and an equal number of Active Members, who are non Board members, elected at the Annual General Meeting or another duly called Meeting of the Members.

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- 7.1.1 The Nominating Committee must serve until the next Annual General Meeting.
 - 7.1.2 The Board must appoint replacements for any vacancy that should occur in the Nominating Committee membership during the term of office.
 - 7.2 The Board must annually inform the Nominating Committee of:
 - a) the number of elders desired and the length of each term, ensuring a continuity of leadership
 - b) the number of eligible members who are not Board members to be elected to the Nominating Committee
 - c) the positions and number of candidates for any other office that are established by the bylaws or the Board
 - 7.3 The Nominating Committee must place in nomination, and report to the members, the nominees required for each position as specified by the bylaws or the Board.
 - 7.3.1 If the Nominating Committee wishes to consider one of its members for nomination, that person must withdraw from the Nominating Committee meeting while the decision is being made regarding the nomination.
 - 7.4 The Nominating Committee must establish its process for considering potential nominees.
 - 7.5 The Nominating Committee must post its report via print and/or electronic media at least twenty-one (21) days prior to the date set for the Annual General Meeting. Such report must include biographical information of each nominee.

Nominations by Members

- 7.6 Additional nominations may be made by any two (2) or more Active Members by submitting the name in writing on an approved nomination form to the Lead Pastor for posting at least two (2) weeks prior to the Annual General Meeting. In the absence of a Lead Pastor, nominations must be filed with the Board Chair or Secretary.
 - 7.6.1 The proposed nominee must consent to being nominated before a nomination form is submitted to the Lead Pastor.
 - 7.6.2 Such nominations must be included on the ballot after being vetted by the Nominating Committee for membership and eligibility status.

Part 8 – General

- 8.1 No offering for outside agencies shall be solicited without the approval of the Board.

- 8.2 Members may inspect the records of the church with the exception of the proceedings (minutes) of the Board and individual donor records other than the member's own.

Part 9 – Amendments

- 9.1 Bylaw amendments may be proposed by the Board and submitted to the District Superintendent for approval by the District Executive Committee.
- 9.2 Amendments shall be valid only after being approved by the District Executive Committee and adopted by special resolution of the Active Members present at a duly called meeting for such purpose.

Record of Amendments

May 1, 1953	church start date
February 7, 1955	adoption when church was organised
August 20, 1983	first set of bylaws established
January 1996	addition of elder review for “active members”
September 19, 2000	clarify definitions of “active members” and “associate members”
February 17, 2004	change date of annual budget approval and budget forecast to June
October 3, 2006	change maximum number of board members
October 6, 2009	financial statements to be made available as part of AGM
October 4, 2011	financial reviews required as part of AGM agendas
May 22, 2012	requirement for financial statements to be reviewed annually
November 24, 2021	DEXCOM required review.

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