

**CONSTITUTION AND BY-LAWS
OF THE
GENERAL ASSEMBLY OF
THE SOCIETY OF THE CHURCH OF GOD IN JAMAICA**

Incorporated under Law 47 of 1942

PREAMBLE: We the members of the Society of the Church of God in Jamaica, assembled for The Extra-ordinary General Assembly on October 30, 2004 at The Cleve Grant Building, 93B Constant Spring Road, Kingston 10, agree on the adoption of the following Constitution and By-Laws, this amended the By-Law No.24 of 1974

ARTICLE I – NAME

The name of this body is and shall be the General Assembly of the Society of the Church of God in Jamaica.

ARTICLE II – PURPOSE

The purpose of this General Assembly is:

1. To act as a body in conducting the Annual General Assembly meetings, and any other meeting of the General Assembly.
2. To determine and develop general policies and to authorize the establishment and maintenance of duly constituted boards and other agencies as are necessary for the effective functioning of the Church of God in Jamaica and in its international relations, in keeping with the national mission statement of the Society of the Church of God in Jamaica (hereinafter “the Church”).

ARTICLE III – SCOPE

This General Assembly shall be regarded as a voluntary association of nominated members, and shall be the highest decision making authority in the Church responsible to provide leadership to the Church, sustaining the vision in respect of counsel, worship, doctrine and administration, including good financial and resource management. It shall use the power vested in it by the congregations to regulate the smooth operation of the Church’s business in general, and that of the congregations in particular. It shall have the right to define its membership by declaring when individual ministers, members, or congregations are not recognized by the General Assembly as adhering to the general principles to which the General Assembly itself is committed. The powers and responsibilities of the General Assembly shall be vested in the Executive Council between Annual General Assemblies.

ARTICLE IV – MEMBERSHIP

The members of this General Assembly shall be all Pastors (ordained and unordained) and their spouses, serving the Church, the Officers of the General Assembly, Elders and Deacons serving their respective congregations, Commissioned Evangelists, Chairman of each Subordinate Board, Chairman of each Regional Council, the Regional Director of the Caribbean Atlantic Assembly, the Delegates from each congregation, Christian Education Director, Presidents of the Women of the Church of God, Men of the Church of God, and of the National Youth Council, The Chairmen of the Board of Governors of the Ardenne High School, the Ardenne Preparatory and Extension High School, the Leadership Training Institute, the Harrison Memorial Home for the Aged and the Church of God Home for Girls or their nominees either of whom shall be a member of the Church, such members being present at any regular business meeting of the General Assembly.

ALL OF THE ABOVE CATEGORIES SHALL BE MEMBERS OF THE CHURCH IN GOOD AND REGULAR STANDING.

This General Assembly shall have the right to add to its membership any person who obtains a two-thirds majority vote of the members present and voting. Such members of the Church shall be added on the first day of that particular General Assembly for its duration and must be present at the regular business meeting in which the voting takes place.

Those congregations that are recognized as belonging to the fellowship of the Church and, as such, subscribe to the Biblical doctrines as taught by the said Church and whose properties are vested in the Society of the Church of God in Jamaica and are actively involved in executing programmes for the fulfillment of its mission and the financing of the work in accordance with the mandate of the General Assembly, shall have the right to elect and send delegates from its own membership to the General Assembly in accordance with the following:

Two for the first fifty members or fraction thereof and
one for each additional fifty members or fraction thereof.

Written credentials issued by the Secretary or the Pastor of each congregation shall be presented or sent to the Secretary of the General Assembly certifying who are the delegates elected.

ARTICLE V – MEETINGS

This Assembly shall meet annually, at any location, within the Island of Jamaica. The date and place of meeting shall be determined by the General Assembly or the Executive Council. However, the Executive Council (EXCO) may call Extra-Ordinary meetings of the General Assembly at its discretion or at the request to EXCO, of at least two-thirds of the number of regions.

ARTICLE VI – AMENDMENTS

Section 1. This constitution may be amended at any regular business meeting of the Annual General Assembly by a two-thirds majority present, provided that the proposed amendment:

- 1) Be submitted to the General Assembly through the Executive Council in writing signed by at least one hundred (100) members of the Assembly not less than four (4) clear months before the meeting of the General Assembly.
- 2) Be circulated to all congregations of the Church at least three (3) clear months before the next General Assembly in writing signed by at least one hundred (100) members of the Assembly not less than four (4) clear months before the meeting of the General Assembly.
- 3) Be not enacted, altered or repealed on the same day on which it is brought to the floor of the Assembly. The General Assembly shall determine the effective date of enactment of said amendment(s).

Section 2. This Assembly may make and alter By-Laws at any regular business meeting by a two-thirds vote of members present and voting; provided that no new By-Laws shall be enacted and no By-Laws altered or repealed on the same day on which the change is proposed, and provided further that all proposed amendments to the By-Laws must be submitted through the Executive Council to the Annual General Assembly in writing and signed by one hundred (100) members of the Assembly not less than four (4) clear months before the meeting of the General Assembly.

BY-LAWS

ARTICLE I – OFFICERS

The Officers of the General Assembly shall be the Executive Chairman, First Vice Chairman, National Treasurer and Secretary.

Section 1. Executive Chairman

Appointment and Tenure:

1. The Executive Chairman shall be an ordained Minister of the Church for a minimum period of five years, at least three of which shall be in a pastoral capacity. In the event there is no suitably qualified ordained Minister, the Executive Council reserves the right to select any suitably qualified person from within the Church.
2. The Executive Chairman selected by the Executive Council shall have his position ratified at the next General Assembly following the date of selection.
3. The Executive Chairman's tenure of office shall be three years and he shall not serve for more than three consecutive terms.
4. The responsibility for the assessment of the Executive Chairman's performance shall be that of the Executive Council. This shall be conducted in January of each year.
5. In the event that the services of the Executive Chairman are terminated prematurely, the First Vice Chairman shall act in the position of Executive Chairman and the Executive Council shall immediately commence the process for the selection of a new Executive Chairman in accordance with Items 1 & 2 above.
6. The Executive Chairman shall be a paid officer of the Church with voting rights.

Responsibilities:

1. The Executive Chairman shall be accountable to the Executive Council for the fulfillment of the Church's mission, the development of ministries, and for the efficient and effective functioning of the Church's business.
2. The Executive Chairman shall represent the Church, nationally, regionally and internationally, in matters of church and state.
3. The Executive Chairman (in collaboration with the Executive Council) shall have a special responsibility and authority for the preservation of the truth of the doctrine of the Church, for the purity of its life, and the worthiness of its worship.

4. The agenda for the General Assembly shall be prepared by the Executive Chairman in consultation with the Executive Council.
5. The Executive Chairman shall see that Robert's Rules of Order, latest edition, is used to govern parliamentary procedure at all General Assemblies.

Authority:

1. The Executive Chairman is hereby authorized and shall speak on behalf of the Church on matters of church and state.
2. The Executive Chairman shall summon and preside over all meetings of the Executive Council and exercise all the ordinary duties of a presiding officer. He may call a special meeting of the Council at whatever time and place he may think necessary; and when any three of the members request same in writing, addressed to the Executive Chairman or Secretary in care of the Church of God office.
3. The Executive Chairman can make discretionary decisions on matters affecting the smooth running of the Church. He shall report in writing to the Executive Council, on the action taken in the exercise of his discretion within seven days of the said decision.
4. Where the Executive Chairman exercises his authority to make discretionary decisions in keeping with item 3 above, the Church shall indemnify him against any personal legal action, which may be brought against him.
5. The Executive Chairman shall ensure that all members of the Executive Council carry out their respective duties in accordance with the Constitution and By-Laws.
6. The Executive Chairman shall be an ex-officio member of all Committees, Boards, Commissions and Councils appointed under any provision of this Constitution and By-Laws.
7. The Executive Chairman shall be responsible for appointing special committee members as directed by the Executive Council and/or the General Assembly or in his own discretion.
8. The Executive Chairman shall execute all official correspondence of the Church as directed by the General Assembly and /or the Executive Council.
9. The Executive Chairman shall have general authority and supervision over the Church in accordance with this Constitution and By-Laws.
10. The Executive Chairman in collaboration with the Ordination Committee shall endeavour to deploy unassigned pastors in pastoral vacancies in the Church outstanding for more than one year.

11. The Executive Chairman shall preside, when he is so required, at the hearing of appeals in accordance with the provisions of this Constitution concerning the disciplinary hearings of Regional Chairmen, Pastors, Commissioned Evangelists, Deacons and the laity.
12. The Executive Chairman in his official capacity shall visit the Regions of the Church whether at the invitation of the Vice Chairmen, Ministers or Pastors or on his own initiative.
13. The Executive Chairman in consultation with the Executive Council may permit Pastors in regular service who have attained the official retirement age of sixty-five (65) years, to continue in service up to a maximum of seventy-five (75) years.

Section 2. Vice Chairmen

First Vice Chairman

1. The First Vice Chairman shall be an ordained Minister. However, in event that there is no suitably qualified ordained Minister, the General Assembly shall elect any suitably qualified member of the Church. He shall be elected biennially from among the members of the General Assembly.

His performance shall be reviewed after the first year.

2. He shall act for the Executive Chairman if he is unable to serve.
3. He shall chair the Assembly Planning Committee.
4. He shall be responsible for the supervision and functioning of such regions as shall be determined by the Executive Council.
5. He shall perform any other duties that may be assigned by the Executive Chairman from time to time.

Second Vice Chairman

1. The Second Vice Chairman shall be an ordained Minister. However, in event that there is no suitably qualified ordained Minister, the General Assembly shall elect any suitably qualified member of the Church. He shall be elected biennially from among the members of the General Assembly.

His performance shall be reviewed after the first year.

2. He shall act for the First Vice Chairman if he is unable to serve.

3. He shall be responsible for the supervision and functioning of such regions as shall be determined by the Executive Council.
4. He shall perform any other duties that may be assigned by the Executive Chairman from time to time.

Section 3. National Treasurer

Appointment & Tenure

1. The National Treasurer shall be appointed by the Executive Council from suitably qualified members of the Church and ratified at the next General Assembly following the date of appointment.
2. The incumbent shall be a paid Officer of the Church and shall have voting rights.
3. The tenure of office shall be three years, subject to renewal.
4. The performance of the Treasurer shall be assessed by the Executive Chairman in February of every year.

Summary of Responsibilities:

1. The National Treasurer shall:
 - a. Exercise good business judgement in the discharge of his various stewardship responsibilities, in keeping with the mandate given by the Executive Council.
 - b. Manage the administrative functions of the National Church Office.
 - c. Keep proper records and render financial statements as requested by the Executive Council.
 - d. Assume responsibility for all financial transactions flowing from the national budget as approved by the General Assembly.
2. He shall ensure that all information requested by the auditors, appointed by the General Financial Board and ratified by the General Assembly, is provided promptly.

Section 4. Secretaries

Secretary

1. The Secretary shall be elected annually from among the members of this Assembly.
2. It shall be the duty of the Secretary to keep a record of the proceedings of the General Assembly on files provided for that purpose and which shall remain the property of the Church.
3. The Secretary shall inform the Chairman of each Board and Committee, of the names of its members and of the purpose for which it is appointed.
4. The Secretary shall also compile statistics, keep the record of the names of the members attending each General Assembly, together with the congregations represented; receive the credentials of the delegates and serve as secretary to the Executive Council, and shall keep a record of all meetings of the Executive Council as is done for the General Assembly.

Assistant Secretary

1. The Assistant Secretary shall be elected annually from among the members of the General Assembly.
2. He shall assist the Secretary in the performance of the prescribed duties, and act as secretary if he is unable to serve.

Section 5. Christian Education Director

The Director of Christian Education shall be appointed from among the members of the Church. He must have the relevant training from an accredited educational body.

1. He shall perform, inter alia, the following functions:
 - (a) Formulate and execute in collaboration with the Board of Christian Education and such other Boards, Commissions and Committees as may be appointed from time to time, a programme of Christian Education aimed at training Church leaders at all age levels, promote such work in the Churches.

Ensure that this programme is implemented in such manner as will improve the standard and quality of Christian Education throughout the Church.

A copy of the programme as formulated shall be submitted to the Executive Chairman who will submit it to the Executive Council for final approval prior to implementation.

- (b) Ensure the training of Ministerial students in the distinctive areas of Church of God studies, and collaborate with the Institutions in which Church of God ministerial students are trained in the interest of and on behalf of the Church.
- (c) Sit as an ex-officio member of such Boards and Commissions and Committees such as the Board of Christian Education and those concerned with leadership training, as well as on the Executive Council.
- (d) Submit quarterly reports to the Executive Chairman who will in turn submit same to the Executive Council and shall also be responsible to ensure that the Board of Christian Education submits an annual report to the General Assembly.

2. He shall be a paid employee of the Church and shall have voting rights.

Term of Office:

The term of office of the Director of Christian Education shall be for a period of three years (3) from the date of appointment. However:

- (a) the contract period may be extended beyond three (3) years where it is established that the employee has satisfactorily discharged the duties of the post.

GENERAL NOTE:

Notwithstanding their terms of office aforementioned, officers and other paid employees of the Church may be terminated summarily for Cause, if in the opinion of the Executive Council any such officer or paid employee is guilty of misconduct or conduct which brings himself or the Church into disrepute.

Paid Officers and employees of the General Assembly shall not be eligible for election to Boards and Committees.

ARTICLE II – EXECUTIVE COUNCIL

Section 1. Membership.

The Executive Council shall comprise the following members:-

Executive Chairman, First and Second Vice Chairmen, National Treasurer, Secretary, Assistant Secretary, Chairman of the Ministers' Conference, the Chairman of each Subordinate Board, the Chairman of each Regional Council, the Presidents of the: Women of the Church of God, Men of the Church of God, the National Youth Council, and the Christian Education Director.

The Executive Council shall be chaired by the Executive Chairman.

Section 2. Duties and Responsibilities

- (a) The Executive Council shall exercise the powers of the General Assembly between sessions of the said Assembly as conferred on it by Article III of the Constitution.
- (b) Its specific duties and responsibilities shall be as follows:
 - 1. To ensure that contracts and job descriptions are prepared for all paid officers of the National Church.
 - 2. To serve as co-coordinating body for the work of the Church.
 - 3. To monitor the work of the Officers, Boards and Committees and all other agencies and affiliated bodies to ensure that their respective mandates are being fulfilled.
 - 4. To deal with matters referred to it by Boards, Committees and other agencies of the Church.
 - 5. To review budgets prepared by the General Financial Board for presentation to the General Assembly.
 - 6. To ensure that each year's audited financial statements are obtained by the GFB for presentation to the Annual General Assembly.
 - 7. To fill vacancies of Assembly Officers, standing committees and any other vacancy, which may occur between General Assemblies.

8. To receive and enact the judgement of the Ministers' Conference according to Article III of the Constitution in determining those congregations which are recognised as belonging to the Church; to help these congregations to form co-operational groups for the support of Pastors, for deriving mutual benefits from common projects and to help in the formation of larger regional groups.
9. To receive information relative to the appointment and termination of the services of ministers, act upon the recommendations of the Ministers' Conference according to Article III of the Constitution as to who are recognized as being in good and regular standing.
10. To recommend, to the Government, ministers suitable for the appointment as Marriage Officers; such ministers having been first recommended by the Ministers' Conference.
11. To be responsible for monitoring the work of the Assembly Planning Committee. The Executive Council shall have the power to co-opt such persons as may be necessary to ensure that the functions of the Assembly Planning Committee are discharged effectively.
12. To appoint a Personnel Committee to be chaired by the Executive Chairman.

If, however, the Personnel Committee is dealing with a matter in which the Executive Chairman has a personal interest, the Council shall appoint either the First or Second Vice Chairman to chair that particular meeting. The Executive Chairman would not be allowed to vote on the said issue.

Section 3: Meetings

The Executive Council shall meet within one calendar month following the Assembly and once each quarter thereafter. Special meetings shall be held at the call of the Executive Chairman or when any three of the members request same in writing, addressed to the Executive Chairman or Secretary in care of the Church of God office.

Section 4: Term of Office

The term of office shall be one year, terminating at the close of the General Assembly at which the new officers are elected. Until the new Executive Council is constituted the new officers of the Assembly shall constitute an Executive Committee with powers to act for the Assembly.

ARTICLE III – REGIONS

Section 1 – Composition

- a) All members of congregations of the Church, in a specified geographic boundary, recommended by the Executive Council and approved by the General Assembly, shall constitute a Region.
- b) These Regions shall be governed by an executive body elected biennially from among its membership at the Annual Regional Convention. This body, which shall be named the Regional Council, shall consist of the following:
 - (i) Chairman (ii) Vice-Chairman (iii) Secretary (iv) Assistant Secretary
 - (v) Treasurer, (vi) A representative of each Auxiliary and (vii) Any other position(s) deemed necessary for its effective functioning.
- c) These Regions shall be empowered to elect such committees as are necessary for their effective functioning.
- d) Congregations falling within such designated boundaries (Regions) shall actively participate in all regional affairs, as the Regions seek to fulfill the mission of the Church.

Section 2 – Purpose & Function

- a) Foster and promote fellowship/unity among its members.
- b) Promote and encourage the evangelistic thrusts for the congregations.
- c) Plan and implement strategies to strengthen congregations.
- d) Assist in the execution of the programmes of the Executive Council and the National Boards and Committees.
- e) Ensure that there are representatives on the various National Boards and Committees and Associations as required.

ARTICLE IV – SUBORDINATE BOARDS

Section 1 – The Assembly shall have the following subordinate boards:

1. Board of Christian Education

This Board shall consist of thirteen (13) members as follows:

- (a) Six (6) Regional Christian Education Co-ordinators.
- (b) Four (4) shall be elected by the General Assembly. Two shall serve for two years, and the other two (2) shall serve for three years. Thereafter, holders of this office shall serve three-year terms.
- (c) One (1) each shall be nominated annually by the National Youth Council, the Women of the Church of God and the Men of the Church of God.

The Director of Christian Education shall be an ex-officio member of this Board.

This Board shall work closely with the Director of Christian Education in developing educational programmes and relevant educational materials for the Church. It shall work in collaboration with the Board of Evangelism and Missions in providing the relevant training to congregations.

2. Board of Church Relations

The membership of this Board shall consist of seven (7) persons who shall be elected by the Assembly. Three (3) shall serve for two years and the other four (4) shall serve for three years. Thereafter, holders of this office shall serve three-year terms.

This Board shall foster and promote harmonious and effective working relations between and within congregations and shall act as arbiter of last resort only.

The Board shall also study and review church relations and report its findings to the Executive Council for further action, where necessary.

3. Board of Evangelism & Missions

This Board shall consist of eleven (11) members as follows:

- (a) Six (6) Regional Evangelism Co-ordinators.
- (b) Five (5) shall be elected by the General Assembly. Two (2) shall serve for two years and the other three (3) for three years. Thereafter, holders of this office shall serve three-year terms.

This Board shall provide appropriate advice and relevant training to congregations in collaboration with the Board of Christian Education and the Director of Christian Education.

4. General Financial Board

This board shall consist of eleven (11) members as follows:

- (a) Six (6) Regional Treasurers.
- (b) Four (4) shall be elected by the General Assembly. Two (2) shall serve for two years, and the other two (2) for three years. Thereafter, holders of this office shall serve three-year terms.
- (c) The National Treasurer

The main responsibilities of this Board shall be:

- (a) To maintain functional working relations with the National Treasurer.
- (b) To develop all policies and strategies, relative to the finances of the Church and ensure their implementation and evaluation.
- (c) To review all financial statements, budgets and related reports prepared by the National Treasurer before submission to the Executive Council.
- (d) To promote good financial stewardship among congregations.
- (e) To allocate national funds to the various agencies for the specific purposes approved by the General Assembly, subject to availability, and
- (f) To maintain an appropriate pension scheme for **MINISTERS AND ALL OTHER SALARIED PERSONNEL IN THE EMPLOYMENT OF THE CHURCH.**

5. Property Board

All property, real and personal, of the Church, shall be vested in the Property Board, legally known as the **Corporation** in the Law 47 of 1942, **OR ANY AMENDMENT THERETO OR NEW ENACTMENT.**

This Board shall be comprised of the following four (4) Officers of the General Assembly:

1. Executive Chairman
2. First Vice Chairman
3. National Treasurer
4. Secretary

The functions of this Board are as stipulated in the above stated **Law**, and its decisions shall have the benefit of expert advice.

6. Board of Mass Communication

This board shall consist of eleven (11) members, seven (7) of whom shall be elected by the General Assembly and four (4), with Mass Communication Skills, by the Executive Council. Three (3) shall serve for two years; four (4) for three years. Thereafter, holders of this office shall serve three-year terms. The four (4) appointed by the Executive Council shall serve for three (3) years.

This Board shall be responsible for:

- (a) All radio and television broadcasts.
- (b) Publication and distribution of selected religious literature in collaboration with the Board of Christian Education.
- (c) Providing appropriate means for the projection and promotion of the programmes of all other Boards and agencies, and
- (d) All other forms of communication for the work of the Church.

Section 2. Elections

The Assembly shall elect members of Boards from a list submitted by the Nominating Committee.

Section 3. Organization of Boards

Each Board shall submit a set of proposed By-Laws to the General Assembly for approval.

Section 4. Term of Office

Unless otherwise stated in the Constitution, Board members shall serve for three years except for those who serve for a shorter period to have the Board duly constituted. They shall hold office until the termination of the General Assembly in which their successors are elected.

Section 5. Reports of Boards, Regions and Associations

The Boards, Regions and Associations shall:

- (a) Present quarterly reports in writing to the Executive Council.
- (b) Present to the Executive Chairman, no later than mid February, a summary report for the current Assembly year for inclusion in the General Assembly Report.

Each report shall include a statement of the activities planned and achieved in keeping with the format prescribed by the Executive Council.

Section 6. Budgets

All Boards requiring funding from the National Office shall submit their annual budget by October 31 to the General Financial Board through the National Treasurer for review and presentation, through the Executive Council, to the upcoming Assembly for approval.

ARTICLE V – COMMITTEES

Section 1. Standing Committees

1. Nominating Committee

- (a) Each subordinate board shall select one (1) of its members for the Nominating Committee. The Executive Council shall appoint additional members at its first sitting following each General Assembly so as to bring the number to nine (9), and shall designate one of the members as convenor.
- (b) No member of the Executive Council shall be named to this Committee.
- (c) This Committee shall make nominations for the election of Officers and members to Subordinate Boards and Standing Committees after consultation with the pastors of congregations from which the nominees come. This list shall be submitted to the Executive Council, through the Executive Chairman, no later than mid February of each year.

Wherever possible, no fewer than two names shall be presented for each vacancy except in the case of the standing committees where the number of names shall exceed, by at least two, the number required.

The General Assembly shall have the right to add additional nominees from the floor.

2. Business Committee

This committee shall consist of five (5) members elected annually from among the members of the General Assembly.

It shall receive and consider resolutions or other items of new business to be presented to the Assembly.

3. Assembly Planning Committee.

This committee shall consist of thirteen (13) members as follows:

- (a) The first Vice-Chairman, who will be the chairman.
- (b) Six Regional Representatives.
- (c) Two shall be elected by the General Assembly annually.
- (d) The Christian Education Director

- (e) The Executive Chairman
- (f) National Treasurer, and the
- (g) Chairman of the Ministers' Conference

This Committee shall make plans for, and function until the close of the General Assembly of the year following its selection. These plans shall include the appointment of a programme sub-committee for any special meetings as may be necessary, and it shall also recommend speakers to the Executive Council for the Annual General Assembly.

This Committee shall be responsible for all physical arrangements in connection with the General Assembly meetings, including the housing and boarding of delegates and other participants.

4. **Ordination Committee**

An Ordination Committee of seven (7) ordained ministers in good and regular standing shall be appointed by the Ministers' Conference and ratified by the General Assembly to serve one year to the close of the Assembly in the year following their selection.

The main duties of this committee shall be to:

- (a) Consider the advisability of any person being installed to the pastorate of a local congregation, to receive any applications or recommendations to that end from congregations, and if the Committee considers it proper, to arrange for the installation of such person to the pastorate.
- (b) Consider the advisability of any person being ordained to the ministry, to receive any applications or recommendations to that end from congregations or ministers, and if the committee considers it proper, to arrange for the ordination of such person to the ministry, either at the General Assembly or some other suitable place and time.
- (c) Investigate charges against Pastors within a period of one month of the date they were preferred. After due consideration, on the basis of their findings, make a recommendation regarding his status to the Ministers' Conference for decision. The Ministers' Conference shall report the decision taken to the Executive Council for action.

However, if the Pastor is dissatisfied with the decision he shall have the right of appeal to the Ministers' Conference, which shall hear the case and report its findings to the Executive Council, who will review the case and make a final decision.

If his conduct is deemed unworthy of the ministry, the General Assembly shall cease to recognize him as a Minister of the Church, until there is full restoration to the Ministers' Conference.

- (d) Provide guidance to congregations and Pastors regarding the ordination of deacons, should there be a need for the committee's assistance.

NOTE:

It is understood that deacons are commissioned by ordained Ministers ONLY for the congregations wherein they serve.

Section 2. Special Committees

- (a) Special Committees may be appointed by the General Assembly, or the Executive Chairman, or the Executive Council, or Sub-ordinate Boards and Committees, or Associations as the need arises, and in such manner as the General Assembly may determine.
- (b) Any member of the Church in good and regular standing is eligible to serve on such committees.
- (c) All such committees terminate at the close of the General Assembly following the one in which they were appointed, unless otherwise ordered by the General Assembly.
- (d) Special committees shall consist of five (5) persons unless otherwise stated.
- (e) A convenor shall be appointed for each committee by the appointing entity.

Special Note:

The Executive Council shall ensure the effective functioning of all Boards and Committees and to this end shall have the power to co-opt such persons as may be necessary to achieve that goal.

ARTICLE VI – ASSOCIATION

The Constitution and By-laws of any association formed from time to time under the jurisdiction of this General Assembly must have the approval of the Executive Council before adoption.

Section 1. Ministerial Conference

The Ministers' Conference shall be regarded as a voluntary association of ministers under the jurisdiction of this General Assembly.

Section 2. Women of the Church of God

The Women of the Church of God shall be regarded as a voluntary association of women under the jurisdiction of this General Assembly. Its membership shall consist of women in the Church in good and regular standing.

Section 3. Men of the Church of God

The Men of the Church of God shall be regarded as a voluntary association of men under the jurisdiction of this General Assembly. Its membership shall consist of men in the Church in good and regular standing.

Section 4. National Youth Fellowship

The National Youth Fellowship shall be regarded as a voluntary association of young people under the jurisdiction of this General Assembly, and sponsored by the Board of Christian Education. Its membership shall consist of young people within the youth fellowships of the Church.

Section 5. Leadership Training Institute

The Leadership Training Institute is the training institute of the Leadership Development Commission, which has the task of training persons for Christian ministry. As such, the Leadership Development Commission comes under the jurisdiction of the Executive Council.

The Executive of the Associations listed at Sections 2 to 5 above shall include at least one (1) representative from each Region.

ARTICLE VII – LIMITATIONS

No person shall occupy the floor for more than thirty minutes in the presentation of any paper or report, and no speaker, upon any motion or resolution, or upon any paper read, shall occupy the floor for more than ten minutes, without the consent of three-fourths of the members present.

ARTICLE VIII – VOTING

The method of voting shall require all nominations and selections for Officers, Boards or Committees to be presented to this General Assembly in writing, except in case of nominations allowed from the floor.

All voting shall be done by secret ballot.

ARTICLE IX – QUORUM

The presence of one hundred (100) members of this General Assembly, representing at least two-thirds of the Regions of the Church, shall constitute a quorum at any business meeting of the General Assembly.

ARTICLE X- TITLES AND HONOURARY TITLES

The following Titles and Honourary Titles shall apply:

1. **Reverend (Rev.)** - This title is to be applied to ordained Pastors within the Church.
2. **Pastor Emeritus** – This title may be conferred upon the following:
 - Retired Pastors who have rendered to the Church pastoral service with distinction for at least thirty (30) years.

ARTICLE XI – ORDER OF BUSINESS for ANNUAL GENERAL ASSEMBLY

1. Call to Order
2. Prayer
3. Executive Chairman's Charge
4. Reading of Minutes of the last General Assembly.
5. Report of Officers
6. Report of Boards
7. Report of Committees
8. Other Reports
9. Election of Officers, Boards and Committees
10. Reports of Congregations
11. Unfinished Business
12. Original Resolutions and New Business
13. Adjournment
14. Prayer

ARTICLE XII – RULES OF ORDER

The proceedings of this General Assembly shall be governed by Robert's Rules of Order (Latest Revision) where it does not conflict with anything in the Constitution and By-Laws.

